

# INTERNATIONAL SHIPPING GUIDE

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# TWI Divisions and Services

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## **TWI Global Exhibition Logistics**

- International air and ocean freight
- ATA Carnet services
- Customs formalities
- On-site supervision
- Nationwide consolidation points
- Insurance

## **TWI Import Services**

- Customs brokerage formalities
- Inland transportation
- Return air and ocean freight
- Final destination delivery

## **TWI North America**

- Air and ground transportation
- Padded van services
- Specialized tours
- Insurance

## **TWI Canada**

- International air and ocean freight
- Ground transportation within Canada and to the United States
- Customs formalities
- Nationwide consolidation points
- Insurance

# TWI Mission Statement

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*To be the best, working to be better*

To produce first-class tradeshow logistics for all exhibitors

To remain the industry leader by anticipating and responding to the changing needs of our clients.

To constantly measure our performance in order to achieve the highest level of excellence.

To remain steadfastly dedicated ...

*To be the best, working to be better*

# Introduction

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The International Shipping Guide has been compiled for you by TWI to ease the challenge of international shipping.

From a glossary of common terms to an in-depth explanation of an ATA Carnet; from a listing of the European Community countries to measurement conversion charts; from fractional equivalents to sample forms ... the International Shipping Guide is a complete informational reference source.

In an orderly, easy-to-follow format, the guide provides simple answers to the often complicated questions surrounding international shipping. Use it as an educational tool, as a working guide, and as a continuing resource for quick reference. And, for those times when you need further clarification or information, please let us know. Our phone and fax numbers as well as our email addresses are listed for your convenience.

Headquartered in Las Vegas with offices in California, New York and Toronto, TWI is recognized around the globe as North America's foremost international tradeshow logistics company. A complete listing of our services is included in this guide.

As part of our continuing mission to be the best, working to be better, we at TWI are pleased to share with you the International Shipping Guide.

# International Shipping Terms

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**Agent** – One who negotiates contracts or acts in the legal capacity of another party.

**Air Cargo** – Any property carried, or to be carried, in an aircraft, excluding passenger bags.

**Airway Bill** – Also called air consignment note. A bill of lading issued by the airline acknowledging receipt of merchandise, indicating conditions of cartage and issued only in non-negotiable form.

**Arrival Notice** – A document issued by railroads, airlines and maritime services identifying the shipping is sent to the consignee or their agent and informing consignee/agent of cargo's arrival.

**ATA Carnet** – An international Customs document issued by authorized Chambers of Commerce allowing temporary admission of goods in many foreign countries without the need for bonds, deposits/guarantees, duty and Customs formalities.

**Bank Guarantee Cash Deposit** – Payable by the exhibitor to the forwarder, the Customs agent or official authorities in place of a temporary import bond to ensure the amount requested is the minimum amount of import duties and taxes which would be paid in case of final import.

**Bill of Lading** – A contract between a shipper and a carrier providing proof that the merchandise was transferred from the shipper to the consignee and that the carrier has assumed responsibility for the cargo until it is delivered.

**Bonded Warehouse** – A warehouse approved by Customs into which non-cleared goods may be placed.

**Cartage Agent** – Ground service operator who provides pickup and delivery in areas not served directly by air carrier.

**Certificate of Origin** – A document certifying the origin of goods.

**CIF** – Cost plus insurance plus freight = CIF value. A pricing term indicating the cost of goods, insurance and freight are included to establish CIF value.

**Commercial Invoice** – An invoice required to be presented to Customs representing one shipment of merchandise by one consignor to one consignee clearly identifying the product for classification and appraisal purposes.

**Concealed Damage** – Damage to merchandise that is not discovered until the shipment is unpacked.

**Consignee** – A party to whom goods are delivered.

**Consolidation** – A combination of many small shipments into one shipment, often with more than one consignee.

**Container Detention** – A charge which is assessed when the container is removed from the carrier's control but is not returned within the allowable free time.

**Customhouse Broker (US)** – A person or firm licensed by the Treasury Department engaged in entering and clearing goods through Customs.

**Customs** – A government authority designated to regulate the flow of goods to and from a country and to collect duties levied by a country on imports and/or exports. The term also applies to the procedures involved in such collection.

**Dangerous Goods** – Articles or substances that are capable of posing a significant risk to health, safety or property when transported and which are classified according to the most current editions of ICAO Technical Instructions for the Safe Transport of Dangerous Goods and the IATA Dangerous Goods Regulations.

**Declared Value (Cartage)** – The value of goods declared to the carrier by the shipper for the purposes of determining charges or establishing the limit of carrier's liability for loss, damage or delay.

**Dock Receipt** – A receipt given for a shipment received or delivered at a pier. When delivery of a foreign shipment is completed, the dock receipt is surrendered to the vessel operator or his agent and serves as the basis for the preparation of the Ocean Bill of Lading.

**Duties** – The sum of money assessed by a country's fiscal authorities to discourage imports.

**EC** – European Community

**Export License** – A permit required to engage in the export of certain commodities to certain destinations. Lists of such goods are found in the comprehensive Export Schedules issued by the Bureau of Foreign Commerce.

**Foodstuff/Edibles** – Imports are subject to sanitary/veterinary health certificates. Live animals/plants may be quarantined.

**Fumigation** – Required in some countries for live plants and wooden packaging.

**GST** – Goods and services taxes.

**Harmonized System** – International commodity description and classification referencing system. Formerly known as Schedule B.

**Ocean Bill of Lading** – A receipt for cargo and a contract for transportation between a shipper and the ocean carrier.

**Permanent Import** – In case of sales, with payment of duties and VAT, or in case of free distribution, disposable or consumables usually exempted from payment of duties and VAT depending on each country. Quantity and value exempted at discretion of Customs authorities.

**Pier Demurrage** – A charge assessed when the container is removed from the carrier's control and is not returned within the allowable free time.

**Power of Attorney (POA)** – A “grant of authority” from the principal (importer) to the agent (broker) to perform certain acts on the principal's behalf. A Power of Attorney is required by a broker to perform those activities, defined as “Customs business,” on behalf and in the name of a principal.

**Prohibited Cargo** – Goods restricted by international convention. Also refers to drugs, weapons and ammunitions.

**Rate of Exchange** – The rate of currency exchange established daily as the buying rate of foreign currency by the Federal Reserve Bank. The daily rate is used only when it varies by more than 5% from the quarterly rate. When applicable, the daily rate is the rate certified on the day of exportation.

**Shipper's Export Declaration** – A form required by the Treasury department and completed by the shipper showing the value, weight, consignee, destination, etc. of export shipments as well as the Schedule B identification number.

**Temporary Import** – Exhibition material whose temporary import status exempts payment of duties and taxes on arrival.

**Temporary Import Bond/Deposit (TIB)** – Articles not imported for sale, admitted into the US on a temporary basis without the payment of duty, under bond for their exportation.

**TIR Carnet** – Similar to an ATA Carnet, but used for trucks from non-EC Countries. Can be used for different unloading locations. Trucks must be sealed by Customs.

**VAT** – Value Added Tax. VAT applies to all EC countries, Switzerland and other countries around the world. The percentage applies to CIF value and duties and the percentage differs from one country to another. Local VAT on forwarding/handling services is not charged between ECE companies with a registered VAT number or to non-EC exhibitors on condition the local forwarder executes Customs clearance and transport.

# ATA Carnet

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## What is an ATA Carnet?

- ATA Carnets are international Customs documents allowing the temporary admission of goods in a number of foreign countries without the need for bonds , deposit/guarantee, duty and Customs formalities . Think of ATA Carnets as merchandise passports.
- The initials ATA are an acronym of the French and English words, admission temporaire/ temporary admission.

## Who Issues ATA Carnets?

- Carnets are issued and guaranteed by national groups under a set of conditions established by the International Bureau of Chambers of Commerce (IBCC).
- The IBCC is sponsored by the International Chamber of Commerce (ICC) in Paris.

## How Long Does it Take to Get an ATA Carnet?

- Normal processing time is five working days.
- Can be obtained in eight (8) hours.

## Where Can an ATA Carnet Be Used?

- ATA Carnets can be used in 44 nations located in Europe , North America , Asia and Africa . They are:

Algeria	Finland	Ireland	Mauritius	South Africa
Australia	France	Israel	Netherlands	Spain
Austria	Germany	Italy	New Zealand	Sri Lanka
Belgium	Gibraltar	Ivory Coast	Norway	Sweden
Bulgaria	Greece	Japan	Poland	Switzerland
Canada	Hong Kong	Korea	Portugal	Turkey
Cyprus	Hungary	Luxembourg	Romania	United Kingdom
Czechoslovakia	Iceland	Malaysia	Senegal	United States
Denmark	India	Malta	Singapore	Yugoslavia

- Additional countries are added to the ATA system periodically.

## How Long are ATA Carnets Valid?

- ATA Carnets are valid six to twelve months from date of issue.
- There is a limit on the length of time the shipment may remain in the EC country.
- Re - ex port must occur before the stated period expires.

## What Merchandise is Covered by the ATA Carnet?

ATA Carnets should only include cargo which is to be re-exported to the country of origin:

- virtually all goods, personal and professional, including commercial samples, professional equipment and goods intended for use at tradeshows and exhibitions;
- ordinary goods such as computers, tools, cameras and video equipment, industrial machinery, automobiles, gems and jewelry, and wearing apparel;
- extraordinary items such as Van Gogh's self-portrait, Ringling Brothers' tigers, Cessna jets, Paul McCartney's band, World Cup-class yachts, satellites, the New York Philharmonic.

## What Merchandise is Not Covered by the ATA Carnet?

Because it may be more difficult and expensive to perform partial clearance of an ATA Carnet in case of sales or distribution, the following are not covered by the ATA Carnet:

- consumable goods such as food and agricultural products
- disposable items such as give-aways and brochures
- postal traffic

## What Paperwork Should be Included in an ATA Carnet?

ATA Carnets should contain a minimum of:

- Two yellow export foils (pages)
  - export
  - re-import in the country of origin
- Four blue transit foils (pages), in case of transit between:
  - EC and non-EC countries
  - two non-EC countries with a joined border
- Two white import foils (pages)
  - import
  - re-import in the country of destination

In completing an ATA Carnet, remember:

- Additional sheets are supplied in the country of origin for each additional import country;
- No additional pages are required for traveling between the EC except when traveling from France to Italy via Switzerland.

## How Much Does an ATA Carnet Cost?

- While additional costs may be incurred when obtaining security or other services, the basic carnet fees are determined by the value of the shipment:

Shipment Value	Carnet Fee
Under \$5,000	\$120
\$5,000 – 14,999	\$150
\$15,000 – 49,999	\$175
\$50,000 – 199,999	\$200
\$200,000 – 499,999	\$225
\$500,000 and over	\$250

## Must I Provide Security?

- As the guaranteeing organization, the U.S. Council is required to take security, usually 40% of merchandise value, to cover any Customs claim that might result from an improperly used Carnet.
- Certified check or surety bond are acceptable forms of security.
- Security is returned in full to the Carnet holder once the Carnet is canceled.

## Under What Conditions Might a Claim be Filed?

Some circumstances under which a claim might be filed are:

- when goods are not re-exported within one year;
- when Carnet sheets are not properly validated by Customs officials on the way into or out of the U.S. or foreign country;
- when merchandise is improperly or inadequately described on the General List.

## How Can I Reduce the Time it Takes for Customs to Inspect My Shipment?

Since ATA Carnets require Customs checking/inventory at each border, sea/airport, and/or fairground, you can reduce the inspection time if you:

- fasten crates or packing containers with screws or bolts, not nails;
- furnish a detailed packing list for each case including serial numbers and concise content descriptions.

## Can You Summarize the Reasons Why I Should Use an ATA Carnet?

- to avoid duty and tax deposits:
  - European Union tax rate is 15-25% of value + Duty
  - China tax rate and consumption tax is 27% + Duty
  - Japan tax rate is 5% + Duty
  - Australia tax rate is 22% + Duty
  - Israel tax rate is 17% + Duty
  - Canada tax rate is 7% + Duty
- to eliminate temporary import bonds (TIB)
- to be able to visit forty-four countries without re-doing paperwork

- to have your shipment recognized by Customs agencies in forty-four countries
- to make use of one Customs document for up to 12 months
- to move goods from show to show more efficiently
- to have all paperwork in English
- to eliminate the need for registration paperwork upon exiting the U.S.
- to facilitate easy re-entry into the U.S.
- to guarantee no uncertainty and no surprises

#### Where Can I Apply For an ATA Carnet?

TWI can issue an ATA Carnet for you or your client.

# Shipping – Air Freight

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## How Much Time Should I Allow For Transport by Air Freight?

While goods usually can arrive in a country within two days of receipt at the TWI warehouse, Customs becomes a time issue at the destination. A good rule of thumb is to allow a total of seven working days from the arrival of goods at the TWI warehouse to your stand in Western Europe, Singapore and Hong Kong. Allow at least fourteen working days for other countries. For third world countries allow more time.

## What are the Maximum Size Allowances For My Crates?

The height of your goods is the major concern in determining size allowances. While the maximum height for air freight is 96 inches, TWI can work with any size. Call TWI if your goods are unusually large or their height exceeds 96 inches.

- Upper deck standard airline ULD (unit load devices) are 96"W x 125"L x 96"H.
- Lower deck standard airline ULD (unit load devices) are 88"W x 125"L x 60"H.
- Due to the many different types of aircraft available today, these dimensions vary by carrier. Please contact TWI for additional details.

## Will My Goods Travel With Goods From Other Companies?

Normally yes, but if your goods are exceptionally late, they will be sent out on their own which could add to the cost of shipment.

## What Can I Do as an Exhibitor to Expedite My Shipment and Ensure That Everything Goes as Planned?

Make sure your documents are prepared correctly the first time and that your shipment includes all of the following documents:

- computer-generated commercial invoice for Customs clearance ;
- insurance application faxed to TWI's Las Vegas office;
- TSA shipper security endorsement;
- labels with the booth number and company name attached to each crate or box;
- all required compliance documents.

## How Can I Contact You With Any Other Questions I Might Have?

Don't hesitate to contact us for answers to all of your questions:

- Telephone: 702.691.9000
- Fax: 702.691.9045
- Email: [questions@twiglobal.com](mailto:questions@twiglobal.com)

# Shipping – Ocean Freight

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## How Much Time Should I Allow for Transport by Ocean Freight (Full Container)?

- U.S. East Coast to Europe: 21 days
- U.S. East Coast to Asia: 30 days
- U.S. West Coast to Europe: 30 days
- U.S. West Coast to Asia: 25 days

## What are the Maximum Size Allowances for My Crates:

- For the most part, containers used to transport goods by ocean measure in length 20', 40' and 45' as well as 40' high cube .
- In special cases, different types of ocean vessels can be used.
- See the enclosed Ocean Container Specifications sheet for detailed size information.

## Will My Goods Travel With Goods From Other Companies?

- If FCL (full container load) shipment, goods will travel by themselves.
- If LCL (less than container load) shipment, goods will travel with other companies' goods in a consolidated shipping container.

## Is it Cheaper to Send My Goods by Ocean Freight?

- It depends on the size of the shipment and the final destination.
- In some cases, it can be half the price of air freight, but you must plan well in advance if you want to use ocean as your mode of transport.

## How Can I Contact You With Any Other Questions I Might Have?

Don't hesitate to contact us for answers to all of your questions:

- Telephone: 702.691.9000
- Fax: 702.691.9045
- Email: [questions@twiglobal.com](mailto:questions@twiglobal.com)

# Shipping – Truck and Trailer Specifications

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Please bear in mind that not all trucks are created equal. These specifications may vary depending on the truck and should be used as a guideline only. If you have a specific question or special need, please contact TWI for further assistance.

## U.S. Truck and Trailer Specifications

Truck Sizes	Max . Weight	Inside Length	Door Width	Door Height	Skids
16 Ft Straight Trk	0-4,000 lbs.	16 ft	85 inches	77 inches	6
22 Ft Straight Trk	1-17,000 lbs.	22 ft	86 inches	88 inches	10
24 Ft Straight Trk	0-15,000 lbs.	24 ft	86 inches	91 inches	12
48 Ft Tractor Trl	0-42,000 lbs.	48 ft	96 inches	98 inches	24
53 Ft Tractor Trl	0-44,500 lbs.	53 ft	98 inches	109 inches	26

## European Truck and Trailer Specifications

Type	Dimensions	Weight Limit	Cubic Capacity
Standard Tilt	13.6 (L) x 2.44 (W) x 2.63 (H) meters	25,500 Kgs	87 cubic meters
Curtainsider	13.6 (L) x 2.44 (W) x 2.72 (H) meters	27,500 Kgs	90 cubic meters
Mega Trailer	13.62 (L) x 2.44 (W) x 2.96 (H) meters	25,500 Kgs	98 cubic meters
Swap Body	13.47(L) x 2.47 (W) x 3.00 (H) meters	23,000 Kgs	100 cubic meters

# Shipping – Courier

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## Can I Send My Goods Via Courier?

- Sometimes sending shipments via courier is the most efficient and fastest way to get last minute items to an international exhibition.
- Courier international service normally takes two to four days.
- Be aware that most courier service companies do not handle and cannot clear temporary imports even though they might say otherwise.
- Courier service companies only clear on a permanent basis; therefore, duty, taxes and VAT may be applicable.
- Courier companies do not work on weekends and holidays.

## What are the Potential Problems When Shipping by Courier?

The potential for problems is reduced if the value of the goods is low.

- Typically, the courier company requires the payment of duty and taxes prior to delivery.
- These charges are then billed to the shipper.
- The potential for problems is increased if the goods are of a higher value or have greater charges.

The recipient may not pay the duty and taxes prior to delivery.

- Instead, they may want payment from the shipper before releasing the shipment.
- Payment is usually made at the courier's office which may or may not be in the exhibition city.
- If the payment is delayed or is incorrect, the shipment might be delivered late, or in some cases, the shipment may not be delivered at all.

## Is There a Better Way to Courier a Shipment to an Exhibition?

Yes. Consign the shipment to the official forwarder and the on-site handling agent.

## What Else Can I Do to Lessen or Eliminate Any Problems That Might Occur With Courier Shipments?

Always make sure to have the tracking numbers so the shipment can be tracked at the show site.

# Shipping – Hand Carry

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What Advice Can You Give For Hand Carrying Goods Into Other Countries?

## **Latin America**

- Since hand carrying into Latin American countries is extremely difficult, we advise against it.
- Any items retained by Customs can be expensive to clear and involve many delays.

## **Western Europe**

- There are generally no problems associated with hand carrying goods into Western Europe.
- Make sure to have a commercial invoice with you.
- Allow one or two business days for clearance, if seized. If goods are detained, obtain a receipt and give it to TWI.
- Carnets are often acceptable.

## **Socialist/Muslim Countries**

- Hand carrying into these countries is not recommended.
- Because the laws are stringent, penalties, fines and confiscation can result.
- TWI and our agents have limited ability to clear goods hand carried into these countries if seized.

# Shipping – Insurance

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## Why Should I Buy Insurance?

- Inherent in most forms of transportation are certain vulnerabilities; therefore, without insurance you are at the carrier's consideration.
- Purchasing insurance may be the cheapest goodwill you can offer your client.
- TWI handles all administrative paperwork. TWI's personnel are often on-site to assist with potential claims issues.

## What is the Carrier's Liability Obligation?

A carrier's obligation is fairly low:

- Ocean: \$500.00 maximum per conveyance
- Air: \$9.07 maximum per pound.

## What Do Premiums Cost?

The rate for insurance coverage currently is US \$0.9225 per \$100 value of CIF + 10%.

## What are the Deductibles?

Minimum deductible is \$250 or 2% of CIF value.

## What Period of Time Does the Insurance Cover?

Purchase insurance covers the shipment from the time it is picked up at your warehouse until it is delivered back to your warehouse.

## What are the Limits of Liability?

\$3,000,000 per any one conveyance. Quote are available for values exceeding \$3,000,000.

# CARGO INSURANCE APPLICATION

**\* PLEASE COPY APPLICATION ON YOUR COMPANY LETTERHEAD BEFORE FAXING**

To: TWI Insurance Department

DATE: \_\_\_\_\_

We, \_\_\_\_\_, request comprehensive freight insurance coverage for  
COMPANY NAME

Exhibition goods while en route to, from, and during \_\_\_\_\_ . We  
have chosen to

SHOW NAME, SHOW DATES, & YEAR

ship our goods by \_\_\_\_\_, from \_\_\_\_\_ .  
AIR, OCEAN, TRUCK CONSOLIDATION POINT

The value of our goods, which is equivalent to the amount listed on our commercial invoice(s)

being sent with our freight is: US\$ \_\_\_\_\_

**Dollar value listed MUST exceed the minimum deductible of \$250.00**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

To **DECLINE** insurance please initial this box and fax to your TWI representative.

Please fax completed insurance application, along with copies of the commercial invoice(s), to 702/691-9045. After faxing, please mail the original application and commercial invoice(s) to:

**TWI GROUP, INC.  
4480 SOUTH PECOS ROAD  
LAS VEGAS, NV 89121  
ATTN: INSURANCE DEPARTMENT**

**TERMS & CONDITIONS: (REVISED 06/02/04)**

I understand that all claims are subject to a deductible of two percent (2%) per incident with a minimum deductible of US\$250.00 and no maximum. This deductible is based on the full value of the policy, not on the value of the claim.

I also understand that the insurance policy will be written for 110% of the CIF value (Commercial value listed on your invoice + Insurance Premium + Freight cost for shipping goods + 10%).

The rate for insurance coverage is based upon 110% of the CIF value and currently charged at US .9225¢ per \$100.00 of CIF value for worldwide transits, and US.5725¢ per \$100.00 of CIF value for transits from origins in the U.S.A. and/or Canada to exhibition sites within the U.S.A. and/or Canada.

The minimum premium charge is US \$60.00.

TWI reserves the right to change the rates mentioned above without notice. Rate may change if goods do not travel as indicated below. Contact TWI Insurance Department for further information. \*

Red Stripe and A.P.L.C. shipments will be insured on a one-way export basis only.

Please note shipping containers are not covered under this policy unless the containers are listed on the commercial invoice you submit with this application.

Special rates may be used for goods that vary from the transit mentioned above. Cargo Insurance for transit to exhibition whilst there for a period not to exceeding 30 days and return transit

# Shipping – Shipping Instructions

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Which Items on the Shipping Instructions are of Particular Importance?

Please note the importance of these items on the following sample set of shipping instructions:

- dates indicating when goods need to be ready for shipment;
- lists and explanations of any special requirements;
- consolidation points;
- advance material and documentation deadlines;
- state department licenses, if needed;
- contact names, etc.;
- additional items of interest or special requirements for the particular country to which the goods are being shipped.

What Should I Do if I Do Not Receive a Set of Shipping Instructions?

Please contact TWI:

- Telephone: 702.691.9000
- Fax: 702.691.9045
- Email: [questions@twiglobal.com](mailto:questions@twiglobal.com)

## STANDARD TRADING CONDITIONS

**LEGAL LIABILITY LIMIT:** The liability for loss or damage of material shipped under TWI's direction on behalf of its clients is limited to the legal liability limit of the carriers (international air cargo legal liability: 19 SDR/kilogram (SDR- Special Drawing Rights). - ocean NVOCC: \$500.00 per package or customary shipping unit) and/or service contractors employed on the client's behalf as stated in their tariff or conditions of operation. At the written request of the shipper, and if the appropriate premium is paid or agreed to be paid in writing by the shipper and that fact recorded on the shipping documents, the goods covered will be insured on behalf of the shipper under an open policy for the amount requested by the shipper as set forth in the shipping documents (recovery being limited to that actual loss or damage not exceeding the insured value) against all risks of physical loss or damage from any external cause whatsoever except those arising directly or indirectly from war risks, strikes, riots, hostilities, legal seizure or delay and subject to the terms and conditions of such policy, which is available for inspection by the shipper.

We strongly suggest that all exhibitors request the additional policy of insurance that is available through TWI or that all exhibitors carry an insurance policy from point of departure to final destination. Policies are readily available through your corporate insurance department or agent.

A notice of intent to file claim must be received in writing within ten (10) calendar days of receipt of the material and a formal claim received within thirty (30) days of the receipt of the material. Both the notice of intent to file claim and the formal claim will be accepted only at TWI's Las Vegas office. Transport/handling charges must be paid in full before the respective carrier or its agents will accept a formal claim. Use of TWI's services implies acknowledgement and acceptance of the foregoing.

**RESTRICTED ARTICLES:** The FAA has very strict regulations governing the packaging and shipping of restricted articles and special arrangements must be made for their movement. It is the shipper's responsibility to label the cartons containing restricted articles correctly and to provide TWI with the proper documents for the international shipment. **IMPORTANT** Plan to have your restricted articles shipment arrive at the consolidation point of your choice one week prior to the dates listed on page one. Pilots have the final say on whether a restricted articles shipment will fly on their aircraft and considerable delays can occur in their movement. Restricted articles include paints, flammable substances, cleaning solvents, oil and gasoline and their by-products, aerosols, explosives, corrosives, matches/lighters, magnetized and radioactive items. Failure to ship these items properly will seriously delay both the movement and inbound clearance of your equipment. **\*\*Please give TWI advance notice if you are planning to ship restricted articles.**

**SHIPMENTS OF FOREIGN-MADE GOODS:** In order to avoid the possibility of U.S. Customs assessing duties and/or penalties on returning foreign merchandise, you may wish to have these goods registered prior to their being exported from the United States for the exhibition. The registration process itself is relatively simple; however, since it requires a physical inspection of the goods by U.S. Customs, you must allow additional time for its completion. If you would like to have any of your equipment registered, we ask that you pay particular attention to the following rules and suggestions: List the goods to be registered on a separate commercial invoice. The serial and model numbers must be accessible for the customs inspector to find on the equipment itself. Please ensure that the equipment to be registered arrives at the domestic consolidation point one day prior to the export deadline date shown on page one. The completed registration form will be held at the export point until the subsequent return of your equipment or else it can be returned directly to you if required.

**ON-FORWARDING AND INTERIM STORAGE:** If you plan to use your equipment at another exhibition in the United States or at another location overseas, please notify us in advance so that the necessary arrangements can be coordinated with the on-site service contractor. TWI can also arrange for bonded storage in many locations throughout the world, enabling you to save substantial time and money by keeping your exhibit material overseas between shows.

**IMPORTS BACK TO THE USA:** Should you wish to designate a specific broker to handle the import clearance formalities of your return goods, please notify the TWI Las Vegas office at once. We will require the full address, telephone number, and person to contact at your designated brokerage firm. All import documents will be transferred to your broker immediately upon arrival in the United States so that customs clearance can be accomplished expeditiously. If you prefer that TWI coordinate the entire re-import process, please advise us which port your goods will return to and we will forward the appropriate forms and power of attorney details immediately.

**SALE OF EXHIBITS:** Goods may be sold during the exhibition, but under no circumstances can they be removed from the exhibition site until duty/tax has been paid and permanent customs import procedures have been completed and the exhibition is over.

**ON-SITE CHARGES:** TWI has made arrangements with the on-site service contractor to be invoiced for all their services to you. Therefore, it will not be necessary for you to carry cash with you to pay the on-site service contractor at [INSERT SHOW NAME]. The charges will be billed to you on TWI's invoice.

**PAYMENT OF CHARGES AND TERMS:** Our terms are net 10 days from date of invoice. This is because the charges for which you are being invoiced represent monies already advanced by TWI and/or its agents. TWI reserves the right to deliver any material in its possession on a C.O.D. basis, with an additional assignment of 1-1 ½ percent per month on any past due amounts, inclusive of all charges to the point of delivery.

**CONSTRUCTION OF TERMS, JURISDICTION AND VENUE AND ATTORNEY FEES:** The foregoing terms and conditions shall be interpreted under the laws of the State of Nevada and applicable U.S. Statutes. It is further agreed that jurisdiction and venue for any suit arising out of this transaction shall be in Clark County Nevada or in the United States District Court for the District of Nevada- Las Vegas. It is further agreed that in the event of any suit to enforce the terms and conditions hereof, then in that instance the prevailing party shall be entitled to reasonable attorney fees and costs as fixed by court.

**\*\*Please refer to our complete instructions for all pertinent information.**



**COMMERCIAL INVOICE/PACKING LIST**  
**SAMPLE ONLY, DO NOT USE**

Sender: (Exhibitor Name)			Consignee: (Exhibitor Name)			License:		If Applicable							
Exhibiting Name			SHOW NAME			Carnet:		If Applicable		REMARKS ( " X " each item)					
Exhibitor Address			CITY, COUNTRY			IRS No.:		Enter IRS #		A: TEMPORARY IMPORT					
State, City, Zip			Hall/Stand No			Pieces:				B. PERMANENT IMPORT					
Phone/Fax/Email			NOA:			Weight:				C. GIVEN AWAY/SOLD					
Total Pieces	Item No.	QTY	Description of Contents	Origin	Kilo	Dims (Inches) L x W x H			CBM	HTS	A	B	C	Item Value (\$)	Total Value (\$)
1 of 5	1	2	Wide-screen video units Model # 839ZA S/N's X039593, X038904	USA	444	59	28	42	1.14	8544.20.0000	X			1,200.00	2,400.00
	2	4	Aluminum Support Stands for Video Units	USA						9023.00.0000	X			75.00	300.00
	3	1	Remote Control Channel Selection	USA						9023.00.0000	X			105.00	105.00
	4	2	Auto Playback Tape Decks Model #7603	USA						8518.21.0000	X			359.00	718.00
2 of 5	1	3	Display Panels with Graphics	USA	125	96	36	36	2.04	9023.00.0000	X			500.00	1,500.00
	2	3	Header Panels w/ Logo	USA						9023.00.0000	X			125.00	375.00

**SAMPLE**

*See Blank Invoice Tab (Bottom of Workbook) to Prepare an Invoice*

The shipper hereby authorizes TWI and their agent, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage. The values listed on this document represent fair-market value. These commodities, technology or software were exported from the United States in accordance with Export Administration Regulations. Diversion contrary to U.S. law prohibited.

CIF Total Value: \$ 5,398.00  
 Authorized Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

I consent to cargo screening of this Air-shipment as per TSA approved cargo screening methods.  
 Yes  
 No - shipment subject to transportation by all cargo aircraft only.  
 (DOES NOT PERTAIN TO OCEAN SHIPMENTS)





**COMMERCIAL INVOICE/PACKING LIST**  
**SAMPLE ONLY, DO NOT USE**

Sender: (Exhibitor Name)			Consignee: (Exhibitor Name)			License:		If Applicable							
Exhibiting Name			SHOW NAME			Carnet:		If Applicable		REMARKS ( " X " each item)					
Exhibitor Address			CITY, COUNTRY			IRS No.:		Enter IRS #		A: TEMPORARY IMPORT					
State, City, Zip			Hall/Stand No			Pieces:				B: PERMANENT IMPORT					
Phone/Fax/Email			NOA:			Weight:				C: GIVEN AWAY/SOLD					
Total Pieces	Item No.	QTY	Description of Contents	Origin	Kilo	Dims (Inches) L x W x H			CBM	HTS	A	B	C	Item Value (\$)	Total Value (\$)
4 of 5	1	2000	Assorted Product Brochures	USA	39	24	15	18	0.11	4911.10.0050			X	0.05	100.00
	2	150	Corporate Annual Reports	USA						4911.10.0050			X	0.50	75.00
	3	1	Magazine Ad Reprints	USA						4911.10.0050			X	105.00	105.00
5 of 5	1	1000	Ball-Point Pens with Company Logo	USA	58	24	42	12	0.20	4911.10.0050			X	0.10	100.00
	2	100	Company T-Shirts	USA						4911.10.0051			X	1.50	150.00
	3	500	Company Product Poster	USA						4911.10.0051			X	0.10	50.00

**SAMPLE**

*See Blank Invoice Tab (Bottom of Workbook) to Prepare an Invoice*

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CIF Total Value: \$ 580.00  
 Authorized Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

I consent to cargo screening of this Air-shipment as per TSA approved cargo screening methods.  
 Yes  
 No - shipment subject to transportation by all cargo aircraft only.  
 (DOES NOT PERTAIN TO OCEAN SHIPMENTS)



**COMMERCIAL INVOICE/PACKING LIST**

Sender: (Exhibitor Name)			Consignee: (Exhibitor Name)			License:			<u>REMARKS ("X" each item)</u> A: TEMPORARY IMPORT B. PERMANENT IMPORT C: GIVEN AWAY/SOLD					
Exhibiting Name			SHOW NAME			Carnet:								
Exhibitor Address			CITY, COUNTRY			IRS No.:								
State, City, Zip			Hall/Stand No			Pieces:								
Phone/Fax/Email			NOA:			Weight:								
Total Pieces	Item No.	QTY	Description of Contents	Origin	Kilo	Dims (Inches) L x W x H		CBM	HTS	A	B	C	Item Value (\$)	Total Value (\$)

The shipper hereby authorizes TWI and their agent, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage. The values listed on this document represent fair-market value. These commodities, technology or software were exported from the United States in accordance with Export Administration Regulations. Diversion contrary to U.S. law prohibited.

CIF Total Value: \_\_\_\_\_ \$ \_\_\_\_\_ -

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I consent to cargo screening of this Air- shipment as per TSA approved cargo screening methods.

Yes

No - shipment subject to transportation by all cargo aircraft only.

(DOES NOT PERTAIN TO OCEAN SHIPMENTS)

# Cost Estimate Questionnaire

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For a complete cost estimate – usually within two business days – please provide the following information to your TWI representative.

1. What is the show name?
2. What are the show dates?
3. In what city is the show?
4. In which venue is the show?
5. How many pieces do you anticipate?
6. What are the approximate dimensions of each piece in inches? (Length x width x height)
7. Can goods be laid on side?
8. What is the approximate weight of your shipment in pounds?
9. How would you like to ship your goods?
  - Air freight – approximately one to two weeks
  - Ocean freight – approximately four to six weeks
10. What is the approximate wholesale value of your goods for insurance and customs?
11. Would you like TWI to pick up your goods?  
If yes, please provide the city and zip code for pickup.
12. Would you like to insure your goods?

For a cost estimate, your TWI Representative can be reached by:

- Telephone: 702.691.9000
- Fax: 702.691.9045



## Interrelation of Units of Measurement

### Length

To Convert	Multiply By
Meters to:	
Yards.....	1.0936
Feet.....	3.2808
Inches.....	39.37
Yards to:	
Meters.....	0.9144
Feet to:	
Meters.....	0.3048
Inches to:	
Centimeters .....	2.54

### Weight

To Convert	Multiply By
Long Tons to:	
Pounds (Avoirdupois).....	2240
Short Tons .....	1.12
Metric Tons (Tonnes) .....	1.01605
Short Tons to:	
Pounds (Avoirdupois).....	2000
Long Tons .....	0.892857
Metric Tons (Tonnes) .....	0.907185
Metric Tons to (Tonnes):	
Long Tons .....	0.98421
Short Tons .....	1.10231
Pounds to (Avoirdupois):	
Kilograms.....	0.453592
Kilograms to:	
Pounds (Avoirdupois).....	2.20462

To Convert	Multiply By
CM to Inches.....	0.3937
Miles to KM.....	1.609
KM to Miles.....	0.6214
Feet to Inches.....	12
Ounces to Grams.....	28.35
Grams to Ounces .....	0.0353
U.S. Quarts to Liters .....	0.9463
Liters to U.S. Quarts .....	1.057
Cubic Yards to Cubic Meters .....	0.7646
Cubic Meters to Cubic Yard .....	1.308
Square Inch to Square CM.....	6.452
Square Yards to Square Meters .....	0.8361
Square CM to Square Inches .....	0.155
Square Meters to Square Yards.....	1.196

### Volume and Capacity

To Convert	Multiply By
U.S. Gallons to:	
Cubic Inches .....	231
Cubic Feet .....	0.133681
Imperial Gallons .....	0.83268
U.S. Barrels .....	0.0238095
Liters .....	3.78533
U.S. Barrels to:	
U.S. Gallons.....	42
Cubic Inches .....	9702
Cubic Feet .....	5.6146
Imperial Gallons .....	34.9726
Liters .....	158.984
Imperial Gallons to:	
Cubic Inches .....	277.42
Cubic Feet .....	0.160544
U.S. Gallons.....	1.20094
U.S. Barrels .....	0.028594
Liters .....	4.54596
Cubic Feet to:	
Imperial Gallons .....	6.2288
U.S. Gallons.....	7.4805
U.S. Barrels .....	0.17811
Liters .....	28.316
Cubic Meters .....	0.028317
Cubic Inches to:	
Imperial Gallons .....	0.00360463
U.S. Gallons.....	0.004329
Liters .....	0.016387
Liters to:	
Cubic Inches .....	61.026
Cubic Feet .....	0.035316
Imperial Gallons .....	0.219975
U.S. Gallons.....	0.264178
U.S. Barrels .....	0.00629
Cubic Meters to:	
Imperial Gallons .....	219.97
U.S. Gallons.....	264.17
U.S. Barrels .....	6.2898
Cubic Feet .....	35.315

### Decimal Equivalents of Millimeters

MM	Inches
0.01	0.00039
0.02	0.00079
0.03	0.00118
0.04	0.00157
0.05	0.00197
0.06	0.00236
0.07	0.00276
0.08	0.00315
0.09	0.00354
0.10	0.00394
0.20	0.00787
0.30	0.01181
0.40	0.01575
0.50	0.01969
0.60	0.02362
0.70	0.02756
0.80	0.03150
0.90	0.03543
1.00	0.03937

### Usual Weights & Measurement Ratio Applicable in Transportation

#### Overland Transport (truckloads):

$$333 \text{ kgs} = 1 \text{ m}^3$$

$$1,000 \text{ kgs} = 3 \text{ CBM}$$

#### Ocean Freight:

$$1,000 \text{ kgs} = 1 \text{ m}^3 \text{ (minimum } 1 \text{ m}^3)$$

#### Air Freight:

$$\text{Length} \times \text{Width} \times \text{Height (m)} = \text{volume weight in kgs}$$

$$\text{Real m}^3 \times 166.7 = \text{volume weight in kgs}$$

$$\text{Real KGS} \times 0.006 = \text{max. volume weight in kgs}$$

#### Conversion of Fahrenheit to Celsius

$$\text{Celsius} \times 9/5 + 32 = \text{Fahrenheit}$$

$$\text{Fahrenheit} - 32 \times 5/9 = \text{Celsius}$$

### Fractional Equivalents

Fractional Inches	=	Decimal Inches	=	Millimeters
1/16	=	0.0625	=	1.587
1/8	=	0.1250	=	3.1750
3/16	=	0.1875	=	4.7620
1/4	=	0.2500	=	6.3500
5/16	=	0.3125	=	7.9370
3/8	=	0.3750	=	9.5250
7/16	=	0.4375	=	11.1120
1/2	=	0.5000	=	12.7000
9/16	=	0.5625	=	14.2870
5/8	=	0.6250	=	15.8750
11/16	=	0.6875	=	17.4620
3/4	=	0.7500	=	19.0500
13/16	=	0.8125	=	20.6370
7/8	=	0.8750	=	22.2250
15/16	=	0.9375	=	23.8120
1	=	1.0000	=	25.4000

### Metric Multiples

10 Milliliters	=	1 Centiliter	=	0.3380 Fluid Ounce
10 Centiliters	=	1 Deciliter	=	0.8450 Liquid Gill
10 Deciliters	=	1 Liter	=	1.0567 Liquid Quartz
10 Liters	=	1 Deciliter	=	2.6417 Liquid Gallon
10 Deciliters	=	1 Hectoliter	=	2.8375 U.S. Bushels
10 Hectoliters	=	1 Kiloliter	=	28.375 U.S. Bushels