

International Shipping Instructions

IECSC & IBS – Ft. Lauderdale Broward County Convention Center October 16 – 17, 2011

Official Customs Broker and Freight Forwarder

Phoenix International Business Logistics, Inc.

1201 Corbin Street

Elizabeth, NJ 07201

Attention: Sally Mulkeen /Tel: 908.355.8900 Fax: 908.355.8883

E-mail: Smulkeen@phoenixlogistics.com

Freight originating from cities outside the United States require special consideration. The U.S. Customhouse Broker is available to advise the best methods of transportation and proper documentation. Please address all inquiries to the above individual. All sea freight and air freight shipments should arrive in Newark/New York.

Customs Clearance Options

Phoenix can arrange to clear your merchandise through customs on a permanent duty paid entry or on a temporary (TIB) entry. TIB entries should only be utilized for high valued merchandise intended for re-export from the U.S. in the same condition in which they were imported. TIB merchandise entered into the U.S. and not exported is subject to U.S. Customs penalties and fines.

U.S. / Canadian Border Crossings

Canadian exhibitors seeking to export exhibit materials to the U.S. should be advised that U.S. Customs will require an IRS identification number for the entry of these shipments to the U.S. If your organization does not have an IRS number, your U.S. Customs broker should have the capability to file and receive a temporary IRS number on your behalf. Failure to provide this number to the U.S. Broker at the border crossing will result in delays. Show Management cannot provide their tax identification number to exhibitors as the importer of record must be the exhibitor or a distributor representing the exhibitor. Do not delay in making these arrangements prior to shipping your exhibit.

Exhibitor's expecting problems with border clearances should contact our recommended Customs Broker Phoenix International Business Logistics, Inc. at 908-355-8900. Please contact them in advance to discuss document requirements.

Documents Required (*Forward to Phoenix NJ*)

Original Bills of Lading / Commercial Invoice / U.S. Customs Power of Attorney / Import Freight Information Sheet. Power of attorney and Import Freight Information forms are available upon request.

Ocean Freight and Airfreight Shipments

It is imperative that all documents be issued in English only. Documents issued in other languages will be translated at the expense of the exhibitor.

The Commercial invoice must contain the following details:

- Complete name and address of the exhibitor
- Quantity of each description of merchandise
- Detailed description of merchandise
- Country of origin
- Individual and total price of each description
- Total value of shipment

All commercial invoices should mention that the shipment consists of exhibition goods to be exhibited at the show and whether the goods are for temporary or permanent importation. All goods which are being sold in the United States are subject to normal customs duty and taxes.

Consignee & Notify Parties *Consign & Notify both Air and Ocean Shipments as follows*

Consignee:	Name of Exhibitor/booth#	Notify Party:	Phoenix Intl Business Logistics
	Name of Show		1201 Corbin St.
	Name and address of venue		Elizabeth, NJ 07201
			ATT: Sally Mulkeen / 908 355 8900

All documents such as invoices and packing lists should accompany air shipments and must arrive with the freight.

Return Transportation of Exhibition Goods

After the close of the exhibition, Phoenix's *Trade Show Staff* will contact you to obtain disposal instructions for the return transportation of your exhibition goods to the country of origin or any other destination of your choice. Quotations may be obtained in advance from Phoenix by faxing them your requirements.

Payment Conditions

Invoices for services rendered on inbound movements are payable prior to delivery of freight to the exhibition center through our designated agents or directly to Phoenix.

Terms of Freight Acceptance

All freight shipments must be shipped to the U.S. on a prepaid basis.

Terms and Conditions of Service

All business undertaken by Phoenix International Business Logistics, Inc. is subject to the terms and conditions of service as recommended by the Freight Forwarders and Brokers Association, Inc. Text available upon request.

Terms of Delivery / Deadlines for Arrival in U.S.

In order to assure timely delivery to show site, freight and documents must arrive in the U.S. between 8 -10 days prior to your move in date. A late surcharge may apply to all shipments arriving within 5 working days of the show set-up.

Marking

To insure timely delivery to your stand, all cases should be marked as follows:

Name of Exhibitor
Name of Show and Exhibition Center
Booth number
Piece #1 /up

Restrictions on Wood Packing Material

The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) has revised its import regulation for wood packaging materials (WPM), 7 CFR § 319. The final rule was effective September 16, 2005 with full enforcement commencing on July 5, 2006.

The regulation restricts the importation of many types of untreated wood articles, including wooden packaging materials such as pallets, crates, boxes, and pieces of wood used to support or brace cargo. The regulations currently refer to these types of wood packaging materials as solid wood packing materials, defined as "wood packing material other than loose wood packing material, used or for use with cargo to prevent damage, including, but not limited to, dunnage, crating, pallets, packing blocks, drums, cases, and skids." Any WPM not meeting the treatment specifications of this rule will be immediately reexported.

The rule states that regulated wood packaging materials must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent mark that indicates that the article meets the new requirements. Paper treatment certificates will continue to be accepted until July 5, 2006. Should you have any questions regarding the wood packing material used for your exhibit, please consult your local Phoenix agent, in house freight forwarder, or packing and crating company. Additional information on this subject can be found on the USDA Website:

http://www.aphis.usda.gov/import_export/plants/plant_imports/wood_packaging_materials.shtml

Importer Security Filing (10 + 2)

International exhibitors attending trade shows in the U.S. now face new federal regulations when importing cargo by ocean freight from overseas. On January 26, 2009 the Import Security Filing (ISF) rule, also known as the 10+2 rule, took effect. International exhibitors who fail to follow the new rule from the U.S. Customs and Border Protection (CBP) are putting their show in jeopardy. Under the ISF rule, importers are required to submit 10 items of data about their cargo at least 24 hours before it is loaded aboard a vessel at a foreign port. Two additional data items are required by the carrier as well, resulting in what is known as the 10+2 rule. To comply with the new rule, exhibitors are required to provide Phoenix or a Phoenix agent the following 10 data elements 48 hours prior to loading at the port of origin.

1. Manufacturer (or supplier) name and address
2. Seller name and address
3. Buyer name and address
4. Ship to name and address
5. Container stuffing location
6. Consolidator name and address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff Schedule of the United States (HTSUS)#

To expedite the process, contact Phoenix or a Phoenix agent to request an email copy of an easy to use "type and send" ISF form or download it from http://phoenixlogistics.com/f_and_e.html
Please contact Phoenix directly with any questions.

PHOENIX OVERSEAS AFFILIATES AND OFFICES

Phoenix strongly urges all exhibitors to utilize the transportation services of our overseas partners and affiliates. These offices have already familiarized themselves with these Guidelines and are in a position to invoice you directly for all destination and onsite charges. Utilization of the Phoenix network will alleviate any delays and increase efficiency of the entire transportation process. The full contact information for each office is enclosed. If an agent is not provided for your country, please contact Phoenix for the office nearest your location.

PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC
WORLDWIDE NETWORK OF PARTNERS

Argentina

BTG Expotrans S.A. / Transpack Moving
Azopardo 1337 1st floor
Ciudad de Buenos Aires
Argentina

Contact: Roberto Plaza
Phone: [54] 11-4362-5030
Fax: [54] 11-4362-5080
E-mail: roberto@btg-expotrans.com.ar

Austria

BTG Spedition und Logistik GmbH
IZ NÖ Süd, Strasse 14, Objekt 32

A-2355 Wiener Neudorf
Contact: Thomas Hafner
Phone: 43 (2236) 62555 161
Fax: 43 (2236) 62555 961
E-mail: thomas.hafner@btg.at

Australia

Agility Fairs & Events
32 Sky Road
Melbourne Airport VIC 3045, Australia

Contact: Deborah Muscat
Phone: 61-393303303
Fax: 61-393303337
E-mail: expoeasy@agilitylogistics.com

Belgium

Kristal bvba
Brucargo 734
Zaventem B-1931, Belgium

Contact: Mr. Geert Frere
Phone: [32] 27530731
Fax: [32] 27514720
E-mail: geert.frere@kristal-logistics.com

Brazil

Fulstandig Shows y Eventos
Rua Mario Amaral, 370- CEP 04002-021
Sao Paulo, Brazil

Contact: Claudio Machado
Phone: [55] 11-3884-2531
Fax: [55] 11-3884-9751
E-mail: csmac@fulstandig.com.br

Canada

PIBL, Inc
1201 Corbin Street
Elizabeth, NJ 07201US

Contact: Josef Jocson
Phone: 908-355-8900
Fax: 908-355-8883
Email: jjocson@phoenixlogistics.com

China & Hong Kong

Hansen Exhibition Forwarding Ltd.
Unit-13,13/F New Commerce Centre
19-Onsum Street, Shatin Hong Kong

Contact: Michael Kun
Phone: 852-2367-2303
Fax: 852-2369-0479
E-mail: michael@hansenhk.com

Colombia

Eldorado Air Cargo Ltd.
Transversal 93 No. 61-32
Int 71 - Bogota Colombia

Contact: Humberto Lopez Jaramillo
Phone: 57-12766817
Fax: 57-14363440
E-mail: humberto.lopez@eldoradoaircargo.com

France

SDV Logistics
Zone De Fret 3
3 Rue Du Remblai/Roissy CDG Cedex

Contact: Laurent Canot
Phone: [33] 1-49-19-1593
Fax: [33] 1-49-19-1591
E-mail: lcanot@sdv.com

Germany

FairExpress GMBH
Blomestrasse 25-27
Bielefeld, 33609 Germany

Contact: Christiane Roelfs
Phone: 49-521-91144-20
Fax: [49] 52-1911-4411
E-mail: christiane.roelfs@fairexpress.de

India

Trans-Link Express (Pvt) India
123, Udyog Vihar, Phase IV
Gurgaon (Haryana)
Haryana, 122001, India

Contact: Mr. Ripudaman
Phone: [91] -1242399273
Fax: [91] -1242399272
E-mail: ripudaman@translinkindia.com

Italy

Expotrans
Commercity Isola P44
Via Portuense 1555
00148 Rome

Contact: Trade Show Sales Department
Phone: 39-0665004846
Fax: 39-0665004870
E-mail: Sales@expotrans.it

Japan

Starfreight Services in Japan
1896-21 Arachi-Ko
Ichinomiya Machi, Chosei-gun
Chiba, 299-4315 - Japan

Contact: Katsura Yato
Phone: [81]475426818
Fax: [81]475426812
E-mail: katsura.yato@star-freight.com

Korea

Expologis
135-731 B-03, 2Floor, 159 Samsung Dong
Kangnam Gu, Seoul, Korea

Contact: Iris Kim
Phone: 82 2-6000-0080~6
Fax: 82 2-6000-0070
E-mail: iris@expologis.com

Malaysia

Agility Fairs & Events Sdn Bhd
NO. 2 Block B. Jalan Bumbung U8/90
Selangor D.E., Malasia

Contact: Ms. Susan Ng
Phone: [60]3-784-39719
Fax: [60]3-784-23295
E-mail: SNg@agilitylogistics.com

Netherlands

Fairexx Logistics
De Trompet 1725
Heemskerk, 1967 DB Netherlands

Contact: Paul Van Zijl
Phone: 31-251250060
Fax: 31-251250065
E-mail: paul.van-zijl@fairexx.nl

Philippines

Agility Fairs & Events
No. 3, Sta. Agueda Avenue, Pasco Drive
Paranaque City, Philippines

Contact: Kristine Oracion
Phone: 632.852.7031 loc 296
Fax: 632.853.9768
E-mail: koracion@agilitylogistics.com

Portugal

CVTRANS - Trânsitos & Transportes Lda
Travessa de Chãos Velhos, nº 216
V.N. Gaia, Arcozelo, 4410-443 Portugal

Contact: Candido Regal
Phone: [351]227848533
Fax: [351]227846248
E-mail: c.regal@cvtrans.pt

PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC
WORLDWIDE NETWORK OF PARTNERS

Singapore

APEX Expo Logistics Pte Ltd
24 Jurong Port Road - #01-01
Singapore

Contact: Danny Khor/ Brenda Tan
Phone: 65-6499-8988
Fax: 65-6499-8989
E-mail: danny.khor@apex-expologistics.com

Spain

International Trade Shows S.A. (ITS, S.A.)
AVDA. Eduard Corbella, 86-88
Barcelona, Spain E-08440

Contact: Cristobal Cascante
Phone: 34 93 8713954
Fax: 34 93 8712211
E-mail: cristobal.cascante@itsfairs.com

South Africa

Krew Translink - KP (Agility Logistics)
301 Deodar Street
Pomona, Kempton Park
South Africa

Contact: Yolanda Ferreira
Phone: [27] 11 3961494
Fax: [27] 11 396 3221
E-mail: yferreira@agilitylogistics.com

Taiwan

Trans-Link Exhibition Services Co., LTD
RM5-2, 5Floor,
No. 99 Chung Shan N. Rd
Sec. 2 Taipei, Taiwan

Contact: Ms. Frances Lin
Phone: 886-25811133
Fax: 886-25239449
E-mail: ttestwn@ms4.hinet.net

Thailand

AFEC Logistics (Thailand) Limited
507/321, 2nd Floor Thaicen Tower
Sathupradit Road (SOI 31) Chongnonse
Yannawa, Bangkok 10120 Thailand

Contact: Hasnai Kongkaew
Phone: [66] 2674 3521
Fax: [66] 2674 3520
E-mail: hasnai@afeclogistics.com

Turkey

Kita Transport Services Inc.
Koçman Cad. No:21 Gunesli
Istanbul, Turkey 34540

Contact: Murat Kavak
Phone: 90 212 410 00 40
Fax: 90 212 410 00 44
E-mail: project@kita.com.tr

United Kingdom

GBH Exhibition Forwarding Ltd,
10 Orgreave Drive
Sheffield United Kingdom- S13 9NR

Contact: Mr. Mark Saxton
Phone: [44] 114-269-0641
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Venezuela

Expotran S.A.
Río Caura, Centro Empresarial Torre Humboldt
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Caracas, Venezuela

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Fax: (582) 126-005977
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Vietnam

Apex Trading & Service Co. Ltd.
339 Nguyen Dinh Chieu Street,
Ward 5, District 3,
Ho Chi Minh City, Vietnam.

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