

TEXPROCESS AMERICAS 2012

INSTRUCTIONS FOR INTERNATIONAL SHIPPING AND U.S. CUSTOMS CLEARANCE

April 24-26, 2012

GEORGIA WORLD CONGRESS CENTER
ATLANTA, GA

OFFICIAL U.S. CUSTOMS BROKER and FREIGHT FORWARDER

International shipments are not covered in the Domestic Freight portion of this kit and require direct communication with Kuehne & Nagel. All merchandise imported into the United States must be cleared through U.S. Customs and is subject to examination; prior to release. Kuehne & Nagel is available to provide the best method of transportation to the exhibition. Kuehne & Nagel will maintain a staff at the show, to attend to all details, including documentation and arrangements for exportation at the conclusion of the Show.

SITE REPRESENTATIVE:

Kuehne & Nagel's contact person for the **TEXPROCESS AMERICAS** is Debbie Amrein, who will be available on site throughout the exhibition and at the close of the Show, to arrange forwarding of your exhibition goods. A Kuehne & Nagel representative will be available at the Exhibitor's Service Center to answer questions and assist with problems. KN Expo personnel will be in contact with the general service contractor and Show Management

Debbie Amrein

TEL: 410-412-7271

E-mail Address: Debbie.amrein@kuehne-nagel.com

CONSIGNMENT INSTRUCTIONS:

All FULL CONTAINER freight should be booked on a through bill of lading terminating in Atlanta. In order to deliver OCEAN CONTAINERS on target dates, it will be necessary for you to negotiate with the steamship line for the following:

Provide chassis with container

Allow 15 days free time for the return of the empty container

TEXPROCESS AMERICAS 2012**PAGE 2**

As a result of increased Homeland Security requirements, congestion at U.S. ports and Free Days offered by the steamship lines & rails have been severely limited. Unfortunately, KN has no control of this free time or for any charges billed by the (steamship line, rail, and truckers) for demurrage, detention time, or additional stopovers, etc., as they are dictated by the steamship line & rail. If KN has to hold your container, for Target Move-in day, any or all of the above charges may apply.

Any charges by the above (steamship line, rail, and truckers) for demurrage, detention time, additional stopovers, etc., will be charged back to the shipper per KN's outlay.

All LCL AND AIR SHIPMENTS should be sent on a bill of lading / air waybill terminating at Atlanta.

All shipments must be **consigned** as follows:

**EXHIBITOR'S COMPANY NAME AND BOOTH NUMBER
C/O TEXPROCESS AMERICAS
GEORGIA WORLD CONGRESS CENTER
285 International Blvd NW
Atlanta, GA 30313**

Show the **Notify Party** as:

**KUEHNE & NAGEL, INC.
235 Southfield Pkwy
Forest Park, GA 30297
ATTN: Debbie Amrein**

DOCUMENTATION:

A Commercial Invoice / Packing List will be required, providing a complete description including weights, dimensions and values for each line item. Please complete this form in ENGLISH and ensure it is TYPEWRITTEN. See special notes, under Commodity Classification, in these instructions. The Commercial Invoice should be consigned to:

**EXHIBITOR'S COMPANY NAME AND BOOTH NUMBER
C/O TEXPROCESS AMERICAS
GEORGIA WORLD CONGRESS CENTER
285 International Blvd NW
Atlanta, GA 30313**

TEXPROCESS AMERICAS 2012

Page 3

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

A Customs Power of Attorney form will also be required, if this will be your first time shipping with Kuehne & Nagel. Your Show Coordinator will advise you and provide this form to you.

SEA and AIR FREIGHT

Forward the following documents to Kuehne & Nagel, at the above address; prior to arrival of your shipment in Atlanta. Please fax one (1) copy of each of the following documents to Kuehne & Nagel at (410) 412-7327 one (1) week prior to the arrival of your shipment.

- Two (2) originals 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 Invoices / Packing Lists typed in the English Language
- One (1) original and one (1) copy of any document specifically required for import; (Health Certificate, Certificate of Origin, Import Permits, etc.)
- Non-Perishable only: One (1) copy of catalogs or brochures with complete information and description of arriving products.

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, cartons, cartons, etc., must be marked as follows:

“EXHIBITOR’S COMPANY NAME”
c/o: TEXPROCESS AMERICAS
BOOTH NUMBER: _____
GEORGIA WORLD CONGRESS CENTER
285 International Blvd NW
Atlanta, GA 30313

MANUFACTURED IN (fill in the Country)
PIECE NUMBER 1 OF _____ (Example: 1 of 2, 2 of 2)

WOOD PACKING MATERIAL REQUIREMENTS:

Regardless of Country of Manufacture, all solid wood packing material including crates, pallets, and blocking and bracing material must be treated and stamped; prior to arrival in the USA. In cases of non-compliance, the WPM (Wood Packing Material) will be subject to immediate export, along with the accompanying cargo. For further information, please go to <http://www.aphis.usda.gov/ppq/wpm/import.html>

TEXPROCESS AMERICAS 2012

Page 4

COMMODITY CLASSIFICATION:

If the TSUSA (Commodity Classification Numbers) are known, please indicate them on the Commercial Invoice form. By doing this, KN can ensure appropriate Duty rates have been applied.

IMPORTER OF RECORD

If you are a non- U.S. Company and do not have a U.S. Federal Tax ID# and have imported into the U.S. before you must speak with your previous customs broker to obtain your Foreign Importer Assigned Number. This number will be required to enter your goods with U.S. Customs. Without this number there will be delays in filing your customs entry.

TYPES OF U.S. CUSTOMS ENTRIES:

- A. **PERMANENT IMPORTATION:** Any items that are imported, which will remain in the USA, are subject to any applicable Duties and Taxes. Duties, along with other Kuehne & Nagel charges, must be paid before the show begins. 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 Duty.
- B. **TEMPORARY (ATA CARNET OR T.I.B.) IMPORTATION:** Any items that are imported, on a temporary basis into the USA, are under a Customs Bond and must be re-exported within one (1) year of import. Any items that are not exported, by the end of that 1 year period, are subject to Customs Penalties, which are equal to double the Duty plus Liquidated Damages.

PAYMENT TERMS:

All Kuehne & Nagel Invoices are due and payable, prior to the delivery of goods to the exhibition site. Exhibitors shipping with Kuehne & Nagel branches worldwide may take advantage of credit offered through these offices.

In order to avoid any delays, with the delivery of goods to the show, it will be necessary for each exhibitor to either establish credit with a Kuehne & Nagel office, or have an American Express Credit Card on file with Kuehne & Nagel. If neither of these avenues is available to you, please be in contact with your KN Show Coordinator, to make alternative arrangements.

TEXPROCESS AMERICAS 2012

Page 5

DEADLINES:

Deadlines are established, to provide a guideline of time necessary to have shipments cleared through Customs x-ray, Customs inspection and general Custom Clearance. Kuehne & Nagel will not be responsible, if shipments are delayed beyond our estimated time frame, due to congestion at ports and / or congestion in Customs.

It may be advantageous, to have your goods delivered to the Contractor's Advanced Receiving Warehouse;" instead of a direct delivery to the show site dock, to avoid having to pay for multiple hours of Waiting Time by the trucker. In either case, the show contractor will make the final delivery to your booth. Please check your Show Manual, to compare rates between receiving at the advanced warehouse and receiving at show site dock. Depending on your decision, about the above 2 options, please ensure the below deadlines are met.

Deadline for arrival of seaApril 1, 2012
Deadline for arrival of air freight at Atlanta airport.....April 15, 2012
Shipments can arrive earlier without incurring penalties. Earlier is better.

DOCUMENTS:

Deadline for receiving your documents by fax, to Kuehne & Nagel's office, is 7 days prior to your shipment's arrival.

TEXPROCESS AMERICAS SCHEDULE OF RATES

These rates are for services rendered in the U.S. only. All international freight may be arranged and rates negotiated in each exhibitor's home country.

U.S. CUSTOMS ENTRY SERVICE

U.S. Customs Entry /Permanent.....\$125.00 per entry
ATA Carnet or T.I.B.....\$125.00 per entry
Additional Invoices (over 5).....\$15.00/Invoice
Additional Classifications (over 5).....\$5.00/classification

CUSTOMS BOND

Single Entry Bond.....\$4.50 for each \$1000 Value.
Minimum Per Entry.....\$65.00

FREIGHT FORWARDING SERVICES

Customs Examination & Transport to Exam Site.....As per outlay
KN On-Site Supervision.....\$100.00 per entry
Custom Messenger\$45.00/entry
Terminal Handling.....\$.15kg + \$40.00 min. \$85.00
air and sea \$30/cbm + \$50 min. \$85.00
Airport transfer.....\$.12kg min. \$45 per shipment
Duty and Customs Fees Charged at Actual
Duty Advancing Fees 5% of Duty Fee.....Min. \$25.00
Late Fees for shipments arriving (3) or more days, past our deadlines; without our prior approval,\$200.00 per entry

OUTBOUND CHARGES

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

The fees for export services are as follows:

Export Under Bond (T&E, I.E., I.T.).....\$125.00
Export Handling and Documentation.....\$100.00
Customs Messenger.....\$ 45.00
KN On-Site Supervision and Attendance..\$125.00
Airport transfer..... \$.12kg + \$45 per shipment
Drayage to port of cfs warehouse \$.15kg min. \$95.00
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, including ocean, air, inland freight, custom clearance, duties and exportation handling fees must be paid to Kuehne & Nagel 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 unless invoices have been resolved.

The above rates do not include any airport or seaport transfers, terminal 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. **

TEXPROCESS AMERICAS 2012 INFORMATION SHEET

Company: _____ Contact: _____
Address: _____ Phone: _____
_____ e-mail: _____
_____ Hotel: _____

Person at Show: _____ Mobile / Cellular Number _____

PLEASE FAX THIS FORMAT COMPLETED TO Debbie Amrein 410-412-7271

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'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 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 Date : _____

Signature : _____ Print Name: _____

Title : _____ Date : _____

2- Credit has been established with Kuehne & Nagel office in: _____

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 OFFICE.**

Signature: _____ Title: _____

Print Name: _____

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