KUEHNE+NAGEL

SEMA SHOW
Nov. 4-7, 2014

Official Customs Broker & International Freight Forwarder

HOMELAND SECURITY AND YOUR EVENT

All merchandise imported into the United States must be cleared through U.S. Customs and Border Patrol (CBP) and is subject to examination prior to release. Homeland Security Regulations are constantly changing and failure to adhere to all requirements will result in the delay or failure of your exhibits and equipment to clear Customs. Kuehne + Nagel has been appointed **Official Customs Broker & International Freight Forwarder** for the SEMA show and is available to assist in providing the best method of transportation to the SEMA show and for smooth customs clearance. KN maintains a full-time expo staff to attend to all details, including documentation and arrangements for re-exportation at the conclusion of the Show.

KN WORLDWIDE & SITE REPRESENTATIVE

Kuehne + Nagel has over 1000 offices worldwide, we recommend that you ship with your local KN office. A listing of some of the KN offices in your area is found on the last page of these guidelines; for more information on other offices, please contact KN, Torrance, CA. The KN contacts for the SEMA Show are **Armin Zertor** and **Robert Rodriguez**. Armin and Robert will be available to answer questions and assist with issues involved in the shipping of your goods before, during and after the show and to attend to all required documentation and transportation needs. Both will be available throughout the exhibition, and at the close of the show to arrange the re-forwarding of your exhibition goods. Please feel free to contact:

Armin Zertor	**Email: armin.zertor@kuehne-nagel.com**	**Tel no. (310) 213-4347**
Robert Rodriguez	**Email: robert.rodriguez@kuehne-nagel.com**	**Tel no. (310) 258-8149**

CONSIGNMENT INSTRUCTIONS: All shipments must be consigned as follows.

CONSIGN OCEAN BILL OF LADING OR AIRWAY BILL TO:
LAS VEGAS CONVENTION CENTER
3150 PARADISE ROAD
LAS VEGAS, NEVADA 89109
SEMA SHOW 2014
EXHIBITOR NAME
EXHIBITOR BOOTH NUMBER

NOTIFY PARTY:
KUEHNE + NAGEL
20000 S. WESTERN AVE.
TORRANCE, CA. 90501
ATTN; ROBERT RODRIGUEZ

Send copies of all original documents at least seven (7) days in advance of good arriving U.S. to Robert Rodriguez.

RECOMMENDED DEADLINES

Deadline for arrival of sea freight at Long Beach terminal:	October 17, 2014
Deadline for arrival of air freight at Los Angeles Int'l (LAX) airport:	October 21, 2014
Deadline for arrival of original documents to Kuehne + Nagel's office:	7 days prior to cargo arrival

If there is an issue with meeting the deadlines, please contact KN for special arrangements.

PACKING and MARKING
All crates must be marked as follows:

"YOUR COMPANY NAME"
C/O: SEMA SHOW 2014
BOOTH NO.:_____
LAS VEGAS CONVENTION CENTER
LAS VEGAS, NEVADA
MADE IN (COUNTRY OF ORIGIN)
NO. 1 OF _____AND UP

DOCUMENTATION
A Commercial Invoice and Packing List, In English, must be provided with a description and value for each item on the invoice and must contain the Harmonized Tariff numbers of all goods. **The Statement No Value for Customs is NOT ACCEPTABLE**. Please complete the forms in English and use simple descriptions that anyone can understand. An Information Sheet is enclosed and should be completed and returned with documents to Kuehne + Nagel.

To find U.S. Customs harmonized tariff codes for each product, please visit:
http://www.usitc.gov/tata/hts/bychapter/index.htm

To determine if your commodity requires issuance of any specific & appropriate forms, you may check the Harmonized Tariff Schedule no. of the commodities at:
http://www.usitc.gov/tata/hts/

10+2 REQUIREMENT – (ISF)**PRIOR TO VESSEL SAILING****
Customs and Border Protection (CBP) is enforcing a new law which mandates that 10 pieces of data must be transmitted to CBP prior to the vessel sailing the departure ocean port or they may fine the shipper USD 5,000.00 to USD 10,000.00. There is an ISF form available from KN. It must be completed in full **and must be emailed to Kuehne + Nagel at least FOUR days prior to the vessel sailing.** A Customs Power of Attorney must accompany the ISF allowing KN to engage in Customs (CBP) activities and documentation on your company's behalf.

WOODEN PACKING MATERIALS (WPM), PLANTS OR PLANT PRODUCTS
Effective September 16, 2005, USDA revised the import regulation for wood packing material (WPM). The regulation requires WPM coming into the U.S. to be heat treated and marked. If your WPM is not treated and marked, your cargo may be subject to immediate export. Please contact your KN representative and for more information visit:
http://www.aphis.usda.gov/import_export/plants/plant_exports/wpm/index.shtml

WOOD PRODUCTS
The U.S. Department of Agriculture recently amended the Lacey Act. The Lacey Act's Purpose is to prevent trade in wood products produced from illegally harvested lumber. You must declare the source and country of any wood used in either your products or your wooden packing cases. The required forms and information can be found at:
www.aphis.usda.gov/plant_health/lacey_act

CARGO INSURANCE
General transport insurance is NOT sufficient to cover exhibition shipments. It is highly recommended that exhibitors obtain appropriate and complete insurance to cover all related losses due to disasters from all possible accidents or delays to the exhibition cargo. KN is able to arrange cargo insurance for you, please contact KN Torrance, CA.

SEA and AIR FREIGHT

Please forward the documents listed below to Kuehne + Nagel in Torrance, CA. as soon as possible. All shipments must be routed on a through bill of lading terminating in Long Beach Port or Los Angeles International Airport (LAX).

- One (1) copies of the bill of lading (Sea Freight Only) – Do not issue original ocean B/L's.
- One (1) copy of the airway bill (Air Freight Only).
- One (1) Commercial Invoice and Packing Lists in English.
- The Commercial Invoice must have the Harmonized Tariff Schedule no. for each product, **no exception.**
  Commercial Invoices that do not contain all HTS numbers are subject to rejection, extra delays and extra charges. You can find out the HTS numbers at:
  http://www.usitc.gov/tata/hts/bychapter/index.htm
- One (1) original and one (1) copy of any document specifically required for import; (health certificate, certificate of origin, import permits, etc.).

IMPORTANT **PLEASE ENSURE FCL OCEAN FREIGHT SHIPMENTS ARE BOOKED ON A THROUGH BILL OF LADING TERMINATING IN LONG BEACH PORT WITH CHASSIS. PLEASE ENSURE THE FCL BOOKING ALLOWS WAIVER OF ALL CHASSIS RENTAL AND DEMURRAGE AND ENSURES 14 DAYS FREE TIME WITH STEAMSHIP LINE AND ARRIVAL PIER. NEGOTIATING ADDITIONAL FREE TIME WILL DECREASE THE CHARGES PAYABLE TO THE SS LINE CONSIDERABLY.**

U.S. Customs Power of Attorney

If Kuehne + Nagel does not have an "Original valid" Customs Power of Attorney, a shipment cannot be cleared through U.S. Customs by KN. The Power of Attorney along with Commercial Invoices / Packing Lists are required by U.S. Customs and must accompany the shipment's documents. The new KN "Customs, Export and ISF" combined power of attorney and instructions have been posted to our public website at: **http://www.kn-portal.com/locations/north_america/united_states/,**
under Documents & Downloads on the right hand side of the page. This is a fillable online pdf, ready for printing, signing and dating by the grantor

RESTRICTED AND SPECIAL COMMODITIES

ALL FOOD STUFFS / DRINKS REQUIRE FDA REGISTRATION IN ACCORDANCE WITH THE U.S. GOVERNMENT BIO-TERRORISM ACT, THIS INCLUDES CANDY 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, AND CANVASS BAGS ETC. MUST INCLUDE THE COMPLETE NAME, ADDRESS AND COUNTRY OF THE ORIGINAL MANUFACTURER, NOT THE STORE WHERE THE GOODS WERE PURCHASED. DO NOT SHIP T-SHIRTS MANUFACTURED IN CHINA OR RUSSIA, AS THESE ARE QUOTA ITEMS AND WILL NOT BE ALLOWED IN THE COUNTRY WITHOUT A VALID IMPORT LICENSE.

FLAMMABLE / HAZARDOUS ITEMS SHOULD NOT BE SHIPPED UNLESS THE GOODS ARE DECLARED IN ADVANCE OF SHIPPING FROM THE OVERSEAS WAREHOUSE. FAILURE TO DECLARE THE GOODS CAN RESULT IN THE SHIPMENT NOT BEING CUSTOMS CLEARED AND NOT BEING ABLE TO BE DELIVERED TO THE SEMA SHOW AND / OR ADDITIONAL CHARGES.

AUTOMOBILES, MOTORCYCLES

Cars, trucks and other wheeled vehicles are subject to approval by several U.S. Government agencies even for temporary importation. An application has to be submitted at least 90 days prior to arrival in the USA with EPA (Environmental Protection Agency) and DOT (Department of Transportation). If the application is not submitted timely, U.S. Customs will not approve customs clearance. It is important that you contact KN Torrance, Ca. as soon as possible to get the process started. KN can guide you through the entire process. See the link after the next section (Tires) for access to detailed information.

TIRES

Tires are subject to USA regulation specifications. A Customs form HS-7 must be completed by the shipper in order to clear customs. The actual manufacturer must be listed. Failure to comply with USA regulations can result in the goods not being able to clear U.S. Customs.

The following link has valuable information for imports of Autos, Motorcycles and Tires:

https://help.cbp.gov/app/answers/detail/a_id/435/~/importing-a-car-or-vehicle---obtaining-epa-form-3520-1-and-dot-form-hs-7

TYPES OF U.S. CUSTOMS ENTRIES

There are three types of Customs Entries available for the SEMA SHOW;

All low value shipments generally will be cleared through U.S. Customs on a permanent entry. High Value shipments that will return to country of origin should be cleared either under a temporary importation entry or a Carnet is also recommended. Contact KN for further details.

A. **PERMANENT IMPORTATION:** Goods, which will remain in the U.S., are subject to any applicable duties and taxes, merchandise processing fees (MPF) and for ocean freight shipments, Harbor Maintenance Fees (HMF). Duties are due along with other KN charges prior to the start of the exhibition. After permanent importation, goods may be sold, given-away, returned to the country of origin, or shipped to a different destination. All giveaway items, including brochures, are dutiable.

B. **TEMPORARY IMPORTATION:** Goods for the show can be cleared for temporary importation for a period of one year. There are possible extensions to the one year period. Goods not re-exported are subject to Customs penalties up to double the regular duty amount. Beware, as Customs keeps record of companies who violate temporary importation regulations.

C. **ATA Carnet**: Goods arriving on an ATA Carnet will be cleared through U.S. Customs using the ATA document. Carnet must be in English and be properly executed on the Non-U.S. side. The goods can not be sold, destroyed or left in the United States and must be exported prior to expiration of the Carnet document. Failure to export within the required time period will result in fines and penalties being levied in the country where the Carnet has been established.

PAYMENT TERMS

All Kuehne + Nagel invoices are due and payable prior to the delivery of goods to the exhibition site or upon presentation of the invoice at site. Exhibitors shipping with Kuehne + Nagel branches worldwide may arrange credit terms in their country and in their own currency**.**

We wish you a successful showing at SEMA 2014.

KUEHNE+NAGEL

INFORMATION SHEET
SEMA 2014

Company:_____ Contact:_____

Address:_____ Phone no:_____

_____ Email:_____

_____ Hotel Name:_____

Booth Number:_____

Person at Show:_____ Mobile Number:_____

Note: Any goods left on show floor unpacked and / or without written instructions will not be picked up and without any liability on Kuehne + Nagel.

We hereby agree to Kuehne + Nagel Terms and Conditions. It is understood that receipt of cargo at a Kuehne + Nagel consolidation point constitutes acceptance of quoted rates. We further understand all freight arriving after the recommended deadline dates will be subject to a late shipment surcharge and is not guaranteed to be delivered on time to the exhibition. All freight is subject to Exam and / or seizure by U.S Customs, TSA and or any other U.S Government Authority.

Payment Policy: Payment for services **-** Kuehne + Nagel requires payment in full for all services prior to the freight is delivered to the show site. For your convenience, we will use this authorization to charge your account for services, which may include air freight, sea freight, customs clearances (either abroad or U.S.), or any other charges related to your shipment.

METHOD OF PAYMENT $ AND TERMS

Please indicate below the method of payment you will be using.

1. Credit Card Number:_____

Account Number:_____

Expiration Date:_____

Security Code:_____

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, exams, storage charges and any other unknown outlays at the time of shipping will be additionally billed to the exhibitor."

KUEHNE+NAGEL Offices

Australia
Kuehne & Nagel Australia Pty. Ltd.
448 Boundary Road
Derrimut VIC 3030 (Melbourne)
(P.O. Box 1118 Tullamarine VIC 3043)
Tel. 61 3 9339 3905
Contacts: Fiona Ostoja
Email: fiona.ostoja@kuehne-nagel.com

China

Beijing
Kuehne + Nagel – KN Expo Service
Beijing, China
Office General Line: +86-10-8438 7388
Direct line: +86-10-8438 7299
Contacts: Jasmine Cao
Email: jasmine.cao@kuehne-nagel.com

Guangzhou
Kuehne + Nagel – KN Expo Service
Guangzhou, China +86-20-22386895
Tel: +86-20-22386895
Contact: Sunny Ling / Min Han
Email: sunny.ling@kuehne-nagel.com

Shanghai
Kuehne + Nagel – KN Expo Service
Shanghai, China
Tel: +86 21 2602 8445
Contact: Angela Ding
Email: angela.ding@kuehne-nagel.com

Germany
Kuehne + Nagel – KN Expo Service
Wanheimer Str. 43
40472 Düsseldorf
Tel.: +49 (211) 440339 32
Contacts: Elke Warkentin / Sarah Hesselmann
Email: elke.warkentin@kuehne-nagel.com

Hong Kong
Kuehne + Nagel Limited
24/F Mass Mutual Tower
38 Gloucester Road, Wanchai, Hong Kong
Tel. +852 2823 3218
Contact: Mr. Dick Leung
Email: dick.leung@kuehne-nagel.com

India
Kuehne + Nagel – KN Expo Service
16th Floor, Cyber Terrace,
DLF Building No. 5, Tower A,
DLF Cyber City, Phase III,
Gurgaon - 122 002
Haryana ,India (Delhi)
Tel.
Contact: Makarand Ranade
Email: makarand.ranade@kuehne-nagel.com

Italy
Kuehne + Nagel Srl
Via Caduti del lavoro, 5
IT - 60131 Ancona (AN), Italy
Tel: +39 (071) 213-7708
Contact: Raffaela Curzi
Email: rafaella.curzi@kuehne-nagel.com

Japan
Kuehne + Nagel, Ltd. – KN Expo Service
1-4-12,Kiba, Koto-ku
Tokyo 135-0042, Japan
Tel: +81 (0)3-5632-5438
Contacts: Shingo Kobayashi / Masuda Masashi
Email: shingo.kobayashi@kuehne-nagel.com
Masuda.masashi@kuehne-nagel.com

Korea
Kuehne + Nagel LTD.
9th Fl., Mapo Tower Bldg. #418, Mapo-Dong, Mapo-Ku,
Seoul 121-734, Korea
Tel: +82 2 2078-8910 / +82 2 2078-8942
Contacts: G.S. Kim / Simon Kim
Email: gs.kim@kuehne-nagel.com
simon.kim@kuehne-nagel.com

Taiwan
Kuehne + Nagel LTD – KN Expo Service
Section 3, 4F, No. 219, Nanking East Road
10488 Taipei, Taiwan ROC
Tel: +886-2-2544-5114 / +886-2- 2544-5119
Contacts: David Tseng / Vicky Lee
Email: david.tseng@kuehne-nagel.com
vicky.lee@kuehne-nagel.com

Thailand
Kuehne+Nagel Ltd
22/F.,Thanapoom Tower,1550 New Petchburi Road, Makkasan , Rachtavee,Bangkok 10400, Thailand
Tel: (66) 0 2207-0990 ext.799
Contact: Khettawan Dee-Aum
Boonjira Suntornpoch
Email: khettawan.deeaum@kuehne-nagel.com
boonjira.suntornpoch@kuehne-nagel.com

UNITED KINGDOM
Kuehne & Nagel Limited
Lakeview East, Galleon Boulevard
Crossways Business Park
Dartford, Kent DA2 6QE, United Kingdom
Tel: +44 01322 283422
Contact: Carol Wills
Email: carol.wills@kuehne-nagel.com