



Dear SIGGRAPH 2003 Presenter;

Thank-you for contributing to SIGGRAPH 2003!

Enclosed in this packet you will find all of the information and forms you will need to have your materials arrive at the San Diego Convention Center for SIGGRAPH 2003.

**Enclosed in this packet you will find:**

- Shipping Information Form
- Shipping Instructions
- Freeman Transportation Form for domestic inbound shipping
- Freeman Transportation Form for domestic outbound shipping
- Kuehne & Nagel, Inc. Forms and Information for international shipping
- 2 pages of colored shipping labels

Please return the shipping information form, and Freeman transportation forms to your program chair by June 2, 2003.

Emerging Technologies  
Josh Strickon  
Chair, Emerging Technologies  
c/o Capstone Solutions  
5475 Mark Dabbling Blvd Suite 108  
Colorado Springs, CO 80918

Art Gallery  
Michael Wright  
Chair, Art Gallery  
c/o Capstone Solutions  
5475 Mark Dabbling Blvd Suite 108  
Colorado Springs, CO 80918

Thank-you!

Jennifer Anderson

## **SIGGRAPH 2003 Presenter Installation Shipping Instructions**

You are responsible for shipping your equipment to and from the SIGGRAPH Conference. Due to the high volume of boxes that we will receive at the SDCC for the SIGGRAPH conference, it is important that you pack your items correctly, choose an appropriate freight forwarding service for both inbound and outbound shipping, label your packages according to our guidelines, and arrange for shipping insurance. Please read the information that follows.

### **Step I: Package your equipment or artwork**

Determine the exact products, items, and goods to be shipped to the SIGGRAPH conference.

- Condense the items, products, and goods that are to be shipped into the least amount of containers boxes, carton, crates, etc.
- Determine the strength and stability of the containers to reduce possible damage while shipping. ***SIGGRAPH 2003 will not insure items during shipping.***
- Assess the number, size and weight of all crates to be shipped. The freight company will need to know this information when you call to set up shipping.
- Address each package appropriately, using the directions below:

### **Step II: Address your packages with the appropriate Address:**

**Inbound Shipping:** Determine when you want your materials to arrive.

### **Labeling your packages**

Color-coded shipping labels are enclosed in this package. Please adhere one label on each package. You must determine your destination (warehouse or show site.) Please be sure to use the labels provided for you no matter which company you use to ship your packages. Let us know if you need more labels and we will send some to you.

### **Shipments Arriving on or before Tuesday, July 15, 2003**

If your shipment WILL ARRIVE in San Diego on or before Tuesday, July 15, ship to the Sullivan Transfer Warehouse at the address below. Materials shipped to the Sullivan Transfer Warehouse will be automatically delivered onsite to the location specified on the shipping label (as outlined below). Please be as complete as possible on this label:

Hold for SIGGRAPH 2003  
Program / ID Number/ Number of packages  
Your name  
c/o Sullivan Transfer Company  
6060 Nancy Ridge Dr., Ste. C  
San Diego, CA 92121



## Shipments Arriving on or after Wednesday, July 16, 2003

If your shipment WILL ARRIVE in San Diego on or after Wednesday, July 16, you must ship directly to the San Diego Convention Center at the address below. Again, those items will be automatically delivered onsite to the location specified on the packing label. Please be as complete as possible on this label:

SIGGRAPH 2003

Program / ID Number/Number of Packages

Your name

c/o Sullivan Transfer Company

San Diego Convention Center

111 West Harbor Dr.

San Diego, CA 92101

After arranging your shipment, an email should be sent to [freeman@siggraph.org](mailto:freeman@siggraph.org) listing the information that you included on the shipping label. This provides us with a double check that your materials will arrive when and where you need them.

### **Outbound Shipping:**

- Be sure to bring enough outbound shipping labels with you to the conference

### **Step III: Choose the appropriate freight forwarding method :**

There are three basic types of freight forwarding methods. Significant additional charges can be incurred by not selecting the proper freight forwarder:

- **Common Carrier:** Transit times range from 3 to 7 working days.

This is the most cost effective method, however, your shipment may be handled (loaded and unloaded) several times before reaching its final destination. There is a greater possibility of damage if items are not packed correctly (not suitable for unprotected fragile items). Freight is mixed so all trailer space is utilized. Full trailer load capabilities as well.

- **Van Line:** Transit times range from 4 to 10 working days.

This is more costly, but suggested for fragile, uncrated items: Pad wrap, special handling, guaranteed door to door in a direct trip. Less transfers involved. Crated or uncrated capabilities. Air ride suspension trailers. Full trailer load capabilities as well.

**Air Freight:** Transit time sensitive shipments. Economical small package program

To and from the conference, Freeman Transportation is available for overnight and 2nd day delivery. Less chance of damage compared to common carrier if items are packaged securely.

**Step IV: Choose the appropriate freight forwarding company:**

Domestic Shipments:

Freeman Transportation is the Official Show Carrier for SIGGRAPH 2003. Freeman has selected a single carrier for your convenience. You will find a Freeman Transportation Order form in this packet. Please note that although Freeman Transportation is the contractor of choice, you may use any freight forwarding company you choose.

Please coordinate all Freeman Transportation shipping through the toll free number at: 1-800-995-3579. Their expert staff will assist you in determining your best modes of transportation whether your destination is the Sullivan Transfer Company or direct to the San Diego Convention Center.

International Shipments:

Kuehne & Nagel, Inc. is the Official Show Carrier for SIGGRAPH 2003 for international shipments. You will find information on Kuehne & Nagel, Inc. enclosed in this packet.

**Step V: Determine how to Insure your equipment during shipping:**

SIGGRAPH 2003 will NOT insure equipment or artwork in transit. If you would like to insure your equipment or artwork during shipment, you will need to make insurance arrangements.

To insure through your freight company: You must request insurance and declare a value for your equipment or artwork from your freight forwarding company. If you fail to declare a value or request insurance for the shipment, reimbursement will typically be provided at \$0.50 per pound, or to the limit of the carrier's stated liability.

**Note: Many freight companies have a limit of liability for artwork or one of a kind items. A separate insurance policy is highly recommended.**

Other ways to insure your equipment or artwork during shipping: It is possible to carry a rider through a homeowner's policy. You may want to call your insurance company, and ask them to place a rider on your equipment for the time periods that your materials will be in transit.

**Step V: Call your freight forwarding company of choice.**

Arrange Inbound Shipping

- Be sure to have your shipment arrive in San Diego no later than July 18, 2003. Ideally, your shipment should arrive one to two days before the day that you plan to set up your presentation at SIGGRAPH.
- Be sure that you have information on the number, sizes, and weights of crates you need shipped handy

- Pay for your shipment

#### Arrange Outbound Shipping

- Remember to make arrangements with your freight forwarding company to pick your packages up Friday, August 1 after 4:00PM.
- Be sure to pay for your shipment before you arrive onsite. You will need to supply proof of payment to SIGGRAPH before arrival onsite.

Bring enough return shipping labels with you to mark all of your packages

#### **Step VI: Fill out and mail or fax in the Shipping Information Form**

- Fax to Jennifer Anderson at 719.599.3075
- Mail to Capstone Solutions 5475 Mark Dabling Suite 108 Colorado Springs CO 80918

# Shipping Information Form



## Part I: Inbound Shipping Information:

### Destination: (check one)

The Sullivan Warehouse: Equipment arriving on or before Tuesday, July 15 must go to the Sullivan Warehouse for storage before the conference.

The San Diego Convention Center: Equipment arriving on or after Wednesday, July 23 must go directly to the convention center.

### Freight Carrier: (check one)

Freeman Transportation: The official freight carrier for domestic shipments. Please fill out and return the Freeman inbound shipping information form included in this packet.

A different freight carrier

Name of freight carrier: \_\_\_\_\_

### International Shipments:

Kuehne & Nagel, Inc.: The official freight forwarder for international shipments. Please review the international shipping information included.

## Part II: Outbound Shipping Information:

Please arrange for your materials to be picked up at the San Diego Convention Center Friday, August 1, after 4:00PM.

### Destination:

Ship to: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Country, Postal Code: \_\_\_\_\_

### Freight Carrier: (Check one)

Freeman Transportation: The official freight carrier for domestic shipments. Please fill out and return the Freeman outbound shipping information form included in this packet.

A different freight carrier

Name of freight carrier: \_\_\_\_\_

If you use a different freight carrier, please supply proof of payment for outbound shipping.

### International Shipments:

Kuehne & Nagel, Inc.: The official freight forwarder for international shipments. Please review the international shipping information included.

# UNION REGULATIONS

To assist you in planning for your participation in the forthcoming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

## DECORATORS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than 1/2 hour without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1/2 hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

## TEAMSTERS UNION

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

## SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. The Freeman Companies is not responsible for injuries caused by improper use of furniture.

## TIPPING

The Freeman Companies request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all Freeman Companies employees.

# F R E E M A N

Transportation

1-800-995-3579

## TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information: 1-800-995-3579



### OFFICIAL USE ONLY

Branch Fax # 714/563-8064

Shipper Ref. # 28070368

Confirmation \_\_\_\_\_

## COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

I will be shipping to the **WAREHOUSE**

**FRTR/Exhibiting Company Name - Booth #**

Hold for: **SIGGRAPH 2003/PRESENTER/SPACE #**

**c/o Sullivan Transfer Company**

6060 Nancy Ridge Drive, Suite C

San Diego, CA 92121

**MUST BE DELIVERED BY DEADLINE DATE: 15 JULY 2003**

I will be shipping to **SHOW SITE**

**FRTR/Exhibiting Company Name - Booth #**

Hold for: **SIGGRAPH 2003/PRESENTER/SPACE #**

**c/o Sullivan Transfer Company**

San Diego Convention Center

111 W. Harvor Drive

San Diego, CA 92101

**CANNOT BE DELIVERED BEFORE EXHIBITOR MOVE-IN:**

**8:00 A.M., 24 JULY 2003**

### TYPE OF SERVICE - Choose One

- 1 Day: Delivery next business day**
- 2 Day: Delivery by 5:00 P.M. second business day**
- Defer: Delivery within 3-4 business days**
- Declared Value \$ \_\_\_\_\_**  
(Optional for air freight - Declaring value is an additional charge.)
- Standard Ground: Delivery within 3-7 business days**
- Expedited Ground: Delivery within 2-3 business days**
- Specialized: Pad wrapped, uncrated, or truckload**

### SHIPPING INFORMATION

Items to be shipped

Number of Pieces \_\_\_\_\_ Est. Weight \_\_\_\_\_

\_\_\_ Crates (wooden) \_\_\_\_\_

\_\_\_ Cartons (cardboard) \_\_\_\_\_

\_\_\_ Cases/Trunks (fiber) (color \_\_\_\_\_) \_\_\_\_\_

\_\_\_ Skids/Pallets \_\_\_\_\_

\_\_\_ Carpet (color \_\_\_\_\_) \_\_\_\_\_

\_\_\_ Other ( \_\_\_\_\_ ) \_\_\_\_\_

\_\_\_ Total \_\_\_\_\_

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

### OUTBOUND SHIPPING

I would like to schedule outbound Freeman Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information:  
Ship to address: \_\_\_\_\_

Number of Labels: \_\_\_\_\_

### METHOD OF PAYMENT - CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman Companies, or any charges which The Freeman Companies may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AM EXP CARTE BLANCHE DINERS CLUB

DISCOVER MASTERCARD VISA

Account No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Personal Credit Card  Company Credit Card

Cardholder Name: (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### SCHEDULE YOUR PICK UP BY CALLING

**1-800-995-3579**

### FAX THIS ORDER FORM TO:

**214-615-6515**

NAME OF SHOW: **SIGGRAPH 2003/PRESENTER** **29-31 JULY 2003**

EXHIBITING COMPANY NAME: \_\_\_\_\_ SPACE #: \_\_\_\_\_

EXHIBITING COMPANY ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ (EXT.): \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Transportation

F R E E M A N

# SULLIVAN TRANSFER

*A Freeman Company*

# RUSH

DO NOT DELAY

## WAREHOUSE SHIPMENT

TO: \_\_\_\_\_  
(NAME OF EXHIBITING COMPANY)

c/o Sullivan Transfer Company  
6060 Nancy Ridge Drive, Suite C  
San Diego, CA 92121

# EMERGING TECHNOLOGIES

SIGGRAPH 2003/  
EVENT \_\_\_\_\_ EMERGING TECHNOLOGIES

SPACENO. \_\_\_\_\_

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

# SULLIVAN TRANSFER

*A Freeman Company*

# RUSH

DO NOT DELAY

## WAREHOUSE SHIPMENT

TO: \_\_\_\_\_  
(NAME OF EXHIBITING COMPANY)

c/o Sullivan Transfer Company  
6060 Nancy Ridge Drive, Suite C  
San Diego, CA 92121

# EMERGING TECHNOLOGIES

SIGGRAPH 2003/  
EVENT \_\_\_\_\_ EMERGING TECHNOLOGIES

SPACENO. \_\_\_\_\_

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

# SULLIVAN TRANSFER

*A Freeman Company*

# RUSH

DO NOT DELAY

## WAREHOUSE SHIPMENT

TO: \_\_\_\_\_  
(NAME OF EXHIBITING COMPANY)

c/o Sullivan Transfer Company  
6060 Nancy Ridge Drive, Suite C  
San Diego, CA 92121

# ART GALLERY

EVENT SIGGRAPH 2003/ART GALLERY

SPACENO. \_\_\_\_\_

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

# SULLIVAN TRANSFER

*A Freeman Company*

# RUSH

DO NOT DELAY

## WAREHOUSE SHIPMENT

TO: \_\_\_\_\_  
(NAME OF EXHIBITING COMPANY)

c/o Sullivan Transfer Company  
6060 Nancy Ridge Drive, Suite C  
San Diego, CA 92121

# ART GALLERY

EVENT SIGGRAPH 2003/ART GALLERY

SPACENO. \_\_\_\_\_

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

# SULLIVAN TRANSFER

*A Freeman Company*

# RUSH

DO NOT DELAY

## DIRECT TO SHOW SITE

TO: \_\_\_\_\_  
(NAME OF EXHIBITING COMPANY)

c/o Sullivan Transfer Company  
San Diego Convention Center  
111 W. Harbor Drive  
San Diego, CA 92101

# ART GALLERY

EVENT SIGGRAPH 2003/ART GALLERY

SPACE NO. \_\_\_\_\_

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

# SULLIVAN TRANSFER

*A Freeman Company*

# RUSH

DO NOT DELAY

## DIRECT TO SHOW SITE

TO: \_\_\_\_\_  
(NAME OF EXHIBITING COMPANY)

c/o Sullivan Transfer Company  
San Diego Convention Center  
111 W. Harbor Drive  
San Diego, CA 92101

# ART GALLERY

EVENT SIGGRAPH 2003/ART GALLERY

SPACE NO. \_\_\_\_\_

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

# SULLIVAN TRANSFER

*A Freeman Company*

# RUSH

DO NOT DELAY

## DIRECT TO SHOW SITE

TO: \_\_\_\_\_  
(NAME OF EXHIBITING COMPANY)

c/o Sullivan Transfer Company  
San Diego Convention Center  
111 W. Harbor Drive  
San Diego, CA 92101

# EMERGING TECHNOLOGIES

EVENT SIGGRAPH 2003/  
EMERGING TECHNOLOGIES

SPACENO. \_\_\_\_\_

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

# SULLIVAN TRANSFER

*A Freeman Company*

# RUSH

DO NOT DELAY

## DIRECT TO SHOW SITE

TO: \_\_\_\_\_  
(NAME OF EXHIBITING COMPANY)

c/o Sullivan Transfer Company  
San Diego Convention Center  
111 W. Harbor Drive  
San Diego, CA 92101

# EMERGING TECHNOLOGIES

EVENT SIGGRAPH 2003/  
EMERGING TECHNOLOGIES

SPACENO. \_\_\_\_\_

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

**F R E E M A N**  
*Decorating*  
**SULLIVAN TRANSFER**  
*A Freeman Company*

P. O. Box 14210  
 Orange, CA 92863-1610  
 +1.714.772.9049  
 Fax: +1.714.563.8065



**SIGGRAPH 2003**  
 SAN DIEGO

**OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS**

NAME OF SHOW: **SIGGRAPH 2003/PRESENTER** **29-31 JULY 2003**

COMPANY NAME: \_\_\_\_\_ SPACE#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

**EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOWSITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.**

**SHIPPING INFORMATION**

**FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**METHOD OF SHIPMENT**

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW.

- FREEMAN TRANSPORTATION
  - 1 Day: Delivery next business day
  - 2 Day: Delivery by 5:00 P.M. second business day
  - Deferred: Delivery within 4 business days
  - Declared Value \$ \_\_\_\_\_  
 (Optional for air freight - Declaring value is an additional charge.)
  - Standard Ground: Delivery within 3-7 business days
  - Expedited Ground: Tailored to specific requirements
  - Specialized: Pad wrapped, uncrated, or truckload
- OTHER COMMON CARRIER \_\_\_\_\_
- OTHER VAN LINE \_\_\_\_\_
- OTHER AIR FREIGHT \_\_\_\_\_
  - Next Day  Second Day  Deferred

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight, and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO SULLIVAN'S WAREHOUSE AT EXHIBITOR'S EXPENSE.

DESIRED NUMBER OF LABELS: \_\_\_\_\_

Outbound

SHIPPING

# **INTERNATIONAL FREIGHT FORWARDER / CUSTOMS BROKER**



**SIGGRAPH 2003  
JULY 29-31, 2003  
SAN DIEGO CONVENTION CENTER  
SAN DIEGO, CA.**

SIGGRAPH 2003 presents the following information for international shipments of equipment and exhibits to the SIGGRAPH 30th International Conference on Computer Graphics and Interactive Techniques – San Diego Convention Center – San Diego, Ca., site of the 2003 show.

## **1. Official International Freight Forwarder / Customs Broker**

Kuehne & Nagel, Inc.  
5353 W. Imperial Hwy., Suite 1000  
Los Angeles, CA 90045  
Tel. 1-310-641-5500  
Fax 1-310-645-2320 / 1-310-641-1720  
Attn: Mr. Armin Zertor  
Mr. Lyndon Labasan  
Mr. Robert Rodriguez

E-mailto: [armin.zertor@kuehne-nagel.com](mailto:armin.zertor@kuehne-nagel.com)  
E-mailto: [lyndon.labasan@kuehne-nagel.com](mailto:lyndon.labasan@kuehne-nagel.com)  
E-mailto: [robert.rodriguez@kuehne-nagel.com](mailto:robert.rodriguez@kuehne-nagel.com)

## **2. Customs Clearance / Examination**

All shipments imported into the U.S.A. require clearance through U.S. Customs prior to release from the port, airport, rail or truck terminal and is subject to intensive examination by U.S. Customs. Any charges incurred for intensive customs examination will be charged as per outlay along with KN coordination fee of \$75.00. All materials being re-exported are subject to customs examination, shipping cases should allow for easy access.

## **3. Consigning Information**

Your shipment should be sent on a Prepaid basis, Marked and Consigned as follows;

To:	Notify:
Company name of Importer (Please fill in)	Kuehne & Nagel, Inc.
Complete address (Please fill in)	5353 Imperial Hwy., suite 1000
Booth# (Please fill in)	Los Angeles, Ca. 90045
c/o SIGGRAPH 2003 – c/o The Freeman Companies	Attn: Lyndon / Robert – Exhibition Dept.
San Diego Convention Center	Tel: 310-641-5500
San Diego, Ca.	Fax: 310-745-2320 / 310-641-1720

## **4. Port / Airport of Entry and Deadline Dates**

Ocean Freight;	Port of Long Beach, Ca.	July 15, 2003
Air Freight;	Los Angeles International Airport (LAX)	July 17, 2003

Shipments arriving after the above dates will be handled on a special basis. However, no guarantees can be given that the shipments will be released by U.S. Customs in time for the move-in of the show. If you are unable to meet the deadline dates, please advise Kuehne & Nagel, Inc. immediately so that special arrangements can be made due to late arrival.

## **5. Insurance**

We strongly recommend that your shipment be insured for the transport to the show, duration of the show and for the eventual transport of your goods to the overseas destination. We can provide you with insurance upon written request. Please contact your local Kuehne & Nagel office and / or directly to;

NACORA Insurance Brokers, Inc.  
10 Exchange Place, 19th floor  
Jersey City, N.J. 07302  
Tel. 201-413-0535 / 201-413-5728  
Fax 201-413-0660

## **6. Documentation Requirements**

The following documents must be available for customs clearance;

- 2 - Original Ocean Bills of Lading or Airwaybills
- 3 - Signed Commercial / Proforma invoices **in English**, giving each exact commodity description, unit value, total value and Country of Origin.
- 3 - Packing Lists **in English** indicating dimensions, weights and contents of each shipping case / carton.
- 1 - **ORIGINAL** Power of Attorney ( see paragraph 7 ) - **Important**
- 1 - Copy of any applicable documents necessary for importation, **FCC forms, radiation forms, licenses , insurance certificates etc.**

Ocean freight - All original documents must be received in our offices a minimum of one week prior to the arrival of the vessel. It is mandatory that copies of the documents be faxed to us as soon as they are available so that we may initiate handling procedures and check for document requirements.

Airfreight - All original documents should be attached to the Airwaybill. We kindly ask that copies be faxed to us as soon as they are available so that we may initiate handling procedures and check for document requirements.

## **7. Customs Power of Attorney**

An **ORIGINAL** Power of Attorney will be required from the shipper overseas or an USA company. In case you have an office in the USA. or a distributor, kindly advise us accordingly as the Power of Attorney forms can be completed in advance. If you require guidance or assistance in this regard, please contact Kuehne & Nagel, Los Angeles as soon as possible.

**\*\*\*\* VERY IMPORTANT \*\*\*\***

## **8. Computers and Computer Related Commodities**

PC's and related computer peripherals may require special documentation for other U.S. Government agencies such as Food & Drug Administration or Federal Communications Commission. **FCC forms or Radiation Control forms may be required** to clear the goods through U.S. Customs. If you are shipping these commodities or related commodities, we highly recommend that you contact KN Los Angeles as soon as possible to determine exact requirements.

### **9. Restricted Commodities**

Certain commodities are prohibited from import into the U.S.A., or, are on a quota basis. **Do not ship alcohol, tobacco products, foodstuff, textile items, T-shirts / other promotional items.** If you are not sure that your goods can enter the U.S.A. without special clearance / documents through other U.S. Government Agencies, please contact Kuehne & Nagel - Los Angeles.

### **10. Delivery**

Upon release by U.S. Customs, your shipment will be delivered to the warehouse of the general service contractor or directly to the convention center. The official general service contractor will be responsible for the unloading, delivery to the booth and the reloading after the show. The contractor will also pick-up, store and return the empty packing materials as well.

### **11. On-site Representative**

Kuehne & Nagel, Inc. will maintain staff at the convention center during the move-in, duration and move-out of the show. KN on-site personnel will contact you to obtain shipping / disposal instructions for your exhibit materials. KN can advise best method of on forwarding and can arrange re-forwarding to overseas. It is the responsibility of the **exhibitor to be at the booth** until the cargo is picked up at the booth for loading. **Kuehne & Nagel assumes no responsibility for goods left unattended in the booth areas.**

### **12. Payment Condition**

We recommend that you ship with the local Kuehne & Nagel office in your country as all charges incurred in the U.S.A. can be invoiced by KN Los Angeles to the originating KN office and you can make payment direct to them. Otherwise, all charges must be paid prior to delivery of goods to the show site. Please contact your local Kuehne & Nagel office for details and credit procedures. **We also accept payment by American Express, MasterCard and Visa.** Charges are based on current tariffs and exchange rates.

### **13. Notification**

It is extremely important that we are informed about your shipment. Please fax all details and pertinent information to KN Los Angeles prior to the shipment arriving in the U.S.A. If you ship with the local Kuehne & Nagel office, they will provide this information to us in a timely manner, which will enable us to smoothly process your important shipment.

### **14. Terms and Conditions**

All business is undertaken subject to terms and conditions of Kuehne & Nagel and in accordance with the National Customs Brokers Association of America, copy available upon request.

**We wish you a very successful participation and enjoyable stay in San Diego.**

## **Overseas Kuehne & Nagel Affiliates**

Revised: 3/11/03

### **France**

Kuehne & Nagel S.A.  
B.P. 10417  
95707 Roissy CDG  
France  
Tel. 33 (01) 4862 8544  
Ms. Marilynne Groggnard  
E-mailto:[marilynne.groggnard@kuehne-nagel.com](mailto:marilynne.groggnard@kuehne-nagel.com)

### **Germany**

Kuehne & Nagel (AG & Co)  
EXPO SERVICE  
Wanheimer Str. 61  
40472 Dusseldorf, Germany  
Tel. 49 (0211) 9519 155  
Mr. Frank Haeusler  
E-mailto:[frank.haeusler@kuehne-nagel.com](mailto:frank.haeusler@kuehne-nagel.com)

### **Great Britain**

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