

# INTERNATIONAL FREIGHT FORWARDER / CUSTOMS BROKER

## **KUEHNE+NAGEL**

**SC 07** presents the following information for international shipments of equipment and exhibits to the **International Conference for High Performance Computing, Networking, Storage and Analysis** – Reno-Sparks Convention Center site of the 2007 show.

### **1. International Freight Forwarder / Customs Broker - Coordinating Office**

Kuehne + Nagel, Inc.

KN Expo Service

5353 Imperial Hwy., Suite 1000, Los Angeles, Ca. 90045

Website – [www.kuehne-nagel.com](http://www.kuehne-nagel.com)

Attn: Armin Zertor

E-Mail – [armin.zertor@kuehne-nagel.com](mailto:armin.zertor@kuehne-nagel.com)

Lyndon Labasan

E-Mail - [lyndon.labasan@kuehne-nagel.com](mailto:lyndon.labasan@kuehne-nagel.com)

### **2. Wood Packaging / blocking materials**

**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 inquire with K+N. 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. You may also refer to the K+N website for specifics.**

### **3. Customs Clearance / Examination**

All shipments imported into the U.S.A. require clearance through U.S. Customs prior to release from the port, airport, rail or truck terminal and is subject to intensive examination by U.S. Customs. Any charges incurred for intensive customs examination will be charged as per outlay along with KN coordination fee of \$100.00. All materials being re-exported are subject to customs examination, shipping cases should allow for easy access.

### **4. Port / Airport of Entry and Deadline Dates**

Ocean Freight; Port of Oakland / San Francisco Oct. 30, 2007

Air Freight; San Francisco International Airport (SFO) Oct. 31, 2007

Shipments arriving after the above dates will be handled on a special basis. However, no guarantees can be given that U.S. Customs will release the shipments in time for the move-in of the show. If you are unable to meet the deadline dates, please advise Kuehne + Nagel, Inc. immediately so that special arrangements can be made due to late arrival.

### **5. Consigning Information**

Shipments should be sent on a prepaid basis, Marked and Consigned as follows;

To:

Company name of Importer (Please fill in)

Complete address (Please fill in)

Booth# (Please fill in)

c/o SUPERCOMPUTING 2007

/o The Freeman Companies

Reno - Sparks Convention Center

Reno, Nevada

Notify:

Kuehne + Nagel, Inc.

150 Hill Place

Brisbane, Ca. 90045

Attn: KN Expo Service

Tel: 415-656-4100

Fax: 415-467-7414

## **6. Overseas Kuehne & Nagel Affiliates**

The Kuehne + Nagel Organization has over 700 offices worldwide. Please check your local telephone directory, [www.kuehne-nagel.com](http://www.kuehne-nagel.com) or contact Kuehne + Nagel, Inc., Los Angeles.

## **7. Insurance**

We strongly recommend that your shipment be insured for the transport to the show, duration of the show and for the eventual transport of your goods to the overseas destination. We can provide you with insurance upon written request. Please contact your local Kuehne + Nagel office and / or directly to;

NACORA Insurance Brokers, Inc.  
10 Exchange Place, 19th floor  
Jersey City, N.J. 07302  
Tel. 201-413-0535 / 201-413-5728  
Fax 201-413-0660

## **8. Documentation Requirements**

The following documents must be available for customs clearance;

- 2 - Original Ocean Bills of Lading or Airwaybills
- 3 - Signed Commercial / Proforma invoices **in English**, giving each exact commodity description, HTS (Harmonized Tariff Schedule) no. unit value, total value & Country of Origin.
- 3 - Packing Lists **in English** indicating dimensions, weights and contents of each shipping case / carton.
- 1 - **ORIGINAL** Power of Attorney - **Important**
- 1 - Copy of any applicable documents necessary for importation, **FCC forms, radiation forms, licenses, insurance certificates etc.**

Ocean freight - All original documents must be received in our offices a minimum of one week prior to the arrival of the vessel. It is mandatory that copies of the documents be sent to us as soon as they are available so that we may initiate handling procedures and check for document requirements.

Airfreight - All original documents should be attached to the Airwaybill. We kindly ask that copies be sent to us as soon as they are available so that we may initiate handling procedures and check for document requirements.

## **9. Customs Power of Attorney**

The Importer of Record must issue Power of Attorney to KN for the purpose of filing a Customs entry. 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 and any other required documents, are required for Customs clearance and must accompany the shipment / documents.

**\*\*\*\* VERY IMPORTANT \*\*\*\***

## **10. Computers and Computer Related Commodities**

PC's and related computer peripherals may require special documentation for other U.S. Government agencies such as Food & Drug Administration or Federal Communications Commission. **FCC forms or Radiation Control forms may be required** to clear the goods through U.S. Customs. If you are shipping these commodities or related commodities, we highly recommend that you contact KN Los Angeles as soon as possible to determine exact requirements. Failure to provide all required documentation prior to cargo arrival will delay the customs release and delivery of goods.

## **11. Restricted Commodities**

Certain commodities are prohibited from import into the U.S.A., or, are on a quota basis. **Do not ship alcohol, tobacco products, foodstuff, textile items, T-shirts / other promotional items.** If you are not sure that your goods can enter the U.S.A. without special clearance / documents through other U.S. Government Agencies, please contact Kuehne + Nagel – Los Angeles.

## **12. Delivery**

Upon release by U.S. Customs, your shipment will be delivered to the warehouse of the general service contractor or directly to the convention center. The official general service contractor will be responsible for the unloading, delivery to the booth and the reloading after the show. The contractor will also pick-up, store and return the empty packing materials as well.

## **11. On-site Representative**

KN personnel will contact you to obtain shipping / disposal instructions for your exhibit materials. KN can advise best method of on forwarding and can arrange re-forwarding to overseas. It is the responsibility of the **exhibitor to be at the booth** until the cargo is picked up at the booth for loading. **Kuehne + Nagel assumes no responsibility for goods left unattended in the booth areas.**

## **12. Payment Condition**

We recommend that you ship with the local Kuehne + Nagel office in your country as all charges incurred in the U.S.A. can be invoiced by KN USA to the originating KN office and you can make payment direct to them. Otherwise, all charges must be paid prior to delivery of goods to the show site. Please contact your local Kuehne + Nagel office for details and credit procedures. **KN also accepts payment by American Express, MasterCard and Visa.** Charges are based on current tariffs and exchange rates.

## **13. Notification**

It is extremely important that we are informed about your shipment. Please fax all details and pertinent information to KN Los Angeles prior to the shipment arriving in the U.S.A. If you ship with the local Kuehne + Nagel office, they will provide this information to us in a timely manner, which will enable us to process your important shipment.

## **14. Terms and Conditions**

All business is undertaken subject to terms and conditions of Kuehne + Nagel and in accordance with the National Customs Brokers Association of America, copy available upon request.

**We wish you a very successful participation and enjoyable stay in Reno.**

# KUEHNE+NAGEL

## INFORMATION SHEET

### SUPERCOMPUTING 2007

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ Hotel: \_\_\_\_\_

Person at Show: \_\_\_\_\_

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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. American Express, Mastercard or Visa Credit Card \_\_\_\_\_

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

2. Credit has been established with Kuehne + Nagel office in: \_\_\_\_\_  
Contact name at International Kuehne + Nagel  
office: \_\_\_\_\_

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 AN AMERICAN EXPRESS CARD, MASTERCARD, VISA OR ESTABLISH CREDIT THROUGH A KUEHNE + NAGEL 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."