



**AUSA Annual Meeting
Washington DC Convention Center
October 6-8/2008**

The information on the following pages lists important information including shipping deadlines and documentation requirements for the importation of your exhibition materials into the United States of America. There will be an LAS Worldwide Representative on site to assist you.

ARRIVAL DEADLINES FOR INTERNATIONAL SHIPMENTS

	PORT	FOR DELIVERY TO ADVANCE WAREHOUSE, MUST BE RECEIVED BY	FOR DELIVERY TO VENUE, MUST BE RECEIVED BY:
AIR FREIGHT	Baltimore Washington (BWI)	9/15/08	9/22/2008
OCEAN FREIGHT FCL	Port of Baltimore	9/15/08	9/19/2008
OCEAN FREIGHT LCL	Port of Baltimore	9/15/2008	9/19/2008

Shipments arriving after 22 of September 2008 may require special attention in order to expedite customs formalities and ensure prompt delivery to show site. In this instance, a 25% surcharge will be assessed on all tariff items.

CONSIGNMENT DETAILS

INTERNATIONAL AIRFREIGHT must be consigned FREIGHT PREPAID as follows:

Direct to Showsite:

Exhibitors Name c/o LAS Worldwide:
AUSA Annual Meeting 2008
Booth #:
Washington, DC, 20001

To Advanced Receiving:

Exhibitors Name c/o LAS Worldwide
AUSA Annual Meeting 2008
Booth #:
Washington, DC, 20001

NOA: Pilot Airfreight
501 McCormick Drive
Suites Q-S
Glen Burnie, MD 21061
Attn: Michelle Armiger 702-739-6772

INTERNATIONAL OCEAN FREIGHT must be consigned FREIGHT PREPAID as follows:

Direct to Showsite:

Exhibitors Name c/o LAS Worldwide:
AUSA Annual Meeting 2008
Booth #:
Washington, DC, 20001

To Advanced Receiving:

Exhibitors Name c/o LAS Worldwide
AUSA Annual Meeting 2008
Booth #:
Washington, DC, 20001

NOA: Pilot Airfreight
501 McCormick Drive
Suites Q-S
Glen Burnie, MD 21061

Attn: Michelle Armiger 702-739-6772

All HAWB, MAWB, pre-alerts & documentation must be sent for customs clearance to
hmartin@lasworldwide.com, las@pilotdelivers.com

DOCUMENTATION

Please include six(6) copies of the combined invoice/packing list addressed to the exhibitor with their booth number c/o Polaris Logistics/LAS Worldwide.

Combined invoices/packing lists may be combined on one document if they clearly indicate quantity, description, and value of each item shipped as well as weight and dimensions of each package in the shipment. For your convenience a blank combined invoice/packing list is included in these instructions.

Combined invoices/packing lists must include the following:

- √ A detailed description of the goods in English including the name by which each item is known.
- √ BTN (Brussels Tariff Number) or International Harmonized Code
- √ Include serial and/or model numbers where applicable
- √ For manufactured products, please specify the component material (ie, wood, plastic, etc.)
- √ List the quantity of each item in the appropriate column
- √ List the weight, dimensions, and contents of each package
- √ Please indicate the country of origin of all goods within your consignment
- √ The name and signature of the person preparing the invoice(s)
- √ If the goods have been pre-sold in the U.S. and will enter on a consumption basis (duty paid), please provide the name and address of the ultimate consignee.
- √ Literature and give-away items must be listed on a separate invoice with individual values indicated and should be separately packed. These items are normally subject to import duties. **Do Not** indicate the phrase "No Combined Value".

IMPORTANT: LAS Worldwide cannot make customs entry on shipments where invoices indicate general descriptions such as "Exhibit Materials", or "Give-Aways". Nor can we make entry on invoices that indicate lump sum values only. In these instances entry will be delayed until detailed invoices are obtained from the shipper. Please follow the instructions above to avoid delays and additional expenses.

DOCUMENT DEADLINES

Ocean Shipments: Documents must be received 5 days prior to the vessels' arrival.

Air Shipments: Prior to the aircraft's arrival, all documents must be attached to the AWB and a faxed/mailed pre-alert must be sent to LAS Worldwide along with copies of the master/house airway bill and combined invoice(s).

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 LAS Worldwide for additional instructions if you intend to include any of the above-mentioned items in your consignment.

METHOD 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 and 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 entry.

MARKS AND PACKING

In order to withstand handling by international carriers, local trucking company, and the on-site drayage contractor, all cases must be packed securely. Reusable crates are essential if the goods will be on-forwarded at the close of the exhibition.

All cases, crates, or cartons must be clearly marked on two sides as shown below. Skidded and containerized cargo should be individually labeled with these same marks. Shipping labels should appear as follows:

Exhibitors Name:
AUSA Annual Meeting 2008
Booth #:
Washington DC Convention Center
Washington DC 2001

Case No. _____ of _____
Gross Weight: _____ kgs.

INSURANCE

It is the responsibility of exhibitors to secure insurance coverage for their goods throughout the entire shipping process, beginning at the point of departure, during the exhibition, until return to the ultimate consignee. Freight left at your booth at the close of the exhibition may be unattended for a period of several hours or several days. Insurance may be offered from your local shipping agent or your corporate insurance company.

LAS Worldwide will not accept responsibility for goods once they are in possession of the on-site drayage contractor on the inbound handling or until it has been loaded on to our vehicles on the outbound movement. LAS Worldwide will do its best to ensure the safety of the goods but we cannot over-emphasize the importance of having adequate and comprehensive round-trip insurance coverage.

SELLING OF GOODS

If any of the goods are sold in the United States and LAS Worldwide is to file a consumption entry (duty paid), then LAS Worldwide must obtain a valid Customs Power of Attorney form from the U.S. Importer prior to making entry. Blank Power of Attorney forms are available from LAS Worldwide. They must be completed and signed by a Corporate Officer of your company in order for them to be valid (i.e. President, Vice-President, Secretary, Treasurer). No items may be removed from the exhibition site until all documentation has been completed and a release has been received from U.S. Customs. LAS Worldwide will be available to assist with all customs matters, payment of applicable duties, and the re-shipment of your goods.

FOR A LISTING OF OFFICIALLY APPOINTED AGENTS IN YOUR COUNTRY PLEASE CONTACT LAS WORLDWIDE

Our terms and conditions require that all transportation, customs clearance and delivery charges be paid before the close of the show unless other arrangements have been made. For payment of invoices LAS Worldwide will accept cash payments in US Dollars, Credit Cards, traveler's checks in USD, or company checks drawn on a U.S. Account. Exhibitors who desire to have their charges billed to a third party must provide LAS Worldwide with written instructions, which include full details of the responsible party.

All questions regarding billing and/or payment may be directed to Juanita Costopoulos at 702-737-7781 or via email at Juanita@lasworldwide.com

All questions regarding all domestic/international shipments, customs clearance **or any shipment arrangements** can be made directly with Heidi Martin, Pete Mitchell or Michelle DeRosia. In closing, we wish you a successful show and will be happy to assist you in any way possible. If you have questions that are not answered here please contact us at your convenience.



LAS Worldwide

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