

**INSTRUCTIONS FOR INTERNATIONAL SHIPPING  
AND U.S. CUSTOMS CLEARANCE**

PHOTON's 5<sup>th</sup>  
**Photovoltaic Technology Show 2010**  
2. bis 4. Februar 2010, San Francisco **USA**

**OFFERING U.S. CUSTOMS BROKERAGE and  
FREIGHT FORWARDING SERVICES**

All merchandise imported into the United States must be cleared through U.S. Customs and is subject to examination prior to release. Kuehne + Nagel, Inc is THE OFFICIAL FORWARDER for the show and is available to provide the best method of transportation to the exhibition. Kuehne + Nagel, Inc., maintains a full-time exhibition staff to attend to all details, including documentation and arrangements for exportation at the conclusion of the Show.

**SITE REPRESENTATIVE**

Kuehne + Nagel, Inc's contact person for the **PHOTOVOLTAIC TECHNOLOGY SHOW 2010** is Robert Rodriguez, who will be available throughout the exhibition, and at the close of the Show to arrange forwarding of your exhibition goods. A Kuehne + Nagel, Inc representative will be available to answer questions and assist with problems.

**CONSIGNMENT INSTRUCTIONS:** All shipments must be consigned as follows.

*\*\*PLEASE ENSURE 15 DAYS FREE TIME WITH SS LINE. IF YOU ARE UNABLE TO SECURE ADDITIONAL FREE TIME AT THE RAIL, K+N WILL INVOICE YOU FOR ALL DETENTION, DEMMURAGE AND STORAGE CHARGED BY SS LINES, RAILS AND WAREHOUSES\*\**

**CONSIGN OCEAN BILL OF LADING OR AIRWAY BILL TO:**

**PHOTOVOLTAIC TECHNOLOGY SHOW 2010  
EXHIBITOR NAME  
EXHIBITOR BOOTH NUMBER  
MOSCONE CONVENTION CENTER**

**NOTIFY PARTY:  
KUEHNE + NAGEL, INC.  
5353 W. IMPERIAL HWY., SUITE 1000  
LOS ANGELES, CA 90045  
ATN; ROBERT RODRIGUEZ  
E: [robert.rodriquez@kuehne-nagel.com](mailto:robert.rodriquez@kuehne-nagel.com)**

Send copies of all documents at least seven (7) days in advance of good arriving U.S. to Robert Rodriguez at f: (310) 645-2320 e: [robert.rodriquez@kuehne-nagel.com](mailto:robert.rodriquez@kuehne-nagel.com) telephone: (310) 258-8126.

**International Exhibitors Moving Ocean Freight**

**10+2 Importer Requirements Document**

**Effective January 26, 2010**

**SHOW MANAGEMENT STRONGLY SUGGESTS MOVING ANY SHIPMENTS THROUGH ITS APPOINTED FORWARDER/U.S. CUSTOMS BROKER KUEHNE + NAGEL, INC.**

The U.S. Department of Homeland Security has introduced new requirements for sea freight destined for the United States. The *Importer Security Filing* ISF requires maritime cargo importers (Foreign Exhibitors) to submit specific data to U.S. Customs and Border Protection (CBP) 24 hours before vessel sailing. The ISF filing must be made at the lowest bill of lading number, which CBP defines as the house bill of lading, if a house bill has been issued, on a single vessel. ISF filings must use the same bill of lading number that is filed in Ocean AMS (U.S. Customs Automated Manifest System.) AMS filings are done for all shipments put on any mode of transport to the U.S. other than truck.

The rule also requires Exhibitors or their Distributors submit an Importer Security Filing (ISF) with EIGHT data elements, no later than 24 hours before the cargo is laden aboard a vessel destined for the United States.

- Seller (requires company name, address 1, city, state, zip) Exhibitor or Manufacturer
- Buyer (requires company name, address 1, city, state, zip) Exhibitor (U.S. or Foreign)
- Importer of record number (typically your IRS # or Port Assign # for Non-U.S. Companies)
- Consignee number(s) (typically your IRS # or Customs assigned #)
- Manufacturer (or supplier) (requires company name, address 1, city, state, zip)
- Ship to party (requires company name, address 1, city, state, zip) Complete Address Convention Center
- Country of origin of Each Item
- Commodity Harmonized Tariff Schedule of the United States (HTSUS) number for each item on the Invoice(6-digits, unless a combined ISF and entry or ISF and FTZ admission is filed, in which case the HTSUS number must be filed at the 10-digit level). In other words, goods must be pre-classified by shipper prior to loading.

CBP requires a power of attorney and continuous entry bond to file an Importer Security Filing on another's behalf. You will be invoiced for the filing and the bond for the ISF in addition to your customs clearance.

The ISF will also need to include two data elements that must be submitted as early as possible, but no later than 24 hours prior to the ship's arrival at a U.S. port. These data elements are:

- Container stuffing location; and
- Consolidator.

**FAILURE TO COMPLY WITH THE 10+2 REQUIREMENTS WILL RESULT IN A PENALTY OF \$5000.00 PER INCIDENT TO THE EXHIBITOR DIRECT FROM U.S. CUSTOMS.**

Exhibitors moving Cargo through Kuehne + Nagel, Inc., will have the ability to present all required filings seamlessly through the KN System. For additional information, please contact your local Kuehne + Nagel, Inc. representative or alternatively [www.cbp.gov](http://www.cbp.gov) and questions may be sent to [Security\\_Filing\\_General@cbp.dhs.gov](mailto:Security_Filing_General@cbp.dhs.gov).

## **DOCUMENTATION**

You must provide a Commercial Invoice/ Packing List, In English, with a description and value for each item on the invoice. Please provide Harmonized Tariff numbers of all goods. The Statement No Value For Customs is NOT ACCEPTABLE. Please complete this form in English and provide TWO (2) copies all bearing original signature.

An Information Sheet is enclosed which must be completed and returned with invoices.

### **Power of Attorney:**

**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 are required by U.S. Customs and must accompany the shipment / documents. Please contact Robert Rodriguez for a current Power of Attorney.

## **U.S.Import Requirements for Solid Wood Packing Material – Updated January 2005**

### **Effective 16 September 2005**

The final rule may be viewed at:

<http://a257.g.akamaitech.net/7/257/2422/06jun20041800/edocket.access.gpo.gov/2004/pdf/04-20763.pdf>

## **SEA and AIR FREIGHT**

Forward the following documents to Kuehne + Nagel, Inc, at the above address, prior to arrival of the shipment in San Francisco All shipments must be routed on a through bill of lading terminating in Oakland Terminal OR San Francisco Airport. Please fax one (1) copy of each of the following documents to Kuehne + Nagel, Inc at (310) 645-2320 OR SCAN TO [Robert.Rodriguez@kuehne-nagel.com](mailto:Robert.Rodriguez@kuehne-nagel.com) one (1) week prior to 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)
- Two (2) 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.)

**\*NOTE: ALL GOODS FOOD STUFFS REQUIRE FDA REGISTRATION IN ACCORDANCE WITH THE U.S. GOVERNMENT BIO-TERRORISM ACT, THIS INCLUDES CANDY AND COOKIES FOR GIVEAWAY IN THE BOOTH. IF YOU ARE NOT THE MANUFACTURER OF THESE ITEMS, WE SUGGEST YOU DO NOT SHIP THESE ITEMS AT ALL. ALL TEXTILES, INCLUDING CAPS, T-SHIRTS, CANVASS BAGS ETC. MUST INCLUDE THE COMPLETE NAME, ADDRESS AND COUNTRY OF THE ORIGINAL MANUFACTURER, NOT THE STORE WHERE THE GOODS WERE PURCHASED.**

**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:**

“YOUR COMPANY NAME”  
C/O: PHOTOVOLTAIC TECHNOLOGY SHOW 2010  
BOOTH NO.: \_\_\_\_\_  
MOSCONE CENTER  
MADE IN (COUNTRY OF ORIGIN)  
NO. 1 OF \_\_\_\_\_ AND UP

#### **TYPES OF U.S. CUSTOMS ENTRIES**

**There are three types of Customs Entries available for the PHOTOVOLTAIC TECHNOLOGY SHOW 2010.**

- A. **PERMANENT IMPORTATION:** Goods, which will remain in the U.S., are subject to any applicable duties and taxes. Duties will be collected along with other Kuehne + Nagel, Inc charges on the last day of the exhibition. 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.
- C. **ATA Carnet:** Goods arriving on an ATA Carnet will be cleared through U.S. Customs using this document. Carnet must be in English and be properly executed on the Non-U.S. side.

**DEADLINES**

Deadline for arrival of sea freight at San Francisco / Oakland terminal ... Jan 18, 2010  
Deadline for arrival of air freight at San Francisco airport..... Jan 20, 2010  
Deadline for arrival by fax to Kuehne & Nagel's office of documents 7 days prior to arrival.

**INFORMATION SHEET  
PHOTOVOLTAIC TECHNOLOGY SHOW 2010**

Company: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_ 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, Inc'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, Inc 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. Credit Card Number: \_\_\_\_\_

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

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

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

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

2. Credit has been established with Kuehne + Nagel, Inc office  
in: \_\_\_\_\_

Contact name at Kuehne + Nagel, Inc: \_\_\_\_\_

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, INC 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."