

Shipping

Shipping Instructions

1. 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.

2. 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
 - e-mail: questions@twiglobal.com





DUBAI AIRSHOW '99
 Dubai International Airport
 Dubai, United Arab Emirates
 14-18 November 1999

International Shipping Instructions

I. General

TWI has been appointed by **Airlink International** as the official transportation coordinator of equipment and display materials for U.S. exhibitors participating at the **DUBAI AIRSHOW '99** exhibition. The information contained on the following pages lists shipping dates, consolidation points and documentation requirements for the transportation of your goods into the United Arab Emirates.

TWI can provide the following services for your company: transport your freight to the domestic consolidation point; execute all documentation necessary to comply with U.S. Customs regulations, including any licenses accompanying your material; ensure that the Proforma invoices are complete and in the proper format; schedule and supervise the international movement of your material; monitor Customs clearance through the foreign port; and arrange delivery to your stand. TWI representatives will be on-site to assist you.

II. Air Freight Dates

The following dates have been selected to allow as much time as possible for the preparation of your exhibit material prior to the shipment.

<u>Consolidation Point:</u> <u>Exhibition Goods:</u>	<u>Cut-off Dates:</u>	<u>Delivery date on-site</u>
NEW YORK	28 OCTOBER 1999	5 NOVEMBER 1999
LOS ANGELES	28 OCTOBER 1999	5 NOVEMBER 1999
CHICAGO	28 OCTOBER 1999	5 NOVEMBER 1999
DALLAS	28 OCTOBER 1999	5 NOVEMBER 1999
NEW YORK	4 NOVEMBER 1999	11 NOVEMBER 1999
LOS ANGELES	4 NOVEMBER 1999	11 NOVEMBER 1999
CHICAGO	4 NOVEMBER 1999	11 NOVEMBER 1999
DALLAS	4 NOVEMBER 1999	11 NOVEMBER 1999
Live Weapons & Ammunition:		
NEW YORK	28 OCTOBER 1999	11 NOVEMBER 1999
LOS ANGELES	28 OCTOBER 1999	11 NOVEMBER 1999
CHICAGO	28 OCTOBER 1999	11 NOVEMBER 1999
DALLAS	28 OCTOBER 1999	11 NOVEMBER 1999

LATE OR EARLY SHIPMENTS:
 Please contact TWI if you cannot meet the cutoff date, or if your material needs to be on-site prior to the above dates so we can arrange an alternative schedule for you. Cargo arriving after the above-mentioned deadlines may incur delays in delivery to the exhibition.

III. Ocean Shipments

TWI also has complete ocean forwarding capabilities. Shipping and delivery dates at the showsite have been selected as a guideline only. Please contact TWI for dates that fit your requirements.

PORT	LESS-THAN CONTAINER LOAD	FULL CONTAINER LOAD	ON-SITE DATE
EAST COAST	13 September 1999	17 September 1999	10 November 1999
WEST COAST	23 September 1999	24 September 1999	10 November 1999
CHICAGO	6 September 1999	14 September 1999	10 November 1999
GULF PORT	14 September 1999	15 September 1999	10 November 1999

***If you need an earlier or later on-site date, please let us know.**

IV. "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 (1) shipments do not exceed 200 kilos (440 lbs) and (2) the contents cannot be re-exported from U.A.E. via the normal cargo forwarding procedures. Exhibitors can, however, hand-carry or mail these materials after the close of the exhibition or ship them to any point in the world via courier service. The costs for this "RED STRIPE" service are:

FROM:	NEW YORK	LOS ANGELES
PRICE:	\$ 3.18/LB	\$ 3.48/LB
MINIMUM:	\$125.00	\$125.00
** PRICING APPLICABLE ONLY TO SHIPMENTS RECEIVED ON OR BEFORE DATE LISTED IN SECTION V.*		

These charges are inclusive of the following services: receipt at the designated consolidation point, export documentation if required, air freight to U.A.E., trucking to the showsite, delivery to the exhibitor's stand, formal entry procedures with Customs in U.A.E. and removal of any packing material. These shipments will be subject to DUTY and VAT charges applicable under the local Customs authority and exhibitors will be billed accordingly upon receipt of the respective invoices.

V. "Red Stripe" Air Freight Shipments

Please ship direct to either the New York or Los Angeles consolidation point by the cut-off date shown below. Use the appropriate blank "RED STRIPE SERVICE" Proforma invoice attached and mark your package: "Red Stripe Service."

MATERIAL RECVD AT	ON OR BEFORE	DELIVERED TO STAND
NY OR LA	4 November 1999	11 November 1999

VI. Air Freight - Consolidation Points, Address/Labeling Information

Please label and arrange to have your air freight arrive at one of the following locations by the dates listed on page one.

FOR NEW YORK:

TWI
 145-54 156th Street
 Jamaica, NY 11434
 ATTN: Rosemarie Libertelli
 Tel: 718/712-6300
 Fax: 718/712-6053

Company Name: _____
 For: DUBAI AIRSHOW '99
 Hall/Stand No.: _____
 Piece Number: _____ of _____

FOR LOS ANGELES:

TWI
 Air-Sea Building
 9009 La Cienega Boulevard
 Inglewood, CA 90301
 ATTN: Diana Gonzalez
 Tel: 310/568-9300
 Fax: 310/338-0316

Company Name: _____
 For: DUBAI AIRSHOW '99
 Hall/Stand No.: _____
 Piece Number: _____ of _____

FOR CHICAGO:

TWI
 c/o Fritz Companies, Inc.
 490 Supreme Drive
 Bensenville, IL 60106
 ATTN: Paul Gigous
 Tel: 630/787-3059
 Fax: 630/787-2922

Company Name: _____
 For: DUBAI AIRSHOW '99
 Hall/Stand No.: _____
 Piece Number: _____ of _____

FOR DALLAS:

TWI
 c/o Fritz Companies, Inc.
 660 Fritz Drive
 Coppell, TX 75019
 ATTN: Janette Hamilton
 Tel: 972/471-7171
 Fax: 972/304-6797

Company Name: _____
 For: DUBAI AIRSHOW '99
 Hall/Stand No.: _____
 Piece Number: _____ of _____

All freight must be shipped to the above addresses PREPAID. Also, please notify TWI's office in Las Vegas of:

- | | | |
|---------------------|---------------------|---|
| 1. Date of Shipment | 3. Gross Weight | 5. Carrier's Bill of Lading/Air Waybill |
| 2. Number of Pieces | 4. Proforma Invoice | |

Please make sure that each piece is clearly labeled in the above format. Skidded and shrink-wrapped items should be individually labeled.

VII. Ocean Freight - Consolidation Points, Address/Labeling Information

If you plan to have ocean freight, please contact TWI to discuss the positioning of full ocean containers at your facilities for loading. If you plan to have less than a container load of ocean freight, contact us and we will provide you with special addresses and booking numbers with which to label your freight.

VIII. Packing/Case Markings

We strongly advise exhibitors to use strong wooden cases for the transportation of their exhibit material due to the multiple handling of the cases. Bolted, returnable types of cases are recommended for primary exhibit properties.

Please be sure that all cases be addressed as follows:

Name of Exhibitor	_____	Gross Weight	_____
Stand No.	_____	Size	_____
DUBAI 2000		Case No	_____
Dubai, UAE.			

IX. 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:

- Proforma 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 I.D. number and any applicable license numbers should also appear on the Proforma invoice.
- Make sure to include (in English only), a complete, precise and simple non-technical description of all items on the Proforma invoice.
- Please include the case size and Cubic Meter (CBM); the following calculations will provide assistance: $L \times W \times H$ in inches $\times .0000164 =$ CBM or $L \times W \times H$ in centimeters $\div 1,000,000 =$ CBM
- Invoices should display the following declaration: **“We hereby guarantee that this is a true and correct invoice, and that the goods referred to are the origin, manufacture and production of (country).”** Original signature in blue ink and status of the signer (Director, Partner, Secretary, etc.) must follow the above statement.

- As an addendum to your invoice you should declare all names and addresses of companies responsible for the manufacture of items within your consignment.
- Customs in U.A.E. requires that material not returning from the show (i.e., items to be sold, literature, giveaways, etc.) must be packed and listed on a separate invoice. A sample invoice, showing the required consignee address, is attached to these instructions for your review, and blank copies are included for your use.
- Your shipment should include ten (10) typewritten copies of each Proforma invoice, with **each copy bearing an original signature in blue ink and status of the signer (Director, Partner, Secretary, etc.)**

X. Advance Material and Documentation Deadlines

A. "Dummy" Weapons, Ammunition and Explosives for Static Display Only

Any weapons, ammunition or explosives brought in for the exhibition must be either "dummy" or inert. Missiles and rockets, whether actual size or scale models, must be either a cutaway model or a "dummy" or inert item. All such items are subject to import permit. A list of these items plus photographs or brochures with full specifications are required by the U.A.E. Government authorities to obtain an import permit.

DEADLINE: 12 September 1999

B. Films, Videos & Slides

These audio/visual materials are subject to censorship in the U.A.E. All such items must be in English and must be sent in advance to enable censorship to be completed prior to the exhibition. They should be accompanied by a Proforma invoice detailing specifications (i.e., type of presentation, film size, length, script summary, etc.)

DEADLINE: 4 October 1999

**THE REQUIRED MATERIALS AND ALL DOCUMENTATION MENTIONED
ON THE PREVIOUS PAGE SHOULD BE SENT VIA COURIER
TO TWI LAS VEGAS AS FOLLOWS:**

TWI
2725 East Desert Inn, Suite #230
Las Vegas, NV 89121
ATTN: Operations Dept.
(702) 691-9000

XI. Certificate Of Origin

A Certificate of Origin is required for ocean freight shipments and need only be certified by the Chamber of Commerce. It does not require Legislation by the U.A.E. Embassy or Consulate.

A Certificate of Origin is not required for air freight shipments.

XII. FAA Shipper's Security Endorsement

Exhibitors are required to complete the attached form (FAA Shipper's Security Endorsement). This form protects air carriers against the contents of any unauthorized explosives, destructive devices or hazardous materials. When completed sign, date and fax to TWI Las Vegas.

XIII. ATA Carnet

ATA Carnets are not acceptable documentation into the U.A.E.

XIV. Export Licenses - Department Of Commerce

By federal law, it is each exhibitor's responsibility to determine whether or not their display materials can be shipped to the exhibition under a General License or whether 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 from The U.S. Department of Commerce, Office of Export Licensing. Contact information is: Western Regional, 714/660-0144; Eastern Regional, 603/598-4300; or Washington, DC, 202/482-4811.

XV. 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 the U.A.E. For further details regarding these regulations, we recommend you contact the State Department at 703/875-6644.

XVI. Insurance

It is the responsibility of each exhibitor to secure insurance coverage for their goods throughout the entire shipping process, starting with the arrival of the goods at the domestic consolidation point, during the exhibition period until return to the ultimate consignee. Please note that freight remains in the custody of the shipper from the time it is delivered by TWI International or its agent to your booth until it is retrieved from the floor by TWI International 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.

NOTE: Goods not listed on the Proforma Invoice/Packing List will not be covered by insurance, including shipping cases (crates, anvil cases, etc.). It is the exhibitor's responsibility to inspect that all documentation is in correspondence with items being shipped.

TWI can provide such insurance coverage if specifically requested by the exhibitor in writing. Attached you will find a copy of the form that needs to be filled out by the exhibitor and faxed to the TWI Las Vegas, Attention: Insurance Department, at 702/691-9065. In addition, please mail the original to TWI as per the instructions on the application.

IMPORTANT NOTE: If you request insurance from TWI, (1) your goods will not be insured until you have a faxed confirmation from TWI that we have received your insurance application, (2) the value of the insured goods must meet the \$250.00 deductible, (3) when requesting insurance for more than one exhibition, each exhibition must be clearly listed on the insurance application request form, and (4) NO CLAIMS WILL BE PROCESSED OR PAID UNTIL TWI HAS RECEIVED PAYMENT FOR THE OUTBOUND SHIPMENT INVOICE WHICH INCLUDES PAYMENT FOR THE INSURANCE PREMIUM.

XVII. TWI Staff

The following people in our Marketing Departments will be available to assist you with your international shipment:

TWI LAS VEGAS, NV - HEADQUARTERS

2725 East Desert Inn Rd., Suite 230
Las Vegas, NV 89121
Telephone: 702/691-9000
Telefax: 702/691-9045

Janet Harvey
Chris Ray
Mark Lopata
Jerry Bridges
Mike Parsons

TWI BURLINGAME, CA

875 Mahler Road, Suite 166
Burlingame, CA 94402
Telephone: 650/692-0104
Telefax: 650/692-1751

Denise Simmons
Marilyn Kohmann
Danika Spring

TWI LOS ANGELES, CA

9009 La Cienega Blvd
Inglewood, CA 90301
Telephone: 310/568-9300
Telefax: 310/338-0316

David Graham
Diana Gonzalez

TWI JAMAICA, NY
145-54 156th Street
Jamaica, NY 11434
Telephone: 718/712-6300
Telefax: 718/712-6053

Matt Dell'Orto
Tom McDonald
Ro Libertelli

XVIII. In Closing

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 for 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 either 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 a formal claim will be accepted by the respective carrier or its agents. Use of TWI's services implies acknowledgment 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 OFFOREIGN-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 this 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. ****Please notify the TWI Las Vegas office in advance if you will require any of your equipment to be registered so that we can make the appropriate arrangements prior to its arrival.**

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 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 as to which port your goods will return and we will forward the appropriate forms and power of attorney details immediately.

SALES 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 DUBAI '99. 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 1-1/2 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 Nevada. 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.**