

KUEHNE+NAGEL

Dealer Expo® 2010

- **February 12-14, 2010** Westin • Marriott • Indiana Convention Center (Booth #'s 5000 & Up)
- **February 13-15, 2010** Indiana Convention Center (Booth #'s 100 - 4999)

INSTRUCTIONS FOR INTERNATIONAL SHIPPING AND U.S. CUSTOMS CLEARANCE

HOMELAND SECURITY AND YOUR EVENT

All merchandise imported into the United States must be cleared through U.S. Customs and is subject to examination prior to release. Homeland Security Regulations are constantly changing and failure to adhere to all requirements will result in the delay or failure of your exhibits and equipment to enter the Customs Territory of the USA. Kuehne + Nagel, Inc. have been appointed OFFICIAL U.S. CUSTOMS BROKER AND INTERNATIONAL FORWARDER for the show and are available to assist in providing the best method of customs clearance and transportation to the exhibition. Kuehne + Nagel, Inc. maintain a full time exhibition staff to attend to all details, including documentation and arrangements for exportation at the conclusion of the show.

SITE REPRESENTATIVE

Kuehne + Nagel's contacts for Dealer Expo® 2010 are Debbie Amrein and Armin Zertor. Both will be available throughout the exhibition, and at the close of the show to arrange forwarding of your exhibition goods. The Kuehne + Nagel representatives will be available to answer questions and assist with problems before, during and after the show and to attend to all required documentation and transportation needs. Please feel free to contact:

Debbie Amrein Debbie.amrein@kuehne-nagel.com • Telephone: 410-412-7271
Armin Zertor armin.zertor@kuehne-nagel.com

CONSIGNMENT INSTRUCTIONS: All shipments must be consigned as follows:

CONSIGN OCEAN BILL OF LADING OR AIRWAY BILL TO:

Dealer Expo® 2010

EXHIBITOR NAME

EXHIBITOR BOOTH NUMBER

Indianapolis Convention Center or Westin Hotel or Marriott Hotel

INDIANAPOLIS, IN

NOTIFY PARTY:

KUEHNE+NAGEL, INC.

1810 S. LYNHURST, SUITE A

INDIANAPOLIS, IN 46241

ATTN: DEBBIE AMREIN

Send copies of all documents at least seven (7) days in advance of goods arriving in the U.S. to Debbie Amrein by email to Debbie.amrein@kuehne-nagel.com or by Fax: 410-412-7327.

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IMPORTANT **PLEASE ENSURE OCEAN FREIGHT GOODS ARE BOOKED ON A THROUGH BILL OF LADING TERMINATING IN INDIANAPOLIS WITH CHASSIS. PLEASE ENSURE GOODS ALLOW WAIVER OF ALL CHASSIS RENTAL AND DEMURRAGE. ENSURE 15 DAYS FREE TIME WITH SS LINE. PORT STORAGE AND CONTAINER DETENTION TIME HAS BEEN LOWERED TO ONE OR TWO DAYS, NEGOTIATING ADDITIONAL FREE TIME WILL DECREASE YOUR INVOICE TO THE SS LINE CONSIDERABLY. **

PACKING and MARKING: All crates must be marked as follows:

“COMPANY NAME”
C/O: Dealer Expo® 2010
BOOTH NO.: _____
Indianapolis Convention Center or Westin or Marriott
Indianapolis, Indiana, USA
MADE IN (COUNTRY OF ORIGIN)
NO. 1 OF _____ AND UP

DOCUMENTATION & 10 + 2 FILING REQUIREMENT

A Proforma or Commercial Invoice/Packing List, in English, must be provided with a description and value for each item on the invoice. Please provide Harmonized Tariff numbers of all goods. The statement “No Value” is NOT ACCEPTABLE by U.S. Customs. Please complete this form in English and provide four (4) copies – all with original signature. **The invoice must be provided to KN at least 5 days prior to sailing to meet the requirements of the 10 + 2 filing requirement by US Customs and Border Patrol.** Failure to provide the invoice in time may cause the shipment to be delayed. KN will not be responsible for delays due to shippers not providing all the documentation required.

An Information Sheet is enclosed which must be completed and returned with invoices.

SEA and AIR FREIGHT

Forward the following documents to Kuehne + Nagel, Inc, at the above address, prior to arrival of the shipment in the port of arrival in the USA. All shipments must be routed on a through bill of lading terminating in Indianapolis. Please fax one (1) copy of each of the following documents to Kuehne + Nagel at 410-412-7327 or scan to Debbie.amrein@kuehne-nagel.com one (1) week prior to arrival of the shipment.

- Two (2) original and two (2) copies of the bill of lading (Sea Freight Only)
- One (1) copy of the airway bill (Air Freight Only)
- Four (4) Commercial Invoice/Packing Lists in English
- One (1) original and one (1) copy of any document specifically required for import; (health certificate, certificate of origin, import permits, etc.)

CARGO INSURANCE

General transport insurance is NOT sufficient to cover exhibition shipments. It is highly recommended to obtain appropriate insurance to cover all related losses due to disasters from all possible accidents or delays and while the goods are on display. KN is able to arrange for complete cargo insurance, please contact us.

U.S. Customs Power of Attorney:

If KN does not have an “Original valid” Customs Power of Attorney, the shipment cannot be cleared through U.S. Customs. The Powers Of Attorney along with Commercial Invoices / Packing Lists are required by U.S. Customs and must accompany the shipment / documents. **The Power of Attorney must be issued prior to pick-up of cargo overseas to facilitate the 10 + 2 Customs filing requirement.**

Please go to the below mentioned web link to download a copy of the blank Power of Attorney form.

http://www.knportal.com/countries/usa_and_central_america/usa/index.html?meta=3317&type=News

PACKING

The U.S.A. has instituted very strict requirements for any wood packaging, which includes also pallets and blocking used for full containers. If you will use any wood packaging for your shipment, it is imperative that you use heat treated wood and inquire with Kuehne+Nagel, Inc. If your shipment does not follow the new guidelines, it is subject to immediate re-export at your expense. K+N will not be responsible for exhibitors not following the new guidelines.

U.S. Import Requirements for Solid Wood Packing Material – Updated January 2005

Effective: September 16, 2005

The final rule may be viewed at:

<http://a257.g.akamaitech.net/7/257/2422/06jun20041800/edocket.access.gpo.gov/2004/pdf/04-20763.pdf>

RESTRICTED COMMODITIES

***NOTE: ALL FOOD STUFFS REQUIRE FDA REGISTRATION IN ACCORDANCE WITH THE U.S. GOVERNMENT BIO-TERRORISM ACT, THIS INCLUDES CANDY FOR GIVEAWAY IN THE BOOTH. IF YOU ARE NOT THE MANUFACTURER OF THESE ITEMS, WE SUGGEST YOU DO NOT SHIP THESE ITEMS. ALL TEXTILES, INCLUDING CAPS, T-SHIRTS, AND CANVASS BAGS ETC. MUST INCLUDE THE COMPLETE NAME, ADDRESS AND COUNTRY OF THE ORIGINAL MANUFACTURER, NOT THE STORE WHERE THE GOODS WERE PURCHASED. DO NOT SHIP T-SHIRTS MANUFACTURED IN CHINA OR RUSSIA, - THESE ARE QUOTA ITEMS AND WILL NOT BE ALLOWED IN THE COUNTRY WITHOUT A VALID IMPORT LICENSE.**

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TYPES OF U.S. CUSTOMS ENTRIES: There are three types of Customs Entries available for Dealer Expo 2010

- A. **PERMANENT IMPORTATION:** Goods, which will remain in the U.S., are subject to any applicable duties and taxes. Duties will be collected along with other Kuehne+Nagel, Inc. charges on the last day of the exhibition. Samples may be sold, given-away, returned to the country of origin, or shipped to a different destination. All items, including brochures are subject to duties and taxes.
- B. **TEMPORARY IMPORTATION:** Goods imported on a temporary basis into the U.S. are under Customs Bond and must be re-exported within one (1) year of import. Goods not completely exported, by the close of the period, are subject to Customs penalties equal to double the duty plus Liquidated Damages.
- C. **ATA Carnet:** Goods arriving on an ATA Carnet will be cleared through U.S. Customs using this document. Carnet must be in English and be properly executed on the Non-U.S. side. **NOTE:** The goods can not be sold, destroyed or left in the United States and must be exported prior to expiration of the Carnet document. Failure to export within the required time period will result in fines and penalties being levied in the country where the Carnet has been established.

PAYMENT TERMS

All Kuehne + Nagel, Inc. invoices are due and payable prior to the delivery of goods to the exhibition site or upon presentation of the invoice at site. Exhibitors shipping with Kuehne + Nagel, Inc. branches worldwide may arrange credit in their own currency.

DEADLINES

- Deadline for arrival of sea freight at Indianapolis terminal: February 1, 2010
- Deadline for arrival of air freight at Indianapolis airport: February 3, 2010
- Deadline for arrival of documents to Kuehne + Nagel's USA office is 7 days prior to cargo arrival for ocean freight and 3 days prior to cargo arrival of airfreight.

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INFORMATION SHEET Dealer Expo® 2010

Company: _____ Contact: _____
Address: _____ Phone: _____
_____ Email: _____
_____ Hotel: _____
_____ Cell #: _____
Contact at Show: _____

We anticipate shipping the following:

_____ No. of Pcs. _____ Kilos via _____ Ocean _____ Air

Note: Any goods left on show floor unpacked and/or without instructions will be removed at exhibitor's expense and without liability on Kuehne+Nagel, Inc.'s behalf.

We hereby agree to abide by the TERMS AND CONDITIONS OF SERVICE OF KUEHNE+NAGEL, INC. It is understood that receipt of cargo at a Kuehne+Nagel, Inc. consolidation point constitutes acceptance of the enclosed tariff rates. We further understand all freight delivered after the deadline will be assessed a late shipment surcharge and is not guaranteed to be delivered on time to the exhibition.

METHOD OF PAYMENT \$ AND TERMS

Please indicate below the method of payment you will be using.

1. Type of Credit Card: _____

Account Number: _____ Expiration: _____

Signature: _____ Print Name: _____

Title: _____ Date: _____

2. Credit has been established with Kuehne + Nagel, Inc. office in: _____

Contact name at Kuehne + Nagel, Inc.: _____

We understand payment is due before goods are delivered to show site and/or before goods are released upon return from show. **YOU MUST BE PREPARED TO PAY WITH EITHER A CREDIT CARD OR ESTABLISH CREDIT THROUGH A KUEHNE+NAGEL, INC. OFFICE.**

Please note: Duties, taxes, airport storage charges and any other unknown outlays of monies at the time of shipping will be additionally billed to the exhibitor.