

INTERNATIONAL SHIPPING INSTRUCTIONS



ASME Turbo Expo and Power & Energy 2017 June 26-30, 2017 Charlotte Convention Center Charlotte, North Carolina

ASME IGTI has appointed GES Logistics the official provider of International shipping and drayage services for **ASME Turbo Expo and Power & Energy 2017**.

In conjunction with our worldwide network of partners, we will make all of the necessary arrangements for transportation from the exhibitors' facility to the show site, customs clearance, delivery to the venue, and on site material handling; and for any subsequent onward or return movements after the show.

There are numerous value added and cost saving benefits to working with GES Logistics:

- Priority move-in and move-out at any GES show.
- On-site representatives with personalized service.
- Pre-printed bills of lading and shipping labels
- Supply chain management of shipments via air and ocean shipping.

The following instructions are provided to assist you in the planning of your shipping arrangements. For additional information, please feel free to contact us. We wish you a successful participation in this event and we look forward to being of service to you.

Please contact us at your earliest convenience for a quotation and shipping arrangements.

Thank you,

Paula Lee | International Logistics Manager

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INTERNATIONAL SHIPPING INSTRUCTIONS

PICK UP DEADLINES

AIRFREIGHT: Approx. June 6th, 2017

SEAFREIGHT: Varies by country – please contact GES for exact date

USING YOUR OWN CARRIER OR COURIER SERVICE

Address for shipping can be found on our website at: <https://ordering.ges.com/051600254>
Please do not consign the waybill or the commercial/proforma invoice to or in care of GES, as GES does not act as the consignee or ultimate consignee for international shipments. Your shipping company must tell you/them how to consign the documents.

Please contact our National Service Center, by telephone at +1-702-515-5970 or online at www.ges.com/chat if you need any further assistance or instructions on shipping to our Advance Warehouse or Direct to Show.

DOCUMENTATION

Commercial Invoice / Packing List: Commercial invoices **MUST BE TYPEWRITTEN** and provide accurate information regarding quantity, description, size/weight, value of each item shipped and country of manufacture. Quantities and contents listed on your commercial invoices must match exactly those actually being shipped. Temporary import (items which will return to origin or re-exported after show) and permanent import (promotional, give-away items) must be noted on separate commercial invoice / packing list and packed separately for customs purposes. Please indicate the Harmonized Tariff Code (HTS) for each item shipped. If you require assistance in determining the code for the goods you are shipping, please visit the Bureau of the Census-Foreign Trade Division website: <http://www.census.gov/foreign-trade/schedules/b/>.

FCC, FDA, Other Government Agency Forms: FCC / FDA, and/or any Government forms may be required for re-importation of your goods into the U.S. We will advise if these forms are required for your shipment once we review the completed Commercial Invoice / Packing List.

CASE MARKING / PACKING AND FUMIGATION REQUIREMENTS

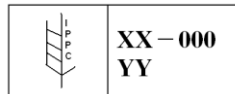
Exhibitors are advised to use sturdy, strong, reusable containers to protect against the rigor of international transport. Cardboard cartons are not recommended, especially if the goods are to be re-exported at the conclusion of the show. Exhibitors can create and print custom labels at the following website: <https://ordering.ges.com/051600254/labels>

IF YOUR CASES ARE LOCKED it is imperative that we have a set of keys or the lock combination to allow Customs to inspect the contents.

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Temporary import items should be packed and invoiced separately from permanent import items. ALL CARGO IS SUBJECT TO BEING INSPECTION AND MIGHT BE OPENED AND COMPARED TO THE DETAILS LISTED ON YOUR COMMERCIAL INVOICE(S). DISCREPANCIES WILL CAUSE DELAYS AND POSSIBLE ADDITIONAL COSTS AND FINES.

All materials used for packing your freight (pallets, crates, etc.) made of **SOLID WOOD** must be fumigated or heat treated in the country of origin. The outside of your wood packing must be stamped with the following quality/treatment mark issued by accredited inspection agencies:



- IPPC (International Plant Protection Convention) Logo
- XX (ISO country code)
- 000 (Code assigned to the company carrying out the fumigation procedure by the National Plant Protection Organization)
- YY (Fumigation method-either HT (Heat Treatment) or MB (Methyl Bromide))

Packing materials made from plywood or plastic are exempt from the above regulations.

HAZARDOUS GOODS

Shipments containing hazardous goods or items containing lithium ion batteries require special handling and documentation. Many steamship lines, airlines and trucking companies have strict regulations which dictate that such shipments be moved separately, properly documented and packed in strict accordance with current laws and regulations. If you plan to ship hazardous materials, please notify GES Logistics prior to the delivery of the goods to our consolidation points. It is the shipper's responsibility to comply with all requirements for proper packaging, certificates and labeling.

INSURANCE

Exhibitors are strongly advised to ensure that all exhibit materials and displays are fully insured for transportation to and from the show, including the period when the goods are actually on display. All-risk, transportation coverage is available through GES Logistics only upon written request from the exhibitor. Consumable items, foodstuffs, normal wear and tear and all outdoor exhibits are some of the examples of items that cannot be covered. Full details and limits of coverage are available upon request.

LIMITS OF LIABILITY

GES Logistics' liability for loss or damage of materials entrusted to them for shipment is limited to that of the carriers and/or agents employed to provide such services. All work is undertaken at the owner's risk and otherwise in accordance with GES Terms and Conditions, which can be supplied at your request.

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PAYMENT TERMS

ALL INBOUND CHARGES ARE DUE PRIOR TO THE BEGINNING OF THE SHOW. RETURN CHARGES FOR CONSIGNMENTS BEING SENT TO ANY INTERNATIONAL DESTINATION ARE DUE PRIOR TO THEIR DEPARTURE FROM US. All invoices will be in U.S. dollars. Duty, tax and all handling charges for goods staying in the US, must be paid in full before anything is delivered to the buyer. Payment can be made via wire transfer, company checks drawn from a U.S. bank or American Express, VISA or MasterCard.

In the event of non-payment, for any reason whatsoever, that should result in the use of collection agencies for recovery of outstanding monies, GES Logistics reserves the right to full recovery including any deductions of costs imposed by the aforesaid agencies. The aforementioned terms and conditions shall be construed according to the laws of the State of California. It is further agreed that in the event of any suit to enforce any of the terms and conditions hereof, then in that instance the prevailing party shall be entitled to reasonable attorney's fees and costs as fixed by the court.