



**PACK EXPO Las Vegas 2009
INSTRUCTIONS FOR INTERNATIONAL SHIPPING
AND U.S. CUSTOMS CLEARANCE
OCTOBER 5-7, 2009**

**OFFERING U.S. CUSTOMS BROKERAGE and
FREIGHT FORWARDING SERVICES**

All merchandise imported into the United States must be cleared through U.S. Customs and is subject to examination prior to release. Kuehne + Nagel, Inc. (KN) has been appointed OFFICIAL U.S. CUSTOMS BROKER AND INTERNATIONAL FORWARDER. Homeland Security Requirements and the changing climate of international transport require exhibitors' make careful choices when moving their exhibits and equipment to PACK EXPO Las Vegas. Kuehne + Nagel will 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, Inc's contact person for the PACK EXPO Las Vegas 2009 is Robert Rodriguez, who will be available throughout the exhibition, and at the close of the Show to arrange forwarding of your exhibition goods. A Kuehne + Nagel, Inc. representative will be available to answer questions and assist with problems.

CONSIGNMENT INSTRUCTIONS: All shipments must be consigned as follows.

PLEASE ENSURE OCEAN FREIGHT GOODS ARE BOOKED ON A THROUGH BILL OF LADING TERMINATING IN LOS ANGELES. ENSURE 15 DAYS FREE TIME WITH SS LINE. IF YOU ARE UNABLE TO SECURE ADDITIONAL FREE TIME AT THE RAIL, KUEHNE + NAGEL, INC. WILL INVOICE YOU FOR ALL DETENTION, DEMMURAGE AND STORAGE CHARGED BY SS LINES, RAILS AND WAREHOUSES

CONSIGN OCEAN BILL OF LADING OR AIRWAY BILL TO:

**EXHIBITOR NAME + BOOTH NUMBER
PACK EXPO Las Vegas 2009
LAS VEGAS CONVENTION CENTER
LAS VEGAS, NEVADA**

**NOTIFY PARTY:
KUEHNE + NAGEL, INC.
5353 W. IMPERIAL HWY. SUITE 1000
LOS ANGELES, CA 90045
ATN; ROBERT RODRIGUEZ
E: robert.rodriquez@kuehne-nagel.com**

Send copies of all documents at least seven (7) days in advance of goods arriving to the U.S. to Robert Rodriguez email: robert.rodriquez@kuehne-nagel Telephone: (310) 258-8126.



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DOCUMENTATION

You must provide a Commercial Invoice/ Packing List, in English, with a description and value for each item on the invoice. Please provide Harmonized Tariff numbers of all goods. The Statement No Value for Customs is NOT ACCEPTABLE. Please complete this form in English and provide TWO (2) copies all bearing original signature.

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

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 Power of Attorney along with Commercial Invoices / Packing Lists are required by U.S. Customs and must accompany the shipment / documents. Please contact Robert Rodriguez for a current Power of Attorney.

U.S. Customs 10+2 Requirements

U.S. Customs has revised reporting requirements of all shipments being moved into the United States. These regulations are effective as of January, 2009. Please consult the link below to determine what information must be provided by the shipper/importer prior to export from your home country. Importers please see link to 10+2 rule updates:

http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/

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

Effective 16 September 2005 -- All Solid Wood Packaging must container proper markings per U.S. revised requirements. Please contact KN with any questions.

SEA and AIR FREIGHT

Forward the following documents to Kuehne + Nagel, Inc. at the above address, prior to arrival of the shipment in Los Angeles. All shipments must be routed on a through bill of lading terminating in LAX AIRPORT. Please email one (1) copy of each of the following documents to robert.rodriguez@kuehne-nagel.com prior to arrival of the shipment.

- Copy of the bill of lading (Sea Freight Only)
- Copy of the airway bill (Air Freight Only)
- Commercial Invoice/Packing List in the English Language



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***NOTE: ALL GOODS FOOD STUFFS REQUIRE FDA REGISTRATION IN ACCORDANCE WITH THE U.S. GOVERNMENT BIO-TERRORISM ACT, THIS INCLUDES CANDY AND COOKIES FOR GIVEAWAY IN THE BOOTH. IF YOU ARE NOT THE MANUFACTURER OF THESE ITEMS, WE SUGGEST YOU DO NOT SHIP THESE ITEMS AT ALL. ALL TEXTILES, INCLUDING CAPS, T-SHIRTS, AND CANVAS BAGS ETC. MUST INCLUDE THE COMPLETE NAME, ADDRESS AND COUNTRY OF THE ORIGINAL MANUFACTURER, NOT THE STORE WHERE THE GOODS WERE PURCHASED.**

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.

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

“YOU'RE COMPANY NAME”
C/O: PACK EXPO LAS VEGAS 2009
BOOTH NO.: _____
LVCC
MADE IN (COUNTRY OF ORIGIN)
NO. 1 OF _____ AND UP

TYPES OF U.S. CUSTOMS ENTRIES

There are THREE types of Customs Entries available.

- A. **TRADE FAIR ENTRY:** Goods imported for the purpose of the exhibition, which may or may not be re-exported after the shows' close, can be imported under the Trade Fair Bond for a period of ninety (90) days. Within the ninety (90) days, the goods must either be permanently entered with duty paid, re-exported, or destroyed under customs supervision. Trade Fair Entries can only be obtained from the Official Broker for the exhibition
- B. **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 dutiable.
- 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.



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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 offered through these offices.

DEADLINES

Deadline for arrival of sea freight at LOS ANGELES (LAX) terminal...September 10, 2009
Deadline for arrival of air freight at LAXSeptember 14, 2009
Deadline for arrival by fax to Kuehne + Nagel's office of documents 7 days prior to arrival.



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SCHEDULE OF RATES

These rates are for services rendered in the U.S. only.

U.S. CUSTOMS ENTRY SERVICE

U.S. Customs Entry Permanent/TIB.....	\$100.00 per entry
Carnet A.T.A.....	\$75.00 per entry
Additional invoices (over 10).....	\$15.00/invoice
Additional Classifications (over 10).....	\$15.00/classification

CUSTOMS BOND

Single Entry Bond/Trade Fair Bond.....	\$2.75 for each \$1,000 value
Minimum Per Entry.....	\$65.00

FREIGHT FORWARDING SERVICES

Customs Examination.....	As per outlay
Transport to Customs Exam Site.....	As per outlay
Terminal Handling Fees (please request quote)	
Site Supervision.....	\$150.00 per entry
Messenger.....	\$45.00/entry
Communications.....	\$30.00/entry
Security Surcharge.....	\$50.00/entry
Duty and Customs Fees Charged at Actual	
Duty Advancing Fees 2% of Duty Fee....	Min. \$25.00
Late Fees for shipments arriving five (5) days after the deadlines, without prior approval	\$200.00 per entry

OUTBOUND CHARGES

U.S. Customs may require that merchandise be inspected prior to re-export or delivery to final U.S. Consignee. If examination is required, the charges for this service will be invoiced as actually incurred.

The fees for export services are as follows:

Export Forwarding.....	\$ 90.00
Export Handling and Documentation.....	\$110.00
Customs Messenger.....	\$ 45.00
Communications.....	\$30.00
Security Surcharge.....	\$50.00
Supervision and Attendance.....	\$150.00

Ocean, Air or Truck freight, as required, at actual or in accordance with negotiated rates with carriers per contract.

Payment: All charges invoiced by Kuehne + Nagel, Inc, including ocean, air, inland freight, custom clearance, duties and exportation handling fees must be paid to Kuehne & Nagel, Inc prior to the close of the exhibition. All other outstanding charges must be paid before the last day of the exhibition and equipment will not be released from Kuehne + Nagel, Inc unless invoices have been resolved. The above rates do not include any airport or seaport transfers, terminal charges, chassis rental, SS-line per-deim charges, storage charges at the port/airport, local transportation, special messengers, U.S. customs overtime work or Saturday/Sunday surcharges.

Rates, charges and rules quoted are subject to change with or without notice, in accordance with carriers' rates' and rules policy. Rates charges and rules in effect at the time of the shipment will apply.



INFORMATION SHEET

PACK EXPO Las Vegas 2009

Company: _____ Contact: _____

Address: _____ Phone: _____

_____ Email: _____

_____ Hotel: _____

Person 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. Credit Card Number: _____

Account Number: _____

Expiration Date: _____

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 at the time of shipping will be additionally billed to the exhibitor."