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## WORLDWIDE SHIPPING INSTRUCTIONS FOR INTERNATIONAL EXHIBITORS

### MRO EUROPE 2009 23-24 September Hamburg Messe Und Congress Hamburg, Germany

TWI has been appointed by [McGraw-Hill Companies, Inc.](#) as the official transportation coordinator and on site handling agent of equipment and display materials for exhibitors participating in **MRO EUROPE 2009**. On the following pages is specific information pertaining to this show including shipping deadline dates and documentation requirements for the transportation of your material into Germany.

#### LATEST ARRIVAL DATES

Air and Sea Freight: 15 September  
Road Freight 17 September

#### ON SITE SERVICES BOOKINGS

17 September

#### ON SITE DELIVERY DATE

21 September

#### PORT OF ARRIVAL

HAMBURG PORT / AIRPORT

#### CONSIGNMENT INSTRUCTIONS FOR AWB /BL/ CMR

LOGFORTRA GmbH  
MRO Europe 2009  
EXHIBITOR NAME  
STAND NUMBER

#### WAREHOUSE DELIVERY ADDRESS

LOGFORTRA GmbH  
EXHIBITOR NAME  
STAND NUMBER  
C/O Int. Sped. K-H Dietrich GmbH  
Peutestr. 61-63  
20539 Hamburg  
GERMANY  
Attn: MRO Europe 2009

### **PACKING/CASE MARKINGS**

Please make sure that each package is clearly marked / labeled with the following information:

**EXHIBITOR'S NAME**  
**C/O MRO EUROPE 2009**  
**STAND NUMBER**  
**CASE NUMBER:**

### **DOCUMENT REQUIREMENTS**

For customs purpose, all exhibitors are required to submit to TWI copies of the Commercial Invoice/Packing List.

- 1 original and 5 copies of B/L, AWB, CMR
- 1 original and 5 copies of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)

### **PRE-ADVISE**

One copy each of all documentation above must be pre-advise to TWI Las Vegas-Operations Department via fax at (702) 691-9045 to the attention Operations Team 1. These pre-advise should also be emailed to LeAnn O'Malley at [lomalley@twiglobal.com](mailto:lomalley@twiglobal.com) and should contain the following information:

- Mode of transport
- AWB number, Truck Registration number, or Bill of Lading number
- Flight number or name of vessel
- Number of pieces and total weight
- Required date for delivery to stand
- Stand number

### **COURIER SHIPMENTS**

TWI does not recommend sending courier shipments directly to the Hamburg Messe und Congress. However, if you are planning to ship any materials via courier, TWI is in NO WAY responsible for the time it takes for the delivery of your shipment. TWI / Logfortra GmbH can assist in tracking and customs clearance if needed. Measures taken on behalf of TWI / Logfortra GmbH to ensure safe delivery of a courier shipment will result in additional charges as listed in the tariff. We strongly recommend you check with the courier company regarding any restrictions or delays you may incur. Be aware of the following:

- Courier companies cannot clear temporary imports
- There may be value restrictions on what your courier company can clear
- Courier companies do not operate on weekends or holidays
- Courier vehicles are typically not permitted direct access to the fairground or your stand

### **COMMERCIAL INVOICE/PACKING LIST**

A sample invoice is attached to these instructions for your review and a blank invoice is included for your shipment. The commercial invoice/packing list should be prepared with the following details:

- Invoices and packing lists can be combined on one document if they list quantity, description, and value of each item shipped as well as weight and dimensions of each package in the shipment.
- Make sure to include a complete, precise, simple and non-technical description of all items on the invoice with any applicable serial / model numbers.
- Please include the case size and cubic meter (CBM); the following formula will provide assistance:  
**LxWxH in inches x .0000164 = CBM OR LxWxH in centimeter ÷1,000,000 = CBM**
- Your shipment should include one (1) typed original of each invoice bearing an original signature in blue ink.

### **ATA CARNET**

ATA Carnets are accepted for temporary import of goods into Germany. Exhibitors should ensure that all items on Carnets will be returning to the country of origin, or another destination out of Germany. Goods that will not return must be on a Commercial invoice.

### **ON-SITE SERVICES**

TWI and our on-site partners will be available at all times for your convenience with a fully experienced team operating throughout the installation, duration and dismantling of the show. All fork lifting services and required equipment rentals should be booked with TWI prior to arrival in Hamburg. Rates will be per the tariff and all requests should be emailed to LeAnn O'Malley (lomalley@twiglobal.com) no later than **17 September**.

### **EMPTY CASE STORAGE**

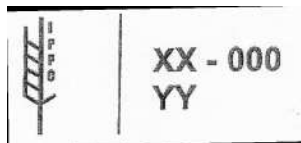
In an effort to keep access to all areas of the show clear at all times, TWI will continuously remove empty packing materials from the aisles/gangways around the stands. To assist us in this task we would ask all exhibitors to kindly use our Empty Case Storage labels to mark empty cases when ready for removal. These labels are available from our on site representatives. Empty case will be returned to stand areas as soon as possible at the close of the exhibition.

### **SHIPMENTS WITH NON-MANUFACTURED WOOD PACKING**

All shipments containing Non-Manufactured Wood Packing (NMWP) must be either **heat-treated or fumigated**. This is not a paper-based certification system therefore the NMWP and solid wood packing material (SWPM) must bear markings indicating the type of treatment under the ISPM 15 regulations.

Any packing that does not comply with the requirements will be refused, destroyed, or return to its origin, resulting in a considerable delay.

Wood packing materials **MUST** be marked with the IPPC logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide).



### **MATERIALS LEFT ON-SITE**

On Friday 25 September 2009 at 12:00 noon TWI will remove any remaining items to our warehouse. This includes shipments not collected by carriers/courier companies. Please ensure that all your goods are clearly marked with your company name and destination. Charges incurred to return uncollected items will be invoiced per tariff.

### **INSURANCE**

It is recommended that exhibitors provide insurance coverage for their goods from point of departure through to final destination. It is further recommended that such insurance coverage be provided for the transit period and while on-site at the exhibition (including move-in and dismantling periods).



### **TERMS OF PAYMENT**

All TWI invoices for this exhibition are for immediate payment unless prior arrangements have been made. Prior arrangements include a written request for deferred invoicing *received by TWI at least two weeks in advance of the date service is provided*, or make forwarding arrangements through one of TWI's recognized agents (see list attached), who will invoice exhibitors for on-site services according to their credit terms. Major credit cards accepted include American Express, Visa, Mastercard and Eurocard.

### **CONTACTS**

#### **TWI LAS VEGAS, NV**

4480 South Pecos Road  
Las Vegas, NV 89121  
Telephone: 702/691-9000  
Fax: 702/691-9065  
[www.twiglobal.com](http://www.twiglobal.com)

LeAnn O'Malley  
Direct Dial: +44/1675 467761  
Mobile: +44/7853 975614

[lomalley@twiglobal.com](mailto:lomalley@twiglobal.com)

## 2009 INTERNATIONAL AGENT LIST

Below is a list of TWI's worldwide network of preferred agents who can provide forwarding services for the movement of your freight. If you are shipping from a country that is not listed, please contact us for information on the recommended partner in your area.

### AUSTRIA

SCHENKER & CO AG VIENNA  
TELEPHONE 43/5/7686-211529  
FAX: 43/5/7686-211529  
CONTACT: SABINE GREWIN  
SABINE.GREWIN@SCHENKER.AT

### HONG KONG

AGILITY FAIRS & EVENTS  
DICK LEUNG  
TEL: 852/2866 2594 9812  
FAX: 852/2866 2529 1508  
DLEUNG@AGILITYLOGISTICS.COM

### SOUTH KOREA

KEMI-LEE EXPO SERVICE  
TELEPHONE: 82/2/561-5268  
FAX: 82/2/561-9321  
CONTACT: .SUPER LEE  
SUPERLEE@KEMI-LEE.COM.KR

### AUSTRALIA

SCHENKER & CO. (AUST) PTY  
TELEPHONE: 61/2/9333 0371  
FAX: 61/2/9333 0470  
CONTACT: JENS GROVERMANN  
JENS.GROVERMANN@SCHENKER.COM

### INDIA

R.E.ROGERS INDIA PVT LTD  
TELEPHONE: 91/11/694 9801, 2  
FAX: 91/11/694 9803  
CONTACT: RAVINDER SETHI  
REROGERS58@HOTMAIL.COM

### SPAIN

COMARFEX LOGISTICA DE FERIAS, S.L.  
TELEPHONE: 34/93/3191269  
FAX: 34/93/3191383  
CONTACT: JUAN CARLOS PEREZ  
MARMOL  
JCPEREZ@COMARFEX.COM

### BELGIUM

ZIEGLER EXPO LOGISTICS  
TELEPHONE: 32/2/478 4805  
FAX: 32/2/478 2625  
CONTACTS: THIERRY DEMEURE  
THIERRY\_DEMEURE@ZIEGLERGROUP.COM

### ITALY

EXPOTRANS  
TELEPHONE: 39/02/36628610  
FAX: 39/02/36628606  
CONTACT: ALESSANDRA DELLAVEDOVA  
ALESSANDRA.DELLAVEDOVA@EXPOTRANS.IT

### SWEDEN

SCHENKER INT'L AB  
TELEPHONE: 46/31/337 0400  
FAX: 46/31/337 0507  
CONTACT: IRIS KIHBERG  
IRIS.KIHBERG@SCHENKER.COM

### CANADA

TWI GROUP, INC.  
TELEPHONE: 905/812 1124  
FAX: 905/812 0133  
CONTACT: SANDI TROTTER  
STROTTER@TWIGLOBAL.COM

### JAPAN

ISHIKAWA-GUMI, LTD.  
TELEPHONE: 81/3/3474-8102  
FAX: 81/3/ 81/3/5460-9841  
CONTACT: JUN NAKAJIMA  
J\_NAKAJIMA@ISHIKAWA-GUMI.CO.JP

### SWITZERLAND

SCHENKER SWITZERLAND LTD.  
TELEPHONE: 41/0585 895 600  
FAX: 41/0585 895 973  
CONTACTS: CHRISTOPH ROCK  
CHRISTOPH.ROCK@DBSCHENKER.COM

### DENMARK

ON-SITE  
TELEPHONE: 45/3/282 0210  
FAX: 45/3/282 0211  
CONTACT: CHARLOTTE MAHLER  
CHARLOTTE@ONSITEGROUP.DK

### NETHERLANDS

CEVA LOGISITICS  
TELEPHONE: 31/ 26/ 319 5204  
FAX: 31/26/319 5222  
CONTACTS: BASTIAAN WIGMAN  
BASTIAAN.WIGMAN@NL.CEVALOGISTICS.COM

### THAILAND

AGILITY LOGISTICS  
TELEPHONE: 662/6812000  
FAX: 662/6812910  
CONTACTS: JAKRAWUT  
WICHITPORNCHAI  
JWICHITPORNCHAI@AGILITYLOGISTICS.COM

### FINLAND

SUOMEN MESSULOGISTIIKKA OY  
TELEPHONE: 358/10/309 6600  
FAX: 358/50/430 7083  
CONTACT: TIINA SARA  
TIINA..SARA@SMLOG.FI

### P.R. CHINA

AGILITY LOGISTICS  
TELEPHONE 86/21/6237-5656 X 228  
FAX: 86/21/6237-5657  
CONTACT: TALEN WENG  
TWENG@AGILITYLOGISTCS.COM

### TURKEY

GRUPTRANS  
TELEPHONE: 90/212/426-2728  
FAX: 90/212/664-6869  
CONTACT: UMRAN OZDINDAR  
UMRAN@GRUPTRANS.COM

### FRANCE

FEI  
TELEPHONE: 33/01/4891-0046  
FAX: 33/ 01/4891-1654  
CONTACT: SABINE GUENIN  
FEI-EXPO@WANADOO.FR

### SINGAPORE

AGILITY FAIRS & EVENTS  
TELEPHONE: 65/6463 9770  
FAX: 65/6467 9467  
CONTACT: GHAZALI SAAD  
MGHAZALI@AGILITYLOGISTICS.COM

### UNITED KINGDOM

CEVA SHOWFREIGHT  
TEL: 44/1322 312058  
FAX: 44/1322 312057  
CONTACT: GRAHAM RIDGE  
GRAHAM.RIDGE@CEVALOGISTICS.COM

### GERMANY

LOGFORTRA GMBH  
TELEPHONE: +49 40 5131929  
FAX: +49 - 40 708019099  
CONTACT: GABOR NEMEZES  
EMAIL: [GABORN@LOGFORTRA.DE](mailto:GABORN@LOGFORTRA.DE)



## **STANDARD TRADING CONDITIONS**

**LEGAL LIABILITY LIMIT:** The liability for loss or damage of material shipped under TWI's direction on behalf of its clients is limited to the legal liability limit of the carriers (international air cargo legal liability: \$9.07/lb. - ocean NVOCC: \$500.00 per package) and/or service contractors employed on the client's behalf as stated in their tariff or conditions of operation. At the written request of the shipper, and if the appropriate premium is paid or agreed to be paid in writing by the shipper and that fact recorded on the shipping documents, the goods covered will be insured on behalf of the shipper under an open policy for the amount requested by the shipper as set forth in the shipping documents (recovery being limited to that actual loss or damage not exceeding the insured value) against all risks of physical loss or damage from any external cause whatsoever except those arising directly or indirectly from war risks, strikes, riots, hostilities, legal seizure or delay and subject to the terms and conditions of such policy, which is available for inspection by the shipper.

We strongly suggest that all exhibitors request the additional policy of insurance that is available through TWI or that all exhibitors carry an insurance policy from point of departure to final destination. Policies are readily available through your corporate insurance department or agent.

A notice of intent to file claim must be received in writing within ten (10) calendar days of receipt of the material and a formal claim received within thirty (30) days of the receipt of the material. Both the notice of intent to file claim and the formal claim will be accepted only at TWI's Las Vegas office. Transport/handling charges must be paid in full before the respective carrier or its agents will accept a formal claim. Use of TWI's services implies acknowledgement and acceptance of the foregoing.

**RESTRICTED ARTICLES:** The FAA has very strict regulations governing the packaging and shipping of restricted articles and special arrangements must be made for their movement. It is the shipper's responsibility to label the cartons containing restricted articles correctly and to provide TWI with the proper documents for the international shipment. **IMPORTANT** Plan to have your restricted articles shipment arrive at the consolidation point of your choice one week prior to the dates listed on page one. Pilots have the final say on whether a restricted articles shipment will fly on their aircraft and considerable delays can occur in their movement. Restricted articles include paints, flammable substances, cleaning solvents, oil and gasoline and their by-products, aerosols, explosives, corrosives, matches/lighters, magnetized and radioactive items. Failure to ship these items properly will seriously delay both the movement and inbound clearance of your equipment. \*\*Please give TWI advance notice if you are planning to ship restricted articles.

**SHIPMENTS OF FOREIGN-MADE GOODS:** In order to avoid the possibility of U.S. Customs assessing duties and/or penalties on returning foreign merchandise, you may wish to have these goods registered prior to their being exported from the United States for the exhibition. The registration process itself is relatively simple; however, since it requires a physical inspection of the goods by U.S. Customs, you must allow additional time for its completion. If you would like to have any of your equipment registered, we ask that you pay particular attention to the following rules and suggestions: List the goods to be registered on a separate commercial invoice. The serial and model numbers must be accessible for the customs inspector to find on the equipment itself. Please ensure that the equipment to be registered arrives at the domestic consolidation point one day prior to the export deadline date shown on page one. The completed registration form will be held at the export point until the subsequent return of your equipment or else it can be returned directly to you if required.

**ON-FORWARDING AND INTERIM STORAGE:** If you plan to use your equipment at another exhibition in the United States or at another location overseas, please notify us in advance so that the necessary arrangements can be coordinated with the on-site service contractor. TWI can also arrange for bonded storage in many locations throughout the world, enabling you to save substantial time and money by keeping your exhibit material overseas between shows.

**IMPORTS BACK TO THE USA:** Should you wish to designate a specific broker to handle the import clearance formalities of your return goods, please notify the TWI Las Vegas office at once. We will require the full address, telephone number, and person to contact at your designated brokerage firm. All import documents will be transferred to your broker immediately upon arrival in the United States so that customs clearance can be accomplished expeditiously. If you prefer that TWI coordinate the entire re-import process, please advise us which port your goods will return to and we will forward the appropriate forms and power of attorney details immediately.

**SALE OF EXHIBITS:** Goods may be sold during the exhibition, but under no circumstances can they be removed from the exhibition site until duty/tax has been paid and permanent customs import procedures have been completed and the exhibition is over.

**ON-SITE CHARGES:** TWI has made arrangements with the on-site service contractor to be invoiced for all their services to you. Therefore, it will not be necessary for you to carry cash with you to pay the on-site service contractor at **MRO EUROPE 2009**. The charges will be billed to you on TWI's invoice.

**PAYMENT OF CHARGES AND TERMS:** Our terms are net 10 days from date of invoice. This is because the charges for which you are being invoiced represent monies already advanced by TWI and/or its agents. TWI reserves the right to deliver any material in its possession on a C.O.D. basis, with an additional assignment of 1-1 ½ percent per month on any past due amounts, inclusive of all charges to the point of delivery.

**CONSTRUCTION OF TERMS, JURISDICTION AND VENUE, AND ATTORNEY'S FEES:** The foregoing terms and conditions shall be interpreted under the laws of the State of Nevada and applicable U.S. Statutes. It is further agreed that jurisdiction and venue for any suit arising out of this transaction shall be in Clark County Nevada or in the United States District Court for the District of Nevada- Las Vegas. It is further agreed that in the event of any suit to enforce the terms and conditions hereof, then in that instance the prevailing party shall be entitled to reasonable attorney fees and costs as fixed by court.

\*\*\*Please refer to our complete instructions for all pertinent information.



**ON-SITE / RETURN SHIPPING REQUIREMENTS**

SHOW NAME: \_\_\_\_\_

DATES: \_\_\_\_\_

EXHIBITOR NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

REQUIRED DELIVERY DATE: \_\_\_\_\_

**YOUR ON-SITE REPRESENTATIVE INFORMATION**

What is the name of your company's representative who will be attending the show?

\_\_\_\_\_

At what hotel will they be staying? Please include hotel phone # and room # if available.

\_\_\_\_\_

On-site telephone # and cell phone # of your representative:

\_\_\_\_\_

**RETURN DELIVERY INFORMATION**

At the conclusion of the show, to what address should we return your freight?

\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

ATTENTION: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

**METHOD OF RETURN TRANSPORT SELECT ONE:**

Rush Air \_\_\_\_\_ Normal Air \_\_\_\_\_ 10-14 Days Ocean \_\_\_\_\_

If you require a different return method, please specify: \_\_\_\_\_

**PLEASE FAX OR E-MAIL THIS FORM TO YOUR TWI REPRESENTATIVE.**