

OFFICIAL SHIPPING INSTRUCTIONS



Dear Exhibitor,

TWI Group has been appointed the official Customs & Freight Forwarding Agent for the **ISMRRM 28th ANNUAL MEETING & EXHIBITION 2020, Sydney, NSW, Australia**. We would like to ensure that your materials arrive “on time” in the most cost efficient manner. We suggest that you read these instructions in conjunction with the exhibitor’s manual provided by the Show Organizer.

Our helpful instructions will assist you in preparing for the correct, and timely, dispatch of your exhibits to **Sydney, NSW, Australia** for the **ISMRRM 28th ANNUAL MEETING & EXHIBITION**. We highly recommend that you use the services of TWI Group for a complete logistics package. Our complete package will move your exhibit(s) door-to-door, from your country to your exhibition booth.

PLEASE NOTE: Failure to comply with the deadlines, consignee, and document instructions, will cause unnecessary delays in customs clearance and may lead to additional charges. For this reason, if you will be using a freight forwarder, other than TWI Group, please be sure to pass these instructions on to them and alert us with their pre-alerts.



BE AWARE: Australia has many import restrictions and import permit requirements, especially for exhibitions. Invoices must be faxed or e-mailed to us for approval PRIOR TO shipping.

ISMRRM and TWI Group will not accept responsibility for late arrivals, or non-deliveries, to the venue if these guidelines and/or recommendations are not followed.




Sincerely,

Danny Mekhuri
TWI Group Canada
Off# 905-812-1124 ext.1982
Cell# 416-704-1956

CONSIGNEE INSTRUCTIONS

	<p><u>MAWB Consignee:</u></p> <p>Agility Fairs & Events Pty Ltd 28-32 Sky Road, Melbourne Airport VIC, 3045 Australia Attn: Alex Millward-Tel: +61 3 9330 9035</p> <p>Description of Goods on MAWB- "Consolidation as per Manifest"</p> <p><u>HAWB Consignee:</u></p> <p>Exhibitor Name c/o ISMRM 2020, ICC Sydney Booth #</p> <p>**Exhibition Goods-Rush Cargo** Must be mentioned on the MAWB / HAWB</p> <p>Airport of Arrival: Sydney (SYD) Airport</p>
	<p><u>Master Bill of Lading:</u></p> <p>Agility Fairs & Events Pty Ltd 28-32 Sky Road, Melbourne Airport VIC, 3045 Australia Attn: Alex Millward-Tel: +61 3 9330 9035</p> <p><u>House Bill of Lading:</u></p> <p>Exhibitor Name c/o ISMRM 2020, ICC Sydney Booth #</p> <p>**Exhibition Goods-Rush Cargo** Must be mentioned on the MBL / HBL</p> <p>Port of Arrival: Sydney Sea Port</p>

ARRIVAL DEADLINES AND DOCUMENTATION

	<p style="text-align: center;"><u>Airfreight</u></p> <p>Arrival: Freight must arrive destination airport no later than 7 days prior to the first day of the scheduled move-in.</p> <p>Documentation: Please make sure to attach 1 original Airway Bill & 2 copies of a Commercial Invoice with the freight.</p>
	<p style="text-align: center;"><u>Sea freight</u></p> <p>Arrival: LCL freight must arrive destination port 7 days prior to the first day of the scheduled move-in.</p> <p>Arrival: FCL freight must arrive destination port 12 days prior to the first day of the scheduled move-in.</p> <p>Documentation: Please make sure to attach 1 original Express Release & 2 copies of a Commercial Invoice with LCL / FCL</p>
	<p style="text-align: center;"><u>Road freight</u></p> <p>Arrival: Freight must arrive advanced warehouse 3 days prior to the first day of the scheduled move-in.</p> <p>Documentation: Please make sure driver has a valid "CMR" (Cargo Movement Record) upon delivery to advanced warehouse.</p>

**** Please contact your TWI representative in order find out the correct Airport / Seaport****

*****Late arrival surcharges will be applied for shipments arriving after the specified deadlines*****

LOCAL / COURIER SHIPMENTS VIA ADVANCED WAREHOUSE OR SHOW SITE

- (a) Local / Courier shipments via the Advanced Warehouse should arrive at the following address between March 23rd, 2020 – April 14th, 2020 consigned to:

**Exhibitor Name / Booth #
ISMRM 2020 c/o TWI
Agility Fairs & Events Pty Ltd
10 Marigold Place
Milperra NSW 2214, Australia**

**Please ensure that the driver's documentation clearly indicates that the goods are for ISMRM 2020 and indicate your booth #. Due to the increased security requirements, a full pre-alert of incoming courier / local shipments is required to avoid the possibility of your goods being turned away due to incorrect labelling / notification.

- (b) Local / Courier shipments direct to show site should arrive at the following address no earlier than April 16th, 2020.

**Exhibitor Name / Booth #
ISMRM 2020 c/o TWI
International Convention Centre Sydney
14 Darling Drive, Darling Harbour
NSW 2000, Australia**

***Please ensure that the driver's documentation clearly indicates that the goods are for ISMRM 2020 and show your exhibiting name and booth #.

IMPORTANT - Due to the height restrictions at the ICC Sydney loading bay, it is NOT possible to accept sea freight containers during the move-in / out period for ISMRM 2020. These will need to be unloaded prior to your scheduled move-in date. It's critical you speak with a TWI representative if you have Sea Freight containers for the show, so the necessary planning can be made for a smooth unloading process.

**** TWI and their appointed Agent will be solely be responsible for all material handling from loading docks to stand and back. No outside carriers will be allowed to do so unless authorized by ISMRM show management.**

TWI GROUP POWER OF ATTORNEY / ORDER FORM

Power of Attorney / Order From must be sent in advance to TWI and must contain the following information.

- Exhibition Name / Stand builder
- Booth Number
- Contact at Booth / Cell Number
- Shipment Details (Number of pieces, dimensions, weights)
- ETA
- Full on-site inbound / on-site / outbound instructions
- Billing company address / credit card information

Any specific instructions / information should be underline (handling of crates and / or machines, ordering of manpower in booth...*

SHIPPERS LIABILITY PACKING & LABELING

Please remember that your goods will be loaded & offloaded several times en-route to Sydney Australia. We suggest that your goods are well packed, preferably in wooden cases, or on pallets. To ensure your goods can be quickly located at site or during transit, please mark each case/carton as follows, on at least 2 sides:

**ISMRRM 28th ANNUAL MEETING & EXHIBITION 2020
ICC SYDNEY AUSTRALIA
TWI / AGILITY FAIRS & EVENTS PTY LTD**

Name of Exhibitor:

Booth Number:

Case Number: e.g. 1 of 5 / 2 of 5

Gross Weight / Net Weight / Dimensions

CUSTOMS DOCUMENTATION

The following documents will be required for AIRFREIGHT shipments:

Master Airway Bill, House Airway Bill, Letter of Authority, Commercial Invoice / Packing List, Packing Declaration

The Following documents will be required for SEAFREIGHT shipments:

Master Bill of Lading (Express Release), House Bill of Lading, Commercial Invoice / Packing List, Letter of Authority, Fumigation Certificates, and Packing Declaration for FCL & LCL shipments

Commercial Invoice / Packing List – Explanatory notes on the completion of the CIPL are listed below:

- All entries in these forms must be in English
- Indicate separate FOB and CIF values on the commercial invoice
- A full description of the item must be given. Do not just indicate the model name or model number
- Packing number, to match the shipment details and markings
- Gross weight / net weight and dimensions
- HS Customs codes
- Values for each items, as the term “no commercial value” is NOT accepted by customs and totals
- Mark on the invoice what items are Temporary and Permanent

All forms can be found in the back of the TWI shipping manual.

It is important to send us all draft documentation for checking before you finalize and send your shipment to Australia. Certain goods may be prohibited or require import permits. Failure to comply could result in goods being delivered late, missing the event or being seized by the Australian Government Authorities. Once your Documents have been approved by our local office and comply with Australian rules and regulations you may go ahead and send your shipment.

All shipments being imported into Sydney may be subject to inspection by Customs officials and matched against the customs invoice / packing list provided. Please do not place any items in your shipment that do not appear on your invoice / packing list. Inaccurate or untrue information on these documents will result in penalties and / or seizure. Any applicable fines will be invoiced + a 15% outlay fee.

CONTROLLED / RESTRICTED ITEMS IN AUSTRALIA

This information about restricted and prohibited goods is provided as a guide only. To ensure you comply with Australian Government legislative requirements, please contact TWI immediately before shipping any of the following goods. Failure to do so can result in prosecution:

- Food Items / Cosmetics
- Vehicles / Boats / Used Machinery
- Military / Defense equipment / Weapons
- Any items containing CFS Gas / Ozone depleting substances – Fridges, Air Condition units
- Hoovers / Vacuum Cleaners
- Goods bearing an image of the Australian flag. Any goods bearing the word “ANZAC” or similar words
- Hand held laser pointer devices
- Refillable Lighters with a Customs value of AUD \$5 or less / novelty lighters

WOOD PACKAGING / FUMIGATION RULES AND QUARANTINE

All wood packaging must be treated and marked with the “ISPM-15 / XX-00-YY” logo. This includes crates, pallets, cases, skids, and dunnage. Shipments packed in non-treated and unmarked wood material will not be permitted entry by Australian Customs and will be re-exported at the shipper’s expense.

Fumigation / Treatment must be performed in the exporting Country. Sea freight shipments must be marked and Phytosanitation Certificates provided before the container will be released.

Quarantine – Australia has stringent quarantine regulations, any goods manufactured from plant material are subject to quarantine inspection on arrival. These regulations cover items such as basket ware, cane ware, bark, wooden and bamboo goods and straw articles. If goods are not absolutely free of rodent or insect infestation they may be fumigated or destroyed at the discretion of the Quarantine Control Office. Please note that wooden packing crates are also subject to inspection.

INSURANCE COVERAGE

While all care is taken by TWI Group, in handling shipments, no liability is accepted for any internal or non-visible irregularities to the contents of your shipment. We strongly recommend that exhibitors insure their shipments for the conveyance from origin to stand, including the transit storage in our advance warehouse. All transactions are undertaken subject to our Standard Trading Conditions.

All exhibitors should arrange a comprehensive coverage for their goods which covers shipment to Sydney Australia, the period of display, and which allows either return to the country of origin, or an appropriate disposal period at the conclusion of the exhibition.

TERMS OF PAYMENT

- For exhibitors who are utilizing TWI Group services, payment information must be providing prior to shipping.
- For exhibitors who are utilizing the services of another freight forwarder payment for drayage services must be arranged in advanced prior to freight arriving at loading dock ICC Sydney. TWI Group has exclusive rights under ISMRM when it comes to drayage and material handling services at ICC Sydney. No other companies will have access to drayage equipment unless authorized by TWI representative.

TWI GROUP CANADA CONTACT INFORMATION

Danny Mekhuri
Operations & Tradeshow Specialist
Office# 1-905-812-1124 ext.1982
Cell# 1-416-704-1956
Email: dmekhuri@twigroup.com

Customs & Transportation Services Order Form



Please accept this as authority for TWI Exhibition Logistics, Inc. a division of TWI Group, Inc. ("TWI"), located at 3405 American Drive, Unit 11, Mississauga, ON L4V 1T6; business number 129144481RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods. Such business may include, but is not limited to:

- The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released; and
- The transportation, warehousing, and distribution of such goods.

In signing this form, I grant TWI full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

Continuous Authority granted

Show/Event Name:	Show/Event Dates:
Services Required (please check one):	
<input type="checkbox"/> Customs Clearance and Transportation	<input type="checkbox"/> Customs Clearance Only
	<input type="checkbox"/> Transportation Only

Shipper Info.	Company Name:
	Importer / GST #:
	Address:
	City: State/Prov: Zip/Post:
	Contact Name: Tel:
E-mail: Fax:	

Delivery Info.	Company Name:	Stand #:
	Facility Name:	
	Address:	
	City: State/Prov: Zip/Post:	
	Country: Tax # (IRS, DUNS, EORI, etc.):	
On-site Contact: Cell:		
E-mail:		

Return Freight Info.	<input type="checkbox"/> No Return Shipment	<input type="checkbox"/> Same as Shipper
	Company Name:	
	Importer / GST #:	
	Address:	
	City: State/Prov: Zip/Post:	
Contact Name: Tel:		
E-Mail: Fax:		

Billing Info.	<input type="checkbox"/> Same as Shipper
	Company Name:
	Importer # (if applicable):
	Address:
	City: State/Prov: Zip/Post:
Contact Name: Tel:	
E-mail: Fax:	

Payment Info.	Terms of Payment and Security Deposit – MUST BE COMPLETED			
	Charge to:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
	Cardholder Name:	CVV Number:	(3 digit number)	
	Credit Card Number:	Expiry Date:		
	I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 30% surcharge (minimum \$50.00 CAD).			
	Cardholder Signature:	Date:		

Shipment Info.	# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height	Per Piece	Total	
			@ Dimensions (Inches) Each				@ Weight (lbs) Each	
			@ Dimensions (Inches) Each				@ Weight (lbs) Each	
			@ Dimensions (Inches) Each				@ Weight (lbs) Each	
			@ Dimensions (Inches) Each				@ Weight (lbs) Each	
			@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	Total					Total Weight:		

Shipment Info.	Requested Service Level:	<input type="checkbox"/> Air	<input type="checkbox"/> 2 nd Day	<input type="checkbox"/> Truck	<input type="checkbox"/> Other: _____
	Additional Services Required:	<input type="checkbox"/> Lift Gate	<input type="checkbox"/> Inside Pick Up/Delivery	<input type="checkbox"/> Weekend Pick Up/Delivery	
	Total Value of Shipment (USD):	Ready for Pick-up:	(Date)		
	Available for Pick-up Between:	(Times - hrs of operation)	Must Deliver By:	(Date & Time)	
	Carrier Name & Contact Info:	(if using any carrier other than TWI)			
	Special Instructions:				

Cargo Insurance / Declared Value
 This shipment is subject to basic liability of the carrier or other vendors engaged, which is limited by default under applicable contract and/or law. No greater value for liability will be declared with any vendor absent written instruction by the client and written confirmation by TWI. Rather than attempt to recover under liability terms, TWI offers the client the opportunity to include shipments under a first party cargo insurance program which will provide protections pursuant to policy terms and conditions; a copy of the insurance policy will be provided upon request. Please contact TWI for more information on cargo insurance. Shipments will not be insured absent written request and written confirmation from TWI.

Terms & Conditions
 This order is placed with the specific understanding that we are engaging TWI as our agent. TWI performs customs services pursuant to its "Trading Conditions Applicable to Customs Services" as published online at <http://www.twiglobal.com/twicancustomsterms.pdf>. TWI performs its transportation services in the role of agent pursuant to the "Standard Trading Conditions of the Canadian International Freight Forwarders Association, Inc.", as published online at <https://www.ciffa.com/downloads/stc/ciffatradingleaders.pdf>. The foregoing terms, respectively, limit the liability of TWI and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under TWI's "Trading Conditions Applicable to Customs Services" and "Standard Trading Conditions of the Canadian International Freight Forwarders Association, Inc.", the liability of TWI - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall TWI be liable for any indirect or consequential damages including but not limited to any loss of profit. The undersigned warrants that all hazardous materials have been declared, and that the client shall abide by all Federal, Provincial, State and Local laws.

Client Signature
I have read and agree to the terms of this contract.
Signature:
Name:
Title:
Date:

Accepted by TWI Group, Inc.
Signature:
Name:
Title:
Date:

Customs & Transportation Services Order Form



Please accept this as authority for TWI Exhibition Logistics, Inc. a division of TWI Group, Inc. ("TWI"), located at 3405 American Drive, Unit 11, Mississauga, ON L4V 1T6; business number 129144481RM0001, a Customs Broker licensed under the Customs Act, to act as my true and lawful attorney to transact on my behalf all matters relating to the import and export of goods. Such business may include, but is not limited to:

- The release of and accounting for goods, document and data preparation, payment of, and refund, of all government duties, taxes, and levies in respect of imported and exported goods released or to be released; and
- The transportation, warehousing, and distribution of such goods.

In signing this form, I grant TWI full power and authority to appoint a sub-agent, where required.

This authority is granted for all shipments in relation to this event and/or shipment(s) detailed below, unless otherwise indicated by marking the "Continuous Authority" box, below.

Continuous Authority granted

Show/Event Name: NAME OF THE SHOW / EVENT YOU ARE ATTENDING	Show/Event Dates: DATES THE SHOW / EVENT IS BEING HELD
Services Required (please check one):	
<input checked="" type="checkbox"/> Customs Clearance and Transportation	<input type="checkbox"/> Customs Clearance Only
	<input type="checkbox"/> Transportation Only

Shipper Info.	Company Name: ABC COMPANY
	Importer / GST #: 123456789RM0001
	Address: 123 SOMEPLACE AVE SUITE 3
	City: TORONTO State/Prov: ON Zip/Post: M0X 0X0
	Contact Name: JOHN SMITH Tel: 555-555-0000
	E-mail: JSMITH@ABCCOMPANY.COM Fax: 555-555-0001

Delivery Info.	Company Name: ABC COMPANY Stand #: BOOTH#
	Facility Name: SHOW / EVENT VENUE NAME
	Address: VENUE ADDRESS
	City: HAMBURG State/Prov: Zip/Post: 20355
	Country: GERMANY Tax # (IRS, DUNS, EORI, etc.): XX12345678912345
	On-site Contact: JANE DOE Cell: 555-555-0002
E-mail: JDOE@ABCCOMPANY.COM	

Return Freight Info.	<input type="checkbox"/> No Return Shipment <input checked="" type="checkbox"/> Same as Shipper
	Company Name: ABC COMPANY
	Importer / GST #: 123456789RM0001
	Address: 123 SOMEPLACE AVE SUITE 3
	City: TORONTO State/Prov: ON Zip/Post: M0X 0X0
	Contact Name: JOHN SMITH Tel: 555-555-0000
E-Mail: JSMITH@ABCCOMPANY.COM Fax: 555-555-0001	

Billing Info.	<input type="checkbox"/> No Return Shipment <input checked="" type="checkbox"/> Same as Shipper
	Company Name: ABC COMPANY
	Importer # (if applicable):
	Address: 123 SOMEPLACE AVE SUITE 3
	City: TORONTO State/Prov: ON Zip/Post: M0X 0X0
	Contact Name: JOHN SMITH Tel: 555-555-0000
E-mail: JSMITH@ABCCOMPANY.COM Fax: 555-555-0001	

Terms of Payment and Security Deposit – MUST BE COMPLETED		
Payment Info.	Charge to: <input checked="" type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	
	Cardholder Name: JOHN SMITH CVV Number: 000 (3 digit number)	
	Credit Card Number: 1234 5678 9123 4567 Expiry Date: 07/22	
	I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 30% surcharge (minimum \$50.00 CAD).	
	Cardholder Signature: <i>John Smith</i> Date: MM/DD/YYYY	

Shipment Info.	# of Pieces	Type of Pieces (Box/Crate/Skid, etc.)	Length	Width	Height	Per Piece	Total	
	2	BOXES	@ Dimensions (Inches) Each	23	23	48	@ Weight (lbs) Each	56 112
	1	SKID	@ Dimensions (Inches) Each	48	48	48	@ Weight (lbs) Each	400 400
			@ Dimensions (Inches) Each				@ Weight (lbs) Each	
			@ Dimensions (Inches) Each				@ Weight (lbs) Each	
	3	Total						Total Weight: 512
Requested Service Level: <input checked="" type="checkbox"/> Air <input type="checkbox"/> 2 nd Day <input type="checkbox"/> Truck <input type="checkbox"/> Other: _____								
Additional Services Required: <input type="checkbox"/> Lift Gate <input checked="" type="checkbox"/> Inside Pick Up/Delivery <input type="checkbox"/> Weekend Pick Up/Delivery								
Total Value of Shipment (USD): \$ 10,000.00 Ready for Pick-up: MM/DD/YYYY (Date)								
Available for Pick-up Between: 8:00 AM - 4:00 PM (Times - hrs of operation) Must Deliver By: MM/DD/YYYY H:MM - H:MM (Date & Time)								
Carrier Name & Contact Info: TRANSPORTATION COMPANY & CONTACT PHONE / E-MAIL (if using any carrier other than TWI)								
Special Instructions: ANY ADDITIONAL INFORMATION -- SPECIAL HANDLING INSTRUCTIONS, SPECIFIC SHOW MOVE IN / MOVE OUT DATES & TIMES, ADVANCE WAREHOUSE CUT-OFF DATES, EXPECTED DATE OF RETURN, ETC.								
Cargo Insurance / Declared Value								
This shipment is subject to basic liability of the carrier or other vendors engaged, which is limited by default under applicable contract and/or law. No greater value for liability will be declared with any vendor absent written instruction by the client and written confirmation by TWI. Rather than attempt to recover under liability terms, TWI offers the client the opportunity to include shipments under a first party cargo insurance program which will provide protections pursuant to policy terms and conditions; a copy of the insurance policy will be provided upon request. Please contact TWI for more information on cargo insurance. Shipments will not be insured absent written request and written confirmation from TWI.								

Terms & Conditions	
<p>This order is placed with the specific understanding that we are engaging TWI as our agent. TWI performs customs services pursuant to its "Trading Conditions Applicable to Customs Services" as published online at http://www.twiglobal.com/twicancustomsterms.pdf. TWI performs its transportation services in the role of agent pursuant to the "Standard Trading Conditions of the Canadian International Freight Forwarders Association, Inc.", as published online at https://www.ciffa.com/downloads/stc/ciffatraditngterms.pdf. The foregoing terms, respectively, limit the liability of TWI and provide for time limits for making claims and filing suits. Notwithstanding any greater liability under TWI's "Trading Conditions Applicable to Customs Services" and "Standard Trading Conditions of the Canadian International Freight Forwarders Association, Inc.", the liability of TWI - however founded - for any and all services performed is agreed to hereby be limited to CAD 1000 (One Thousand Canadian Dollars) per transaction or occurrence, whichever is least, and in no event shall TWI be liable for any indirect or consequential damages including but not limited to any loss of profit.</p> <p>The undersigned warrants that all hazardous materials have been declared, and that the client shall abide by all Federal, Provincial, State and Local laws.</p>	

Client Signature	
I have read and agree to the terms of this contract.	
Signature: <i>John Smith</i>	
Name: JOHN SMITH	
Title: CEO	
Date: MAY 5TH, 2017	

Accepted by TWI Group, Inc.	
Signature:	
Name:	
Title:	
Date:	

COMMERCIAL INVOICE / PACKING LIST



Shipper:	Consignee (Ship To):	Shipped Via:	*REMARKS ("X" each item) *A – TEMPORARY IMPORT *B – PERMANENT IMPORT *C – GIVEN AWAY / SOLD
		Shipped To: <input type="checkbox"/> Adv. Whse <input type="checkbox"/> Show Site	
		Tax #:	
		Pieces:	
		Weight: <input type="checkbox"/> kg <input type="checkbox"/> lbs	
		Ship Date:	

# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name & Model # for all electronic equipment.</small>	Origin	Weight in _____ (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value

**FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**FOB VALUE:	
INSURANCE:	
FREIGHT CHARGE:	
**TOTAL CIF VALUE:	

**CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

The shipper hereby authorizes TWI, and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the TWI conditions of carriage. The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

TEMPORARY IMPORT VALUE:
PERMANENT IMPORT VALUE:

Signature: _____

Date: _____

COMMERCIAL INVOICE / PACKING LIST



Shipper: ABC COMPANY 123 SOMEPLACE AVENUE, SUITE 3 NEW YORK, NY 10093 JOHN SMITH - 555-555-0000	Consignee (Ship To): ABC COMPANY, BOOTH# 1001 C/O NAME OF THE SHOW/EVENT VENUE NAME VENUE ADDRESS ONSITE CONTACT NAME & CELL PHONE #	Shipped Via: TRANSPORTATION COMPANY NAME Shipped To: <input type="checkbox"/> Adv. Whse <input checked="" type="checkbox"/> Show Site IRS #: 12-3456789 Pieces: 3 Weight: 512 <input type="checkbox"/> kg <input checked="" type="checkbox"/> lbs Currency: USD Ship Date: 10/5/2018	*REMARKS ("X" each item) *A – TEMPORARY IMPORT *B – PERMANENT IMPORT *C – GIVEN AWAY / SOLD
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# of Pieces	Type of Pieces	Qty	Description of Contents <small>Please include Brand Name & Model # for all electronic equipment.</small>	Origin	Weight in lbs (lbs/kg)	Dimensions (Inches)			CBM	HTS	Remarks*			Value	
						L	W	H			A TEMP	B PERM	C PROMO	Unit Value	Total Value
1	SKID	1	DISPLAY BOOTH	USA	200	48	48	48	1.81	9403.20	X			10,000.00	10,000.00
		2	55" LED TV'S - LG MODEL# 55EG9100	CHINA	50					8528.72	X			700.00	1,400.00
		2	METAL TV STANDS	JAPAN	75					9403.20	X			200.00	400.00
1	BOX	1000	ADVERTISING LITERATURE	USA	75	23	23	48	1.81	4911.10			X	0.05	50.00
		400	BALL POINT PENS	CHINA	10					9608.10			X	0.15	60.00
1	BOX	200	CATALOGS	USA	100	10	14	20	0.05	4911.10			X	1.00	200.00
		2	POSTERS	USA	2					4911.91		X		15.00	30.00

Each commodity MUST be listed on it's own line; Please DO NOT group items. Also, please note that vague descriptions, such as "Give Aways" or "Trade Show Samples" will NOT be accepted.

Electronic Equipment MUST include Brand Name & Model #.

Indicate the Country of Manufacture / where the goods are made.

Values need to reflect the cost of goods (price paid), or the selling price of goods (price payable); whichever is greater. \$0 values will NOT be accepted.

**FOB (Free On Board) VALUE: indicates the cost of goods, including all transportation and insurance costs up to the port of departure; the "Price Paid"

**CIF (Cost, Insurance, and Freight) VALUE: indicates the value of the goods including freight and insurance from the port of departure; FOB Value + Insurance + Freight

**FOB VALUE:	12,140.00
INSURANCE:	80.00
FREIGHT CHARGE:	700.00
**TOTAL CIF VALUE:	12,920.00

The shipper hereby authorizes TWI, and their agents, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the TWI conditions of carriage. The values listed on this document represent fair-market value, and proof of valuation can and will be provided upon request.

TEMPORARY IMPORT VALUE: 11,800.00
 PERMANENT IMPORT VALUE: 340.00

Signature: John Smith Date: 10/5/2018

Needs to be issued on your Company

Letterhead -including full address & contact details

Customs Clearance & Cargo Handling Authority

We hereby authorize TWI Canada c/o Agility Fairs & Events Pty Ltd and/or their nominated agent to act as our Customs Broker and Cargo Handling Agent for below consignments arriving into Australia for exhibition purposes.

In consideration we hereby agree to indemnify TWI / Agility against any claims arising from Customs or GST declarations that TWI / Agility makes on our behalf.

Cargo Details Airway Bill / Bill of Lading:

Exhibition Details:

Name: _____

Position: _____

Date: _____

Signature: _____

.....

Company letterhead
(MUST be issued by the packer or supplier of the goods and MUST include the company's name AND address)

PACKING DECLARATION

Vessel name:..... **Voyage number:**.....

Consignment identifier or numerical link.....

UNACCEPTABLE PACKAGING MATERIAL STATEMENT

(Packaging material such as straw, peat, hay, chaff, used fruit & vegetable cartons are not permitted)

Q1 Have unacceptable packaging materials been used as packaging or dunnage in the consignments covered by this document?

A1 YES NO

TIMBER/BAMBOO PACKAGING/DUNNAGE STATEMENT

(Timber/bamboo packaging/dunnage includes: crates, cases, pallets, skids, and any other timber or bamboo used as a shipping aid)

Q2 Has timber/bamboo packaging/dunnage been used in consignments covered by this document?

A2 YES Timber YES Bamboo NO
(nil timber/bamboo)

TREATMENT CERTIFICATION (ONLY IF TIMBER/BAMBOO PACKAGING/DUNNAGE IS DECLARED IN QUESTION 2)

Q3 All timber/bamboo packaging/dunnage used in the consignment has been (Please Indicate below)

Treated and marked in compliance with ISPM 15
(Note: ISPM 15 is only applicable to timber packaging)

Or

Treated in compliance with Department of Agriculture and Water Resources treatment requirements

(With accompanying treatment certificate)

Or

Not treated

CONTAINER CLEANLINESS STATEMENT (for FCL/X consignments only - statement to be removed from document when not relevant)

The container(s) covered by this document has/have been cleaned and is/are free from material of animal and/or plant origin and soil.

Signed: Printed name:.....
(Company representative)

Date of issue:.....
(DD/MM/YYYY)