



GlassBuild America
INSTRUCTIONS FOR INTERNATIONAL SHIPPING
AND U.S. CUSTOMS CLEARANCE
September 14-16, 2010
Las Vegas Convention Center

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 **GlassBuild America** show 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 to provide required services. The contact details are as follow:

Debbie Amrein
TEL: 410-412-7271
FAX: 410-412-7327
E-mail Address: Debbie.amrein@kuehne-nagel.com

CONSIGNMENT INSTRUCTIONS:

All freight should be booked on a through bill of lading terminating in Los Angeles port. In order to deliver OCEAN CONTAINERS on target date, 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

Any charges by the steamship line for demurrage, detention time will be charged back to shipper per outlay.

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

Exhibitor Name/booth
GlassBuild America
Las Vegas Convention Center c/o
Freeman
Las Vegas, NV

Notify:
Kuehne+Nagel
5353 Imperial Hwy, Unit 1000
Los Angeles, CA
Attn: Debbie Amrein 410-412-7271

DOCUMENTATION

The Commercial Invoice/ Packing List form must be consigned as shown above. A complete description of each item including weight, dimensions and value is required. Please complete this form in English and provide four (4) copies all bearing original signature. An Information Sheet is enclosed which must be completed and returned with invoices.

SEA and AIR FREIGHT

Forward the following documents to Kuehne + Nagel, at the above address, prior to arrival of the shipment in to port. All shipments must be routed on a through bill of lading terminating in Los Angeles. Please fax one (1) copy of each of the following documents to Kuehne + Nagel at (410) 410-7327 one (1) week prior to the arrival of the shipment.

- Two (2) original 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 Invoice/Packing Lists 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.) **Wood Packing Certification**
- Non-Perishable Only: One (1) copy of catalogs or brochures with complete information and description of arriving products.
- Information Sheet

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 packing, including blocking and bracing must contain the required Wood Packing stamp. Failure to stamp properly will result in your cargo being seized by U.S. Customs, if discovered during inspection.

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:

**Exhibitor name and booth number
C/O:GlassBuild America
Las Vegas Convention Center
MADE IN (COUNTRY OF ORIGIN)
NO. 1 OF _____AND UP**

COMMODITY CLASSIFICATION

If the TSUSA (commodity classification) numbers are known, please indicate them on the commercial invoice or exhibition instruction form. In this way we can ensure appropriate duty rates have been applied.

Many wooden items such as flooring are now under the Lacey Act and detailed information will be required regarding the genus and species of wood.

TYPES OF U.S. CUSTOMS ENTRIES

- A. **PERMANENT IMPORTATION:** Goods, which will remain in the U.S., are subject to any applicable duties and taxes. Duties, along with other Kuehne + Nagel charges. Must be paid before show starts. Samples may be sold, given-away, returned to the country of origin, or shipped to a different destination. All items, including brochures are dutiable.
- B. **TEMPORARY IMPORTATION:** Goods imported on a temporary basis into the U.S. are under Customs Bond and must be re-exported within one (1) year of import. Goods not completely exported, by the close of the period, are subject to Customs penalties 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 in delivery of goods to the show, it will be necessary for each exhibitor to have a **Credit Card Authorization** on file with Kuehne + Nagel. Please be in contact with your show coordinator to make arrangements.

DEADLINES

Deadline to port of Los Angeles August 26, 2010
Deadline to Los Angeles Airport.....September 6, 2010

Deadline for arrival by fax to Kuehne + Nagel's office of documents 7 days prior to arrival.

****Anyone unable to meet these deadlines please notify me immediately for further assistance****

**GlassBuild America
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.....\$115.00 per entry
Additional invoices (over 10).....\$10.00/invoice
Additional Classifications (over 10).....\$8.00/classification

CUSTOMS BOND

Single Entry Bond/Trade Fair Bond.....\$4.50/\$1000 of value
Minimum Per Entry.....\$65.00

FREIGHT FORWARDING SERVICES

Customs Examination.....As per outlay
Transport to Customs Exam Site.....As per outlay
On-Site Supervision.....\$125.00 per entry
 Messenger.....\$45.00/entry
 Terminal handling air \$.15kg + \$40.00 min. \$85.00
 Terminal handling sea \$30.00/cbm + \$50.00 min. \$85.00
 Marshalling yard fee \$25.00
 Duty and Customs Fees Charged at Actual
Late Fees for shipments arriving (5) days after the deadlines, without prior approval,
 \$100.00 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 Under Bond (T&E, I.E., I.T.).....\$125.00
Export Handling and Documentation.....\$110.00
Customs Messenger.....\$45.00
Supervision and Attendance.....\$125.00
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. **

**INFORMATION SHEET
GlassBuild America 2010**

Company: _____ Contact: _____
Address: _____ Phone: _____
_____ Fax: _____
_____ Hotel: _____

Person at Show: _____

PLEASE FAX THIS FORMAT COMPLETED TO BALTIMORE: 410 412-7327

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."