C2E2 CHICAGO COMIC & ENTERTAINMENT EXPO 2013
MCCORMICK PLACE CONVENTION CENTER
CHICAGO, IL
26-28 APRIL

TWI has been appointed by ***REED EXHIBITIONS*** as the official international Freight Forwarder for delivery of international shipments destined for ***C2E2 CHICAGO COMIC & ENTERTAINMENT EXPO 2013***. TWI is pleased to coordinate the customs clearance and delivery of your international shipment destined for this event. The following pages list important information regarding shipping documents, deadlines, and fees, and information from our customs broker pertaining to customs clearance of your exhibition materials into the United States.

ARRIVAL DEADLINES

	Port	For delivery to the ADVANCED WAREHOUSE	For delivery to the VENUE
Air Freight	**Chicago, IL-ORD**	**12 April**	**18 April**
Ocean Freight FCL	**Chicago, IL-CHI**	**9 April**	**15 April**
Ocean Freight LCL	**Chicago, IL-CHI**	**4 April**	**10 April**

- Shipments arriving on or after **April 22, 2013** may require special attention in order to expedite customs formalities and ensure prompt delivery to show-site. A 25% surcharge will be assessed on all tariff items for late shipments.

CONSIGNMENT DETAILS - Please fax Pre-Alert to 702 691 9045 Attn: TEAM 4.
Both air and sea freight must be consigned FREIGHT PREPAID as follows:

AIR- SINGLE SHIPMENTS (MAWB):

C-AIR INTERNATIONAL, INC.
(Name of Actual Exhibitor)
C2E2 CHICAGO COMIC & ENTERTAINMENT EXPO 2013
MCCORMICK PLACE CONVENTION CENTER
2301 SOUTH LAKE SHORE DRIVE
CHICAGO, IL 60616

NOA: TWI Import Services,
c/o C-AIR INTERNATIONAL, INC.
IMPORT DEPT.
181 SOUTH FRANKLIN AVE.
VALLEY STREAM, NY 11585
Tel: 702/691-9000
Fax: 516-394-0476
TWI_OPS_IMPORT@TWIGLOBAL.COM

CONSIGNMENT DETAILS - Please fax Pre-Alert to 702 691 9045 Attn: TEAM 4. CONTINUED
Both air and sea freight must be consigned FREIGHT PREPAID as follows:

AIR- CONSOLIDATIONS (MAWB):

TWI Import Services,
c/o C-AIR INTERNATIONAL, INC.
IMPORT DEPT.
181 SOUTH FRANKLIN AVE.
VALLEY STREAM, NY 11585
Tel: 702/691-9000
Fax: 516-394-0476
TWI_OPS_IMPORT@TWIGLOBAL.COM

(HOUSE AIRWAYBILL AND AMS ENTRY):
C-AIR INTERNATIONAL, INC.
For: TWI Import Services/ (Name of Actual Exhibitor)
C2E2 CHICAGO COMIC & ENTERTAINMENT EXPO 2013
MCCORMICK PLACE CONVENTION CENTER
2301 SOUTH LAKE SHORE DRIVE
CHICAGO, IL 60616

OCEAN- CONSOLIDATIONS (MASTER OB/L):

TWI Import Services,
c/o C-AIR INTERNATIONAL, INC.
IMPORT DEPT.
181 SOUTH FRANKLIN AVE.
VALLEY STREAM, NY 11585
Tel: 702/691-9000
Fax: 516-394-0476
TWI_OPS_IMPORT@TWIGLOBAL.COM

(HOUSE OB/L AMS ENTRY):
C-AIR INTERNATIONAL, INC.
For: TWI Import Services/ (Name of Actual Exhibitor)
C2E2 CHICAGO COMIC & ENTERTAINMENT EXPO 2013
MCCORMICK PLACE CONVENTION CENTER
2301 SOUTH LAKE SHORE DRIVE
CHICAGO, IL 60616

DOCUMENT DEADLINES

- **Ocean Shipments**: Mandatory documents must be received Seven (7) days prior to the vessel's departure. Importer Security Filing (ISF) requires Ten (10) elements to be completed 24 hours prior to tendering to carrier. U.S. Customs penalty phase begins January 2010. Please contact your TWI representative for further assistance or questions regarding ISF filing. **DO NOT TENDER SHIPMENTS TO THE CARRIER WITH OUT PRIOR APPROVAL FROM TWI. YOU WILL RECEIVE AN ISF TRANSACTION NUMBER.**
- **Air Shipments**: Prior to the aircraft's arrival, all documents must be attached to the AWB and a faxed pre-alert must be sent to TWI Las Vegas along with copies of the master/house air waybill and invoice(s). Please send copies of invoice/packing list three (3) days prior to arrival of aircraft.

MARKS AND PACKING

In order to withstand handling by international carriers, local trucking companies, and the on-site drayage contractor, all cases must be packed securely. Reusable crates are essential if the goods will be on-forwarded at the close of the exhibition.

IMPORTANT: Booth materials, literature and giveaways require filing of consumption entries with duty payment. **Please note these items must be packed separately, on separate commercial invoices, and sent under separate House Airway Bills from samples, (not for sale), which may be entered as temporary imports. Failure to separate items, along with providing separate invoices and House bills, will cause delays which may result in not attending the show and additional expenses for your shipment.**

All cases, crates, or cartons must be clearly marked on two sides as shown below. Skidded or containerized cargo should be individually labeled with these same marks. Shipping labels should appear as follows:

C2E2 CHICAGO COMIC & ENTERTAINMENT EXPO 2013
MCCORMICK PLACE CONVENTION CENTER
2301 SOUTH LAKE SHORE DRIVE
CHICAGO, IL 60616
For: _____
(Name of Exhibitor)
Booth Number:
Carton No. ____ of ____
Gross Weight: _____ kgs.

SOLID WOOD PACKING MATERIALS

Solid Wood packing material is subject to wood treatment standards for pest control as per 7 CFR 319.40. Lack of compliance may result in delays, additional costs, and possible denial of entry and penalties. The IPPC standard calls for most WPM to be either heat treated or fumigated with methyl bromide in accordance with the Guidelines and marked with an approved international mark certifying that treatment.

INSURANCE

It is the responsibility of exhibitors to secure insurance coverage for their goods throughout the entire shipping process, beginning at the point of departure, during the exhibition, until return to the ultimate consignee. Freight left at your booth at the close of the exhibition may be unattended for a period of several hours or several days. Insurance may be offered by your local shipping agent or your corporate insurance company.

DISPOSITION OF GOODS (Forms A)

If any goods are sold or returning, please see and complete Form A.

If any of the goods are sold in the United States after importation (including sales at the show), the exhibitor will still be responsible for duties and fees incurred in filing of a consumption entry. Therefore, if you engage in any such sales transactions, you should consider including these costs and duties in your sales price to your domestic purchaser.

PAYMENT OF CHARGES

Our terms and conditions require that all transportation, customs clearance and delivery charges be paid before the close of the show unless other arrangements have been made or you have utilized an agent that is indicated on our International Agent List. For payment of invoices TWI will accept cash payments in U.S. dollars, traveler's checks in USD, or company checks drawn on a U.S. account. Exhibitors who desire to have their charges billed to a third party must provide TWI with written instructions, which include full details of the responsible party.

LACEY ACT - WOOD PRODUCTS

In May 2008, Congress passed a law (Lacey Act) banning commerce in illegally sourced plants and their products, including timber, wood and paper products.

The Lacey Act makes it unlawful to import, export, transport, sell, receive, acquire, or purchase in interstate or foreign commerce any plant, with limited exceptions, taken or traded in violation of US laws or a foreign country.

The Lacey Act is in full enforcement by US Customs and APHIS (Department of Agriculture Inspection Services).

It is each company's responsibility to exercise "due care" and understand the origin of its forest products, keeping in mind that a Lacey violation can result in forfeiture of goods and penalties of up to $200,000.

If your products fall into any of the attached classifications, the PPQ form 505 must be completed.

LACEY ACT CLASSIFICATIONS

- **4401 FUEL WOOD**
- **4402 WOOD CHARCOAL**
- **4403 WOOD IN THE ROUGH**
- **4404 HOOPWOOD, POLES, PILES, STAKES**
- **4406 RAILWAY OR TRAMWAY SLEEPERS**
- **4407 WOOD SAWN OR CHIPPED**
- **4408 SHEETS FOR VENEERING**
- **4409 WOOD CONTINUOUSLY SHAPED**
- **4412 PLYWOOD VENEERED PANELS**
- **4412.99.05 AND 4412.99.57 PLYWOOD VENEERED PANELS**
- **4417 TOOLS, TOOL HANDLES, BROOM HANDLES**
- **4418 BUILDERS JOINERY & CARPENTRY**
- **4414 WOODEN FRAMES**
- **4419 TABLEWARE AND KITCHENWARE**
- **4420 WOOD MARQUETRY, CASKETS, STATUETTES**
- **4421 OTHER ARTICLES OF WOOD**
- **6602 WALKING STICKS, WHIPS, CROPS**
- **8201 HAND TOOLS**
- **9201 PIANOS**
- **9202 OTHER STRINGED INSTRUMENTS**
- **9302 REVOLVERS AND PISTOLS**
- **9305.10.20 PARTS & ACESSORIES OF REVOLVERS**
- **9401.69 SEATS WITH WOOD FRAMES**
- **9504.20 ARTICLES & ACESSORIES FOR BILLIARDS**
- **9703 WORKS OF ART, SCULPTURES**

INTERNATIONAL AGENT LIST

Included with these instructions you will find a list of TWI's network of worldwide agents who can provide forwarding services for the movement of your goods to the United States. Please contact us if you are shipping from a country that is not listed.

CONTACT INFORMATION

TWI Import Services
4480 South Pecos Road
Las Vegas, NV 89121
Tel: 702/691-9000
Fax: 702/691-9045
Contact: Kaye Barrieault
E-mail: kbarrieault@twiglobal.com

ATTENTION

MANDATORY REQUIREMENTS REGARDING OCEAN SHIPMENTS

Dear Valued Customer:

On January 26, 2009, U.S. Customs and Border Protection implemented the Importer Security Filing Regulations (also known as ISF or 10+2). This regulation mandates that all importers of ocean cargo shipments into the U.S. and/or their authorized agent provide to U.S. Customs specific data elements about the shipment. Ten (10) elements are required to be filed by the importer 24 hours prior to tendering to carrier and two (2) elements are to be filed by the carrier seventy-two (72) hours prior to shipment laden on board.

This program is mandatory and is subject to penalties by U.S. Customs for noncompliance, effective January 2010.

TWI requires a copy of your Proforma Invoice/Packing List 7 days prior to tendering shipment to the steamship lines or a consolidator. Please do not export your ocean shipment without prior approval from TWI. If your shipment should arrive without TWI approval or adequate ISF filing to US Customs, TWI will not be able to handle your shipment.

For more details, please review the following web-links below:

http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/

http://www.iela.org/iela09/Default.aspx?refer=113&id1=sub1Lnk73&id=mainLnk4

Please contact your TWI representative for Required Forms, Instructions or any other questions.

Information from Our Customs Broker concerning Customs Entry

AUTHORIZATION FORM (Form B)

If TWI Group will be exporting your freight from the USA, we will require a signed Forwarding Agent Authorization Form. This form authorizes TWI Group to act as your forwarding agent. The authorization form is attached as Form B. Please complete it thoroughly and then fax or email to your TWI representative.

CUSTOMS POWER OF ATTORNEY (Form C)

A signed Customs Power of Attorney form is required for all import shipments into the USA. This form allows the customs broker to make a customs entry on your behalf. Please note that the certification portion needs to be filled out if the exhibitor is a non-resident (non-US) corporation. Please complete Form C, and fax or email to your TWI representative with your pre-alert and arrival information.

INVOICE INFORMATION

The customs broker cannot make entry on shipments where invoices do not include the necessary details. Please follow the instructions below to avoid delays, additional expenses, or denial of entry for your goods. The invoice(s) you will be providing is/are described in either "a" or "b" below.

a. If your shipment consists of goods which are not shipped pursuant to a current sales transaction (non-purchased goods) provide a pro forma invoice.

b. If your shipment is pursuant to a current sales transaction (purchased goods), please provide the commercial invoice.

c. IMPORTANT – if your shipment consists of booth materials as well as samples, create two separate pro forma invoices: one for the booth materials, and one for the samples.

For all invoices, the following details are required.

- Unit value and total value: Provide values, in the currency in which the item was purchased/manufactured, that are representative of either:
  - The actual purchase price OR
  - The actual manufacturing cost.
  - You may be requested to provide back up documentation supporting the declared values. Make sure to retain this back up documentation.
  - Make sure you have declared a value for each item. It is not acceptable to declare a lump sum value for a variety of items.
  - It is not acceptable to use the phrase "No Commercial Value."

- Make sure your invoice includes detailed product descriptions:
  - Name of product in English, and model number or part number if applicable.
  - What it is made of (for example: wood, plastic, metal, etc.)
  - What it is used for (for example: sesame oil for aromatherapy purposes, metal shelving for display purposes, etc.)
  - It is not acceptable to use descriptions such as "give-aways" or "exhibit materials
  - Note that display booths and stand fittings must be described according to their component parts.
  - If your invoice is for samples for temporary entry, put the following declaration on your invoice in addition to all other information:

    "Articles imported for use as samples at trade show only, not to be put to any other use and not for sale or sale on approval."

- Make sure your invoice includes the country of origin of each item.
  - Country of origin is the country where the goods were grown or manufactured, not to be confused with country of export or country of purchase.
  - Check the goods for country of origin marking and make the declaration consistent with marking.
  - Please make this declaration carefully.

- Remarks A or B: Check the appropriate box which will indicate what will be done with your goods after importation for the exhibition.
- For textile products, if the name of the shipper/exhibitor (as shown at the top of the form) is not the manufacturer of the goods, indicate the name and address of the actual manufacturer in the designated space at the bottom of the form.
- The invoice must be signed in blue ink. Include the name, job title, and signature of person preparing the invoice(s).
- Proper entry of merchandise is largely dependent on the accuracy of the information you provide.

d. Additional Information.

To comply with U.S. Customs and Border Protection (CBP) requirements, the customs broker reserves the right to ask you for additional information on an as needed basis such as your purchase invoices, product specification, promotional literature or other records evidencing the details of the product composition, use and manufacture, origin of goods and any other detail required if the original details you supply are not sufficient to make Customs Entry.

e. Copies Necessary:

Please include six (6) copies of the invoice and packing list addressed to TWI Import Services, for [Exhibitor Name] with the name of the show and the booth number. TWI requires one (1) original signed invoice, signed in blue ink. In addition, TWI requires electronic versions of the documents to be emailed with the pre-alert.

METHODS OF ENTRY

Goods will clear customs in one of the following ways:

- Consumption Entry (Duty Paid) – Customs duties, if any, are assessed and paid immediately. Consumption entries are required for display booths, booth materials, promotional items, ("give-aways" such as pens, lapel pins, etc.), brochures, catalogs, etc. Duty rates depend on specific commodity descriptions.
- T.I.B. (Temporary Import Bond) – A TIB entry (temporary import) may be made for goods that are "samples for taking orders only" which are NOT for sale or sale on approval. If a portion of your shipment is samples, make a separate invoice for these items. Other items such as display booth and booth materials, promotional items, etc. must be on a separate invoice. Combining temporary import goods (samples) with consumption entry goods (booth materials) may result in additional expenses and delays.
- ATA Carnet – If you have an ATA Carnet it may serve as the customs entry for your shipment. All items must be listed on the Carnet.

COUNTRY OF ORIGIN MARKING

Goods imported into the U.S. are required to be marked with their country of origin. In particular, any items that will be given away or sold in the U.S. must be marked permanently and legibly in English with their country of origin. Country of origin is the country of actual production, manufacture, or growth.

RESTRICTED ITEMS

Many commodities are subject to additional controls by U.S. governmental agencies. For example**,** *the following items may require additional documentation, clearances, permits or licenses before admission:*

Alcohol, tobacco, foodstuff, plants, seeds, clothing, textiles, items containing leather or animal parts, transmitters, receivers, certain telecommunication equipment, television or computer monitors, toys, chemicals, medicine, drugs, medical equipment and appliances, items used in preparation/distribution of food, weapons and ammunition, "defense" related items, motor vehicles and parts, and nuclear material and its by-products.

Please see page seven for additional details concerning certain commodities subject to other government agency clearances. Please contact TWI so that we can seek additional instructions from the customs broker if you intend to include any of these items in your consignment.

From Our Customs Broker – Regarding Other Government Agencies

The following is for your information and guidance. Our Customs Brokers does not assume responsibility for the information contained in this communication. The communication is for general purposes only, does not constitute legal advice and should not be acted upon without advice of professional counsel.

US CBP cooperates in enforcing laws and regulations of other US Government Agencies, including but not limited to the following:

FDA Clearance **-** The following items require clearance:

- Food And Beverage – also require FDA Prior Notice
- Drugs And Biologics
- Cosmetics
- Medical Devices
- Electronic Products That Emit Radiation
- Sunglasses
- Kitchen Utensils
- Dining Ware (Unless Plastic)

FCC Clearance - The following items require an FCC form to be completed and submitted to TWI prior to the arrival of the shipment:

- Radios – 2-Way As Well As Household Radios
- Speakers
- Televisions
- Computer Monitors
- Personal Computers (Including Laptop And Plasma Display)
- Microwaves
- Cellular Phones (For Tradeshow Purposes, Not For Personal Use)
- Pagers (For Tradeshow Purposes, Not For Personal Use)

Radiation Control - The following items require a Radiation Control form to be completed and submitted to TWI prior to the arrival of the shipment:

- DVD Players
- CD Players
- Microwaves
- Laser Pointers
- Monitors With Cathode Rays

Textile Products - Requirements vary depending on country of origin. Ensure that your supplier includes any necessary textile visa documents or quota charge statements. Ensure that name and address of actual manufacturer are shown on the invoice, if not same as shipper/supplier.

- Textiles (I.E. Cotton, Polyester, Nylon, Etc.)
- Luggage
- Clothing
- Tents
- Sleeping Bags
- Carpets

The USDA and Fish and Wildlife - The USDA is responsible for enforcing regulations specific to the import and export of plants regulated by Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) as well as the Endangered Species Act (ESA). The Fish and Wildlife Service (FWS) also requires import permits for wild collected CITES goods. Products of, or incorporating, fur or leather may require USDA or US Dept. of Fish and Wildlife clearance

- For any articles of leather or fur, indicate the genus and species of the animal.
- For the list of CITES regulated plants, see http://www.cites.org/eng/app/appendices.shtml
- For the list of plants regulated by ESA, see http://ecos.fws.gov/tess_public/StartTESS.do

From Our Customs Broker – Concerning Military and Dual Use Items

MILITARY AND DUAL USE ITEMS, ENTRY REQUIREMENTS AND STATE DEPARTMENT LICENSING

The following is for your information and guidance. Our Customs Broker does not assume responsibility for the information contained in this communication. The communication is for general purposes only, does not constitute legal advice and should not be acted upon without advice of professional counsel.

TWI can obtain a U.S. State Department License for Temporary Import of Unclassified Defense Articles on your behalf. However TWI reserves the right to request additional information as needed in order to complete the license application process in accordance with U.S. State Department requirements. Failure to provide the necessary information to TWI will result in a rejection of your import license application. In addition, TWI reserves the right to refuse your application request at anytime.

NOTE: Shipments requiring military licenses should not be shipped until the license is approved by the State Department.

Military and Dual Use Items – US Customs and Border Protection enforces Department of State requirements for military items, models of military items, and/or items which can be used for military purposes, to be licensed prior to importation into the US. This statue includes exhibiting at trade shows and exhibitions. Dual use items are those which have non-military applications but could be used for military purposes, for example certain high technology components, software, or firmware.

Following is the **22 CFR 121** Munitions list. Any item listed within the Munitions list is subject to licensing. Information can be found at http://www.pmddtc.state.gov/itar_index.htm . If you are receiving this on-line, you may click on the links below. All Categories are subject to Department of State DSP 61 Temporary Import License. For the direct requirements of the Department of State, the munitions list can be emailed upon request in PDF format. For your guidance, meeting the requirements to obtain a license is the responsibility of the exhibitor.

ITAR and amendments http://www.pmddtc.state.gov/official_itar_and_amendments.htm
ATF program information http://www.atf.gov/firearms/index.htm

TWI can assist with the preparation of the application, answer questions and review items to clarify license requirements. The following documents are necessary for the preparation of the license application. **The Department of State requires eight (8) weeks for processing of licenses.**

In order for TWI to apply for a license on your behalf, we will require the following information at least eight (8) weeks prior to importation:

Copy of Commercial Invoices in USD$ and in Exel format
Copy of Product Brochures, Pictures or Schematics
Company and/or Manufacture; Name, Address, Phone/Fax
All Forwarding Agents; Name, Address, Phone/Fax
Copies of equipment rental/loan or purchase order (if applicable)
Copy of “Letter of Participation” from the Organizer inviting the participant to the Exhibition or Conference
Letter of Intent on the Participants Letter Head
Licensing can take up to 8 weeks to be approved.

Form A

ON-SITE / RETURN SHIPPING REQUIREMENTS

SHOW NAME: _____

SHOW DATES: _____

EXHIBITOR NAME: _____

BOOTH NUMBER: _____

ON-SITE REPRESENTATIVE INFORMATION

Name of the exhibitor's on-site representative:

_____

Mobile phone # of on-site representative:

_____

Hotel name, Email address or additional contact information for on-site representative:

_____

RETURN INSTRUCTIONS

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

COMPANY NAME: _____

DELIVERY ADDRESS: _____

_____

ATTENTION: _____

METHOD OF RETURN TRANSPORT: (*PLEASE SELECT ONE*)

Rush Air**_____** ***Normal Air*****_____** ***Ocean FCL*****_____** ***Ocean LCL*****_____** ***Truck*****_____**

FINAL ARRIVAL AIR OR OCEAN PORT: _____

DATE REQUIRED AT FINAL ARRIVAL PORT: _____

CONSIGNMENT INSTRUCTIONS FOR AWB OR B/L:

CONSIGNEE: _____

_____

_____

NOA: _____

_____

PLEASE E-MAIL THIS FORM TO YOUR TWI REPRESENTATIVE.

Form B

Forwarding Agent Authorization Form

Exhibitor Full Legal Name:

If corporation, specify country or state of incorporation:

Fictitious business name(s), if any:

Principal place of business:

Name of Trade Show: "All Tradeshows Where TWI Is Consignee"**C2E2 CHICAGO COMIC & ENTERTAINMENT EXPO 2013**

Dates of Trade Show: Until Revoked

Authorization for TWI to act as forwarding agent

On behalf of: (Exhibitor Legal Name) I/we hereby authorize TWI Group Inc. to act as Exhibitor's agent and forwarder, to perform in Exhibitor's name and on its behalf all acts necessary in connection with the export of the merchandise being shipped for the above named show, including the acceptance of any documents relating to said shipment as well as the forwarding of this shipment in accordance with the conditions of carriage.

* * * * *

Signature of Authorized Signatory for Exhibitor
(If a corporation, signatory must be a corporate officer).

Date

Typed or Printed Name of Authorized Signatory

PLEASE FAX OR EMAIL THIS FORM TO YOUR TWI REPRESENTATIVE

Form C

CUSTOMS POWER OF ATTORNEY

(For Individual, Sole Proprietor, Partnership or Corporate Importers)

IRS#, SSN# or Business I.D. # _____

Check appropriate box: ☐ Individual ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Other

KNOW ALL MEN BY THESE PRESENTS:

That _____,

(Full name of individual, partnership, sole proprietorship, or corporation; for a corporation, use the name on the articles of incorporation.)

a corporation doing business under the laws of the State, City or Country of _____

or a _____ doing business as _____

(Specify if individual, partnership or other) *(Fictitious business name, if any)*

residing or having a principal place of business

_____

(Street Address, City, State and Zip Code) or (Country and Postal Code)

hereby constitutes and appoints **C-AIR INTERNATIONAL, INC.** which may act through any of its officers, employees, and/or specifically authorized agents, to act for and on its behalf as a true and lawful agent and attorney of the grantor for and in the name, place and stead of said grantor from this date, in the United States (the "territory") either in writing, electronically, or by other authorized means to:

Make, endorse, sign, declare, or swear to any entry, withdrawal, declaration, certificate, bill of lading, carnet or other document required by law or regulation in connection with the importation, transportation, or exportation of any merchandise shipped or consigned by or to said grantor;

Perform any act or condition which may be required by law or regulation in connection merchandise; to receive any merchandise deliverable to said grantor;

Make endorsements on bills of lading conferring authority to transfer title, make entry or collect drawback; and to make, sign, declare, or swear to any statement, supplemental statement, schedule, supplemental schedule, certificate of delivery, certificate of manufacture, certificate of manufacture and delivery, abstract of manufacturing records, declaration of proprietor on drawback entry, declaration of exporter on drawback entry, or any other affidavit or document which may be required by law or regulation for drawback purposes, regardless of whether such bill of lading, sworn statement, schedule, certificate, abstract, declaration, or other affidavit or document is intended for filing in any Customs district or port;

Sign, seal, and deliver for and as the act of said grantor any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without the benefit of drawback, or in connection with the entry, clearance, lading, unlading or navigation of any vessel or other means of conveyance owned or operated by said grantor, and any and all bonds which may be voluntarily given and accepted under applicable laws and regulations, consignee's and owner's declarations provided for in section 485, Tariff Act of 1930, as amended, or affidavits in connection with the entry of merchandise;

Sign and swear to any document and to perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unlading or operation of any vessel or other means of conveyance owned or operated by said grantor;

Authorize other Customs Brokers duly licensed within the territory to act as grantor's agent; to receive, endorse and collect checks issued for Customs duty refunds in grantor's name drawn on the Treasurer of the United States; and, if the grantor is a nonresident of the United States, to accept service of process on behalf of grantor;

And generally to transact all customs business, including making, signing, and filing of protests under section 514 of the Tariff Act of 1930,or pursuant to other laws of the territories, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney;

Giving to said agent and attorney full power and authority to do anything whatever requisite and necessary to be done in the premises as fully as said grantor could do if present and acting, hereby ratifying and confirming all that the said agent and attorney shall lawfully do by virtue of these presents;

The foregoing power of attorney to remain in full force and effect until notice of revocation in writing is duly given to and received by the grantee. (If the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect in the United States after the expiration of 2 years from the date of its execution.)

In addition, Grantor hereby waives the right to receive billing and copies of entries directly from the customs broker pursuant to 19 CFR 111.36, and also waives the confidentiality requirements of 19 CFR 111.24 of the Customs Regulations.

IN WITNESS WHEREOF, the Grantor, _____ has caused these presents to be signed:

(Full name of individual, partnership, sole proprietorship, corporation or other.)

Signature of Corporate Officer, if grantor is a Corporation:

_____ _____ _____

(Signature) *(Print or Type Full Name and Title of Corporate Officer)* *(Date)*

Signature if grantor is an Individual, Partnership, or Sole Proprietorship:

_____ _____ _____

(Signature) *(Print or Type Full Name)* *(Date)*

CORPORATE CERTIFICATION

(To be made by an officer of the corporation, other than the one who executes the power of attorney)

I, _____, certify that I am the _____of _____, organized under the laws of the Country of _____ and that _____ , who signed the foregoing Customs Power of Attorney and Forwarding Agent Power of Attorney on behalf of the donor, is the _____of said corporation; and that said powers of attorney were duly signed, sealed and attested for and in behalf of said corporation by authority of its governing body as the same appears in a resolution of the Board of Directors passed at a regular meeting held on the _____ day of _____ , now in my possession or custody. I further certify that the resolution is in accordance with the articles of incorporation and bylaws of said corporation. I/we are aware of U.S. Customs requirements for nonresident corporations in 19 CFR 141.37 which state ;If a nonresident corporation has not qualified to conduct business under state law in the state in which Customs district the agent is empowered to perform the delegated authority, the power of attorney shall be supported by documentation establishing the authority of the grantor designated to execute the power of attorney on behalf of the corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said corporation, at the City of _____ on _____ , 200__.

_____ _____

(Signature) (Print name)

Outbound Show Instructions

Dear Exhibitor,

We are happy to assist you and your agent in shipping freight to this Tradeshow. If your freight is going to be returning overseas or domestically at the close of this show, please read the information below in regards to US 'move-out' procedures.

At **all** US shows there are some areas that the exhibitor must arrange directly with the General Contractor. It is the responsibility of the exhibitor to make sure that all of the General Contractor's requirements are completed and payment arrangements have been made.

If you have not received a 'Material Handling Form' from the General Contractor by the last day of the show, please go to their Service Area to obtain your Material Handling Form. They will either take your shipping information verbally or give you the Material Handling Form to fill out. It is very important to note the following on your form:

- **'TWI'** must be listed as the Carrier or we will not be able to pick-up your freight.
- The piece count MUST be accurate, but an estimate is acceptable on the weight.
- The final address you list on this form must be the same as the address you put on the labels.

Prior to leaving the Service Area, please ask the general contractor for their labels and be sure that the address on the labels is the same as the address on the Material Handling Form. Please be sure to place at least one label on the side of each piece of freight.

Once you are finished packing, your Material Handling Form **MUST** be returned back to the General Contractor. Please **DO NOT** take the form with you when you leave and **DO NOT** leave it in your booth. The General Contractor will give you a copy to keep for your records.

If you have questions, you can always contact your TWI Customer Service representative:

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