

OFFICIAL CUSTOMS BROKER / INT'L FREIGHT FORWARDER

KUEHNE+NAGEL

SC 09 presents the following information for international shipments of equipment and exhibits to The International Conference for High Performance Computing, Networking, Storage and Analysis– Portland Convention Center, Portland, Oregon - site of the 2009 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

Tel 310-213-4347 / 310-258-8120 Fax 310-645-2320

Attn: Armin Zertor

E-Mail – armin.zertor@kuehne-nagel.com

Lyndon Labasan

E-Mail - 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 your shipment does not follow the new guidelines, described as ISPM 15, it is subject to immediate re-export at your expense. K+N will not be responsible for exhibitors not following the new guidelines. For specific information, please see:

<http://www.aphis.usda.gov/ppq/wpm/>

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. You must ensure that items shipped are indicated in your documents. 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 Portland

Nov. 2, 2009

Air Freight; Portland Airport (PDX)

Nov. 5, 2009

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:

Notify:

Company name of Importer (Please fill in)

Kuehne + Nagel, Inc.

Complete address (Please fill in)

7505 NE Ambassador Place, Suite 1

Booth# (Please fill in)

Portland, Or. 97220

C/o SC 2009 – c/o The Freeman Companies

Attn: Roger Huiras / Robert Boswell

Portland Convention Center

Tel: 1-503-251-1721

Portland, Oregon

Fax: 1-503-251-1722

6. Overseas Kuehne & Nagel Affiliates

The Kuehne + Nagel Organization has over 850 offices worldwide. Please check your local telephone directory, 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 no. (Harmonized Tariff Schedule), unit value, total value and **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, FDA 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 emailed to us as soon as they are available so that we may initiate handling procedures and check for document requirements. **10 + 2 filing must be done before sailing, please check with Kuehne + Nagel on this new Homeland Security requirement.**

Airfreight - All original documents should be attached to the Airwaybill. We kindly ask that copies be emailed to us before the shipment leaves your country so that we may initiate handling procedures and check for document requirements.

9. Customs Power of Attorney

Importer of Record must issue Power of Attorney to KN. If KN does not have an "Original valid" Customs Power of Attorney, the shipment cannot be cleared through U.S. Customs. In order to clear goods through U.S. Customs, a power of attorney is required by KN to act on an exhibitor's behalf in the customs clearance process. The Power of Attorney, along with Commercial Invoices / Packing Lists, 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. The following websites can guide you to the specific

Requirements of FDA and FCC:

www.fda.gov/oc/bioterrorism/bioact.html

www.fcc.gov/Forms/Form740/740.pdf

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. The general service contractor will invoice all exhibitors directly for this service. Deliveries or pick-ups made on weekends on subject to surcharge.

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13. 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.**

14. 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. **We also accept 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 or email 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 smoothly 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 Portland.

INFORMATION SHEET

SC 2009

Company: _____ Contact: _____
Address: _____ Phone: _____
_____ Fax: _____
_____ Hotel: _____
Person at Show: _____ Mobile phone _____

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."