



INTERNATIONAL SHIPPING INSTRUCTIONS

ITB BERLIN 2010 Berlin Exhibition Grounds Berlin, Germany 10-14 March

TWI has been appointed by *B-FOR International* as the official transportation coordinator of equipment and display materials for U.S. exhibitors participating in ITB BERLIN 2010. On the following pages is specific information regarding shipping dates, consolidation points and documentation requirements for the transportation of your material into Germany.

TWI can arrange transportation of 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 proforma 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 and delivery to your stand.

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 POINT

NEW YORK
25 February

ON SITE DELIVERY DATE

9 March



AIR FREIGHT CONSOLIDATION POINT AND LABELING INFORMATION

TWI can pick up your cargo from your facility and arrange delivery to our domestic consolidation point 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 proforma 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: **ITB BERLIN 2010**
Discover America Pavilion
Hall/Booth No.:
Piece Number ___ of ___

RED STRIPE SERVICE

TWI is pleased to offer a low-cost, one-way shipping service for brochures, literature, and consumables ONLY. The requirements for this RED STRIPE service are as follows:

- Shipments do not exceed 100 kgs. (220 lbs.)
- The contents cannot be re-exported from Germany via the normal cargo forwarding procedures.
- Exhibitors may, however, hand-carry, courier, or mail these materials after the close of the exhibition.

RED STRIPE SERVICE - RATES AND DATES

The costs for this Red Stripe service are:

	NEW YORK
PRICE	\$3.75/ per lbs.
MINIMUM	\$250.00

PRICING APPLICABLE ONLY TO SHIPMENTS RECEIVED ON/ BEFORE THE DATES LISTED BELOW.

These charges are inclusive of the following services: Receipt at the designated consolidation point, export documentation (if required), airfreight to England, formal entry procedures with English Customs trucking to the show-site, delivery to exhibitor's stand, and removal of any packing materials. Red Stripe shipments are subject to DUTY and VAT charges applicable under the local customs authority. Exhibitors will be billed accordingly upon receipt of the respective invoices.

	NEW YORK
CUT-OFF DATE	25 February

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, provide the key or combination number to us for customs examination.

PROFORMA INVOICE/PACKING LIST

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

- 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.
- The total value on invoices must show CIF amount. All goods must be given an actual value even if they are of no commercial value.
- Your company's Federal employer I.D. number and any applicable license numbers should also appear on the invoice.
- Make sure to include a complete, precise and simple non-technical description of each item on the invoice.
- Please include the case size and Cubic Meter (CBM); the following calculations will provide assistance:
 $LxWxH \text{ in inches} \times .0000164 = \text{CBM}$ or $LxWxH \text{ in centimeters} \div 1,000,000 = \text{CBM}$
- Material returning from the show (i.e. Display units, booths, equipment, hardware, etc.), must be packed and listed on a separate invoice as per "Return Goods"/"Temporary Import"
- Your shipment should include ten (10) typewritten copies of each 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 (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

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



CERTIFICATES OF ORIGIN

Certificates of Origin are required for the importation of any Textile products. Exceptions include marked and mutilated samples, luggage made up of textile materials, Canvas bags, Bona - fide Gifts, and Personal Effects. A Certificate of Origin is advisable for every commodity subject to import licensing and /or quota restrictions.

CARGO 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 proforma 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 proforma 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 proforma 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
Kim Sheppard
Elias Guerra

kkreider@twiglobal.com
ksheppard@twiglobal.com
eguerra@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

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, have 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 proforma 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 **ITB BERLIN 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 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.

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 proforma 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 proforma invoice(s), to 702/691-9045. After faxing, please mail the original application and proforma 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 proforma 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: _____



CERTIFICATE OF ORIGIN
FOR GENERAL USE

The undersigned _____ (Owner or Agent)
for _____ declares
(Name and Address of Shipper)
that the following mentioned goods shipped on _____ (Name of Vessel)
on the date _____ consigned to _____
are the product of the United States of America.

Table with 5 columns: MARKS AND NUMBERS, NO. OF PKGS. BOXES OR CASES, WEIGHT IN KILOS (GROSS, NET), DESCRIPTION

STATE OF _____ COUNTY OF _____

Sworn to before me this _____ day of _____ 200_

Signature of Agent or Owner

The _____, a recognized Chamber of Commerce under the laws of the State of _____ has examined the manufacturer's invoice or shipper's affidavit concerning the origin of the merchandise and, according to the best of its knowledge and belief, finds that the products named originated in the United States of North America.

Secretary _____