



# BIT 2008

**21-24 February 2008**  
Milan, Italy

**Shipping Instructions to US Exhibitors in the Discover America Pavilion**  
*Pavilion 22 Stand Q-02 & S-02*

Prepared by: Exhibit Transport, Inc.



# Summary

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## Introduction

Exhibit Transport, Inc. has been selected by B-FOR International to serve as the official freight forwarder for Exhibitors participating in the Discover America Pavilion at BIT 2008. We look forward to providing excellent service. You will find a detailed section of our website [www.exhibittransport.net](http://www.exhibittransport.net) dedicated to BIT 2008 and it's exhibitors. We are always available to speak with you via phone or email as well. Your contacts for this project will be:

Exhibit Transport, Inc.

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## Our Philosophy

- We promise to provide you with honest and accurate information communicated in an effective, consistent, and timely manner.
- We promise to investigate every option available to us and determine the most effective way to transport your cargo.
- We promise to treat you and every member of your team with respect and kindness.
- We promise to compose our world wide service partner base of only the finest logistics firms specializing in Exhibits and Special Events.
- We promise to be an asset and a valued team member as your company grows and prospers. Your continued success is our ultimate goal.



## Shipping Deadlines

The Following dates are the latest recommended pickup dates for airfreight shipments to BIT 2008. Exhibit Transport will provide door-to-stand service inclusive of both U.S. and E.U. customs formalities. You may schedule your shipment by calling 866-888-4161 or on the web at [www.exhibittransport.net](http://www.exhibittransport.net).

Cargo Type and Requirements	Ship by Date
Air Freight	Feb 1, 2008
Delivery to stand	February 19-20, 2008



## Documentation Requirements

### Export Power of Attorney

An Export Power of Attorney must be completed in order to legally authorize Exhibit Transport to act for and on your behalf on issues pertaining to Customs, Export Declaration, or other documentation relating to the shipment in order to pursue proper exportation. This document can be found on our website.

### Commercial Invoice

A Blank and Sample Commercial Invoice will be provided by Exhibit Transport and available on our website. The Commercial invoice must contain or comply with the following:

Your Company Federal Tax ID number

Quantity, Description and Value of shipment contents

Dimensions of each package in the shipment

Our Commercial invoice will automatically calculate the cubic meter of each piece when you fill in the length, width and height in inches. For your records the formula is:

$$L \times W \times H \times .0000164 = \text{CBM}$$

Total Actual weight and Volume weight of the shipment (Exhibit Transport will weigh the shipment and provide this information).

### Certificate of Origin

A Notarized Certificate of Origin may be necessary for your shipment depending on the commodity.



## Commerce Export License

License requirements are dependent upon an item's technical characteristics, the destination, and the end-use. Only a small percentage of US Exports require a license. The Commerce Control List (CCL) will assist in determining whether the item you are exporting has a specific Export Control Classification Number (ECCN) and whether it will be subject to any licensing requirements. Exhibit Transport can assist in further determining the classification. The CCL is available at [www.access.gpo.gov](http://www.access.gpo.gov) or the U.S. Department of Commerce can be reached at 714-660-0144.

# Packaging

## WOOD PACKAGING

Wood packaging material entering the EU should carry the ISPM15 mark, which has the universally recognizable, non-language specific IPPC logo and 3 codes. The mark allows for easy verification that the wood meets the necessary requirements during inspection at the point of export or import. The use of this mark allows the import requirements for wood packaging material to remain a paperless system. More information on this requirement and how to obtain treatment or acceptable pallets, crates and packaging material, is available on our website. We recommend palletizing on plastic shipping pallets and confirming treatment of crates prior to purchase. Any packing or palletizing that does not comply with this regulation will be refused or returned to origin, resulting in considerable delay.



## LABELING OF SHIPMENT

Exhibit Transport will provide you custom preprinted address and handling labels for your shipment.

## Cargo Insurance

It is the exhibitors responsibility to obtain insurance coverage for their goods throughout the shipping process. Cargo Insurance for non-food goods is available for purchase to cover the loss, damage or theft of commodities while in transit. This coverage is only applicable from the time the shipment is picked up from your location until it is delivered to your stand. Once the shipment is delivered to stand it is no longer the responsibility of Exhibit Transport. We strongly urge you to secure or provide for the security of your goods during times your freight is left unattended. Food and perishable goods are not applicable for Cargo Insurance as provided by Exhibit Transport. Shipping cases, crates, and pallets are not covered by insurance as provided by Exhibit Transport.

## Your On-Line Project Management Profile

Our secure online order management system allows you and Exhibit Transport access to everything you may need from anywhere in the world. We understand your office is wherever you roam and it is our goal to have information, documentation and resources at your fingertips, on demand. Through this system you can utilize:

- Document storage and access
- Messaging with Exhibit Transport
- Messaging with other project contacts
- Project outline, updates and status

You will be sent an e-mail that details your private user information and login to the Exhibit Transport project management site. You may utilize this site to obtain the proper documentation for your shipment. You can also get real-time tracking and status on your shipment. Shipping instructions specific to BIT 2008 will be posted on the site.

You may access the site here: <https://exhibittransport.updatelog.com/login>



As always Exhibit Transport is available 24 hours a day to assist you with every aspect of your exhibition. Please contact us directly with any further inquiries.

## Exhibit Transport Terms and Conditions

Exhibit Transport requires each customer to provide us with the following:

- Freight power of attorney
- Customs Power of Attorney
- Agree to our terms and conditions
- Agree to, or decline freight insurance
- Provide us with detailed descriptions of the contents their cargo for customs purposes (Value,contents)
- Exhibitors must be included into the TSA security database (Surcharges apply to "unknown shippers")

Exhibit Transport will assess credit terms on an individual basis.

Exhibit Transport may require a deposit or credit card depending on credit.

\*The Outlay Fee is applied to any foreign currency based charge that is paid by Exhibit Transport on behalf of our customers. This charge covers our costs for currency exchange wire transfer fees, and other costs associated with the exchange of U.S. Dollars into a foreign currency. The fee can be avoided with prepayment of cost estimate.

Exhibit Transport accepts the following form of payment:

wire transfer, company or cashier's check, Visa, Master Card, AMEX, and Discover cards.