

ISMB 2005

**Marriott Detroit Renaissance Center
 Detroit, Michigan, USA
 26-29 June 2005**

Thank you for your recent inquiry. TWI is pleased to coordinate the customs clearance and delivery of your international shipment destined for this event.

ARRIVAL DEADLINES

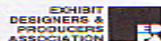
	PORT	FOR DELIVERY TO ADVANCE WAREHOUSE, MUST BE RECEIVED BY:	FOR DELIVERY TO VENUE, MUST BE RECEIVED BY:
AIR FREIGHT	Detroit - DTW	13 June	18 June
OCEAN FREIGHT FCL	Detroit - DTW	6 June	11 June
OCEAN FREIGHT LCL	Detroit - DTW	27 May	4 June

- ❖ Shipments arriving on or after **20 June 2005** may require special attention in order to expedite customs formalities and ensure prompt delivery to the show site. In this instance, a 25% surcharge will be assessed on all tariff items.
- ❖ **PLEASE NOTE: US CUSTOMS WILL BE CLOSED ON 31 MAY 2005 FOR A NATIONAL HOLIDAY.**

CONSIGNMENT DETAILS

Both air and sea freight must be consigned FREIGHT PREPAID as follows:

**TWI Import Services for:
 C/O ISMB 2005
 For: Exhibitor's Name
 Marriott Detroit Renaissance Center
 Detroit, MI 48243
 NOA: TWI Import Services
 ATTN: Denise Gava
 TEL: 702/691-9000
 E-mail: dgava@twiglobal.com**



DOCUMENTATION

6 copies of the Combined invoice/packing list addressed to the exhibitor with their booth number c/o TWI Import Services.

- ❖ **Ocean Shipments:** Documents must be received 5 days prior to the vessel's arrival.
- ❖ **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 Combined invoice(s).
- ❖ **Combined invoices/packing lists** must include a BTN (Brussels Tariff Number) or an International Harmonized Code.

METHODS OF ENTRY

Goods enumerated on the Combined invoices will be admitted in one of the following ways:

- ❖ Consumption Entry (Duty Paid) – Customs duties are assessed paid immediately.
- ❖ T.I.B. (Temporary Import Bond) – Goods are admitted under a suitable T.I.B. provision. Since there are no specific provisions in U.S. Customs regulations for the use of a T.I.B. for exhibition goods, please provide us with a copy of your Combined invoices as soon as possible so that we may determine if a T.I.B. is likely to be granted.
- ❖ ATA Carnet – may be used in place of a T.I.B. or consumption of entry.

RESTRICTED ITEMS

Many commodities are subject to additional controls by U.S. governmental agencies. The following items require additional documentation, 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, items containing leather or animal parts, weapons and ammunition, "defense" related items, motor vehicles and parts, and nuclear material and its by-products. Please contact TWI for additional instructions if you intend to include any of the above-mentioned items in your consignment.

EXTRAS Travel Services

TWI's **EXTRAS** division can help make exhibiting a more worry-free experience by providing a host of services designed to address the details and allow you focus on the most important thing; exhibiting.

Some of the services offered by EXTRAS include accommodations assistance, registration management, corporate events, press briefings, hostess and translator services, booth catering, cellular phone rentals, tour arrangement, entertainment productions, various transportation options, and party/special event planning.

EXTRAS even operate a full service travel agency. You may contact EXTRAS at 650/692-2903, Liz McDonnell, e-mail: Imdcdonnell@twiglobal.com

ON-SITE SUPPORT

TWI does not expect to have a representative on the floor at this event. It is of the utmost importance that the exhibitor telephone TWI Import Services at 702/691-9000 at least one full working day prior to the close of the show so that we may coordinate the outbound shipping details with them. Please provide us with the name and hotel telephone number of the exhibitor's representative at the show so that we may contact them if necessary.

IMPORTANT INFORMATION REGARDING MILITARY ITEMS, ENTRY REQUIREMENTS AND STATE DEPARTMENT LICENSING

US Customs and the Department of State, require military items and or items which can be used for military purposes, to be licensed prior to importation into the US. This statute includes exhibiting at trade show and exhibitions. As part of this, TWI has provided the following information to help you determine if merchandise that you are planning on shipping requires a license. TWI can apply for the DSP-61 License on your behalf, however, we need to comply fully with the following information.

In attending this show, US Customs will be enforcing the Homeland Security Measures. Following is the CFR 121 Munitions list. Any items listed within the Munitions list is subject to licensing. A comprehensive list can be found at www.pmdtc.org/reference.htm#ITAR. At this point, you will then go to section Part 121, where the entire Munitions List can be obtained, or 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, the requirements to obtain a license are the responsibility of the exhibitor.**

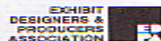
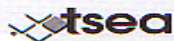
[121.1 General. The United States Munitions List.](#)

[Category I-Firearms](#) * For this category also see ATF hyperlink below

[ATF \(Alcohol, Tobacco and Firearms\) Requirements on Semi Automatic Weapons & Handguns](#)

[Category II-Artillery Projectors](#)

[Category III-Ammunition](#)



[Category IV-Launch Vehicles, Guided Missiles, Ballistic Missiles, Rockets, Torpedoes, Bombs and Mines](#)

[Category V-Explosives, Propellants, Incendiary Agents, and Their Constituents](#)

[Category VI-Vessels of War and Special Naval Equipment](#)

[Category VII-Tanks and Military Vehicles](#)

[Category VIII-Aircraft, \[Spacecraft\] and Associated Equipment](#)

[Category IX-Military Training Equipment](#)

[Category X-Protective Personnel Equipment](#)

[Category XI-Military \[and Space\] Electronics](#)

[Category XII-Fire Control, Range Finder, Optical and Guidance and Control Equipment](#)

[Category XIII-Auxiliary Military Equipment](#)

[Category XIV-Toxicological Agents and Equipment and Radiological Equipment](#)

[Category XV-Spacecraft Systems and Associated Equipment](#)

[Category XVI-Nuclear Weapons Design and Test Equipment](#)

[Category XVII-Classified Articles, Technical Data and Defense Services Not Otherwise Enumerated](#)

[Category XVIII- \[Reserved\]](#)

[Category XIX- \[Reserved\]](#)

[Category XX-Submersible Vessels, Oceanographic and Associated Equipment](#) [Category XXI-Miscellaneous Articles](#)

TWI can assist with the preparation of the application, answers question and review items to clarify license requirements. The following documents are necessary for the preparation of the license. The Department of State requires 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 9 weeks prior to importation:

- ❖ 9 copies of Commercial Invoices in USD
- ❖ 9 copies 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)

There are some exemptions for Models that are Scale, made of unclassified material (i.e. wood, plastic). Inerts, Mock ups and Cutaways may not be considered models and are subject to further review.

FOLLOWING IS A LIST OF COMMONLY IMPORTED ITEMS THAT WILL REQUIRE A 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)

FOLLOWING IS A LIST OF COMMONLY IMPORTED ITEMS THAT WILL 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
- LASER PRINTERS
- MONITORS WITH CATHODE RAYS

FOLLOWING IS A LIST OF COMMONLY IMPORTED ITEMS THAT WILL MOST LIKELY REQUIRE A TEXTILE VISA AND/OR QUOTA STATEMENT:

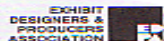
- TEXTILES (I.E. COTTON, POLYESTER, NYLON, ETC.)
- LUGGAGE
- CLOTHING
- TENTS
- SLEEPING BAGS
- CARPETS

FOLLOWING IS A LIST OF COMMONLY IMPORTED ITEMS THAT WILL REQUIRE A U.S.D.A. OR DEPARTMENT OF FISH & WILDLIFE EXAM:

- ANYTHING THAT IS MADE FROM PLANT OR ANIMAL FIBER
- LEATHER

FOLLOWING IS A LIST OF COMMONLY IMPORTED ITEMS THAT WILL REQUIRE A F.D.A. EXAM:

- ◆ ANY FOOD ITEMS
- ◆ ANY BEVERAGE ITEMS
- ◆ SUNGLASSES
- ◆ KITCHEN UTENSILS
- ◆ DINING WARE (UNLESS PLASTIC)



ON-SITE / RETURN SHIPPING REQUIREMENTS

Show Name:
Dates:
Exhibitor Name:
Booth Number:
Required Set Up/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? (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 (PLEASE SELECT ONE)

Rush Air _____ Normal Air _____ (10-14 Days) Ocean _____

If you require a different return method, please specify:

Please fax this form to your TWI Representative.

