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## INTERNATIONAL SHIPPING INSTRUCTIONS

**BIT 2010**  
**Fiera Milano**  
**Milan, Italy**  
**18-21 February**

TWI has been appointed by *B-FOR International* as the official transportation coordinator of equipment and display materials for U.S. exhibitors participating in **BIT 2010**. On the following pages is specific information pertaining to this show including, shipping deadline dates, consolidation points and documentation requirements for the transportation of your material into Italy.

TWI can transport your freight to the domestic consolidation point and execute all documentation necessary to comply with U.S. Customs regulations. This includes any licenses that should accompany your material. We will ensure that your commercial invoices are complete and in the proper format and we will schedule and supervise the international movement of your freight including customs clearance through the foreign port.

### AIR FREIGHT DATES

The following air freight cut-off dates have been selected to allow you to have as much time as possible to prepare your exhibition materials prior to shipment:

### CONSOLIDATION POINTS

NEW YORK	CHICAGO	DALLAS	LOS ANGELES
4 February	4 February	4 February	4 February

ON SITE DELIVERY DATE
17 February



## AIR FREIGHT CONSOLIDATION POINTS AND LABELING INFORMATION

TWI can pick up your cargo from your facility and arrange delivery to one of our domestic consolidation points listed below. Simply call us to schedule the pick up. If you prefer, you may opt to send your goods directly to the consolidation point, prepaid. You will need to notify TWI Las Vegas of your freights impending arrival at the consolidation point. In addition to the arrival date please also include the Carrier's Bill of Lading/ Airway Bill information, the gross weight, total number of pieces sent, and copies of the commercial invoices for the goods sent.

Whether we pick up your freight or it is delivered, be sure to label accordingly. Additionally, be sure that all skidded and shrink wrapped items are labeled individually.

### **NEW YORK:**

TWI  
230- 59 Int'l Airport Center Blvd.  
Suite 250  
Jamaica, New York 11413  
Freight Deliveries- Dock Door 29  
Tel: 718/995-0500  
Fax: 718/995-0558

Company Name:  
For: **BIT 2010**  
Discover America Pavilion  
Hall/Booth No.:  
Piece Number \_\_\_ of \_\_\_

### **CHICAGO:**

TWI C/O ABX-DSV Air & Sea  
C/O RM Trucking  
3720 River Road, Suite 100  
Franklin Park, IL 60131  
Tel: 702/691-9000  
Fax: 702/691-9055

Company Name:  
For: **BIT 2010**  
Discover America Pavilion  
Hall/Booth No.:  
Piece Number \_\_\_ of \_\_\_

### **LOS ANGELES:**

TWI C/O DSV & Air & Sea, Inc.,  
C/O Griley Airfreight  
5341 West 104th Street  
Los Angeles, CA 90045  
Tel: 702/691-9000  
Fax: 702/691-9055

Company Name:  
For: **BIT 2010**  
Discover America Pavilion  
Hall/Booth No.:  
Piece Number \_\_\_ of \_\_\_

### **DALLAS:**

TWI C/O ABX-DSV Air & Sea  
1300 Minters Chapel Road  
Suite 100  
Grapevine, TX 76051  
Tel: 702/691-9000  
Fax: 702/691-9055

Company Name:  
For: **BIT 2010**  
Discover America Pavilion  
Hall/Booth No.:  
Piece Number \_\_\_ of \_\_\_

## PACKING

Due to the multiple handling of freight cases, TWI urges exhibitors to use strong, wooden cases for the transportation of exhibition materials. Bolted, returnable types of cases that offer protection from the elements are ideal. In the event that your cases are secured with a lock or combination, don't forget to provide the key or combination number to us for Customs purposes.

## COMMERCIAL INVOICE/PACKING LIST

A sample invoice is attached to these instructions for your review and a blank invoice is included for your shipment. The commercial invoice/packing list should be prepared with the following details:

- Commercial invoices and packing lists can be combined on one document if they list quantity, description, and value of each item shipped as well as weight and dimensions of each package in the shipment.
- Your company's Federal Employer Identification Number and any applicable license numbers should also appear on the commercial invoice.
- Make sure to include a complete, precise, simple and non-technical description of all items on the commercial invoice.
- Please include the case size and cubic meter (CBM); the following formula will provide assistance: LxWxH in inches x .0000164 = CBM or LxWxH in centimeter ÷ 1,000,000 = CBM
- Any material not returning from the show must be listed on a separate invoice.
- The following declaration is to be added to invoices for goods returning after the show:
- "Invoiced goods are for display purposes during the fair " *BIT 2010*" to be held in Milan from 18-21 February - and will be re-exported at the end of the event"
- Your shipment should include ten (10) typed copies of each commercial invoice, with each copy bearing an original signature in blue ink.



### **SHIPMENTS WITH NON-MANUFACTURED WOOD PACKING**

All shipments containing Non-Manufactured Wood Packing (NMWP) must be either **heat-treated** or **fumigated**. This is not a paper-based certification system therefore the NMWP and solid wood packing material (SWPM) must bear markings indicating the type of treatment under the ISPM 15 regulations.

Any packing that does not comply with the below requirements will be refused, destroyed, and/or returned to its origin (resulting in considerable delays).

The regulations require that all new and used NMWP be subjected to one of the following measures:

- Heat-treated or kiln dried to a minimum core temperature of 56 C for at least 30 minutes in a closed chamber or kiln which has been tested, evaluated and approved officially for this purpose. In addition, the susceptible wood shall display an officially approved heat-treated or kiln-dried marking enabling the identification of where and who has carried out the above treatment.
- Fumigated with an approved chemical in accordance with an officially recognized technical specification. In addition, the susceptible wood shall display a marking enabling the identification of where and by who the above fumigation has been carried out.

Effective September 16, 2005 U.S. Customs will be actively regulating return of U.S. goods for NMWP.

Details regarding the above mentioned can be found on the following websites:

- [www.aphis.usda.gov/ppq/swp/index.html](http://www.aphis.usda.gov/ppq/swp/index.html) (on this site you can add your name to a list called stake holder which will then notify you with any changes / updates made to the site).
- [www.nappo.org/standards/woodpacking-bil1.htm](http://www.nappo.org/standards/woodpacking-bil1.htm)

**IF YOU HAVE ANY QUESTIONS REGARDING THE NMWP RULE, PLEASE DON'T HESITATE TO CONTACT THE TWI MARKETING DEPARTMENT.**

### **EXPORT POWER OF ATTORNEY FORM FOR EXECUTION OF DOCUMENTS**

Attached to these instructions you will find an Export Power of Attorney Form. This form allows TWI to create or alter documents that relate to your shipment on your company's behalf. In order for TWI to be U.S. Customs compliant it is mandatory that this form be completed and on file in our office. If your company has multiple divisions, one Export Power of Attorney Form can be used for the purposes of all. **This form is not the same as the Customs Power of Attorney form that serves an entirely different purpose. It will be used in *the preparation of export documents only.***

### **ATA CARNET**

An ATA Carnet is a special document that facilitates customs procedures for the temporary importation of equipment into foreign countries. Please note the following:

- Currently there are over 75 countries that accept an ATA Carnet.
- It is advantageous to use an ATA Carnet if you plan to send equipment to multiple countries or if you plan to send highly valued equipment.
- Shipments on ATA Carnets are subject to customs inspection. Your equipment must be packed and marked for easy inspection.
- TWI is able to issue the ATA Carnet on your behalf. Please contact us for more information.

### **EXPORT LICENSES - DEPARTMENT OF COMMERCE**

By federal law, it is the exhibitor's responsibility to determine if their display materials can be shipped to the exhibition under a General License or if a validated Export License is required.

If materials that normally require a validated Export License are to remain abroad following the exhibition (i.e. sold or transferred to an agent/distributor), you must apply for and obtain authorization for the U.S. Department of Commerce, Office of Export Licensing. Contact information is as follows: Western Regional, 714/660-0144; or Washington D.C., 202/482-4811.



## EXPORT LICENSES - DEPARTMENT OF STATE

If you plan to display any equipment covered by the export provision of the State Department's Office of Defense Trade Control for unclassified defense articles, you must obtain a license for temporary export (Form DSP-73) before the goods can be shipped to Germany. For further details regarding these regulations, we recommend that you contact the State Department at 202/663-1282.

## INSURANCE

It is the responsibility of each exhibitor to secure insurance coverage for their goods throughout the entire shipping process, starting when the goods are en-route to the domestic consolidation point, during the exhibition, until return to the ultimate consignee. Please note that freight remains in the custody of the shipper from the time it is delivered to your booth by TWI or its agent, until the time it is retrieved from the floor by TWI or its agent. Freight left at your booth at the close of the exhibition may be unattended for a period of several hours or several days. It is the responsibility of the shipper to insure or otherwise provide for the security of unattended freight.

TWI can provide insurance coverage if specifically requested by the exhibitor in writing. Attached, there is a copy of the insurance request application that needs to be completed by the exhibitor and faxed to the TWI Las Vegas office, *Attn: Insurance Department*, at 702/691-9095. Your commercial invoice(s) must accompany the insurance request application. In addition, please mail the original to TWI per the instructions noted on the application.

Goods not listed on the commercial invoice/packing list will not be covered by insurance. It is the responsibility of the exhibitor to insure that all documentation corresponds to the items being shipped. In order that your shipping containers are covered by insurance in the event of damage, TWI advises that you list the value of your crates, anvil cases, etc. on your commercial invoice.

## TWI STAFF

The following marketing department personnel will be available to assist you with your international shipment:

### **TWI LAS VEGAS, NV - HEADQUARTERS**

4480 South Pecos Road  
Las Vegas, NV 89121  
Telephone: 702/691-9000  
Fax: 702/691-9045

Kim Kreider  
Elias Guerra  
Kim Sheppard

[kkreider@twiglobal.com](mailto:kkreider@twiglobal.com)  
[eguerra@twiglobal.com](mailto:eguerra@twiglobal.com)  
[ksheppard@twiglobal.com](mailto:ksheppard@twiglobal.com)

### **TWI NEW YORK, NY**

230- 59 Int'l Airport Center Blvd.  
Suite 250  
Jamaica, New York 11413  
Freight Deliveries- Dock Door 29  
Telephone: 718/995-0500  
Fax: 718/995-0558

Drew Camier

[dcamier@twiglobal.com](mailto:dcamier@twiglobal.com)

TWI wishes you an extremely successful show and will be happy to help you in any way possible. If you have any questions that are not answered here, special arrangements with which you need assistance, or require further information regarding shipping to an international exhibition, please call at your convenience.



## 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: \$9.07/lb. - ocean NVOCC: \$500.00 per package) 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 *BIT 2010*. 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'S FEES:** The foregoing terms and conditions shall be construed according to the laws of the State of California. It is further agreed that jurisdiction and venue for any suit arising out of this transaction shall be in the Municipal or Superior Court of the State of California in the County of San Mateo. It is further agreed that in the event of any suit to enforce any of the terms and conditions hereof, then in that instance the prevailing party shall be entitled to reasonable attorney's fees and costs as fixed by Court.

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



## ON-SITE / RETURN SHIPPING REQUIREMENTS

SHOW NAME: \_\_\_\_\_

DATES: \_\_\_\_\_

EXHIBITOR NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

REQUIRED SET UP /DELIVERY: \_\_\_\_\_

### *YOUR ON-SITE REPRESENTATIVE INFORMATION*

What is the name of your company's representative who will be attending the show?

\_\_\_\_\_

At what hotel will they be staying? Please include hotel phone # and room # if available.

\_\_\_\_\_

On-site telephone # and cell phone # of your representative:

\_\_\_\_\_

### *RETURN DELIVERY INFORMATION*

At the conclusion of the show, to what address should we return your freight?

\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

ATTENTION: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

### METHOD OF RETURN TRANSPORT SELECT ONE:

*Rush Air* \_\_\_\_\_ *Normal Air* \_\_\_\_\_ *10-14 Days* *Ocean* \_\_\_\_\_

If you require a different return method, please specify: \_\_\_\_\_

### CUSTOMS CLEARANCE ON RETURN TO USA TO BE COMPLETED BY / SELECT ONE:

\_\_\_\_\_ Your Customs Broker / Name & Phone # \_\_\_\_\_  
\_\_\_\_\_ TWI

PLEASE FAX OR E-MAIL THIS FORM TO YOUR TWI REPRESENTATIVE.



# CARGO INSURANCE APPLICATION

\* PLEASE COPY APPLICATION ON YOUR COMPANY LETTERHEAD BEFORE FAXING

To: TWI Insurance Department

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

We, \_\_\_\_\_, request comprehensive freight insurance coverage for exhibition goods

COMPANY NAME

while en route to, from, and during \_\_\_\_\_ . We have chosen to ship our

SHOW NAME, SHOW DATES, & YEAR

goods by \_\_\_\_\_, from \_\_\_\_\_ . The value of our goods, which is

AIR, OCEAN, TRUCK

CONSOLIDATION POINT

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 EXCEED 30 DAYS AND RETURN TRANSIT.



## POWER OF ATTORNEY EXPORT FORWARDING AGENT

Know all men by these presents, that \_\_\_\_\_  
Name of U.S. Principal Party in Interest - USPPI

The USPPI organized and doing business under the laws of the state or country of

\_\_\_\_\_ and having an office and place of business  
State or Country

at \_\_\_\_\_ hereby authorizes,  
Complete address of USPPI

\_\_\_\_\_ TWI Group, Inc. \_\_\_\_\_, the Forwarding Agent of  
Forwarding Agent

\_\_\_\_\_ 4480 South Pecos Road, Las Vegas, NV 89121 \_\_\_\_\_ to act for  
Address of Forwarding Agent

and on its behalf as a true and lawful agent and attorney for the USPPI for and in the name, place and stead of the USPPI, from this date, in the United States either in writing, electronically, or by other authorized means to:

Act as Forwarding Agent for Export Control, Census Reporting, and Customs purposes. Make, endorse, or sign any Shippers Export Declaration or other documents or to perform any act which may be required by law or regulation in connection with the exportation or transportation of any merchandise shipped or consigned by or to the USPPI and to receive or ship any merchandise on behalf of the USPPI.

The USPPI hereby certifies that all statements and information contained in the documentation provided to the Forwarding Agent relating to the exportation are true and correct. Furthermore, the USPPI understands that civil and criminal penalties may be imposed for making false or fraudulent statements or for the violation of any United States laws or regulations on exportation. The USPPI agrees that Forwarding Agent shall not in any way be liable for increased duty, penalty, fine or expense unless caused by the gross negligence or willful misconduct of the Forwarding Agent, in which event its liability to USPPI shall be governed by the provisions of the Forwarding Agent's bill of lading. The USPPI shall be bound by and warrant the accuracy of all invoices, documents and information furnished by USPPI or USPPI's agents to Forwarding Agent and USPPI agrees to indemnify and hold harmless Forwarding Agent against any increased duty, penalty, fine or expense, including attorneys fees, resulting from any inaccuracy or omission or any failure to make timely presentation of necessary documents.

This power of attorney is to remain in full force and effect until revocation in writing is duly given by the USPPI and received by the Forwarding Agent.

In witness whereof, \_\_\_\_\_ caused these presents to be sealed and signed:  
Full name of USPPI / exporting Company

Witness: \_\_\_\_\_

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

EIN #: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Capacity: \_\_\_\_\_