



Agility Fairs & Events
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36th Annual Meeting & Exposition of the Controlled Release Society 2009
Bella Center, Copenhagen, Denmark / July 18th -22nd

Agility Fairs & Events is providing specialized freight forwarding services to the 36th Annual Meeting & Exposition of the Controlled Release Society 2009. We can make all the necessary arrangements for transport of your exhibit materials to the show including on-forwarding after the show. The following instructions are provided to assist you in the planning of your exhibition shipping arrangements.

DEADLINE DATES – The following is the date your goods **MUST BE READY FOR PICK-UP FOR OCEAN FREIGHT: June 1st, 2009**
PICK-UP FOR AIR FREIGHT: June 23, 2009
DOCUMENTS: The day before we pick up your freight.

COMMERCIAL INVOICE/PACKING LIST - Is the shipping document necessary to clear your goods through Customs overseas. This document must be type-written and include the name by which each item is known and its model and serial numbers, if available. We ask that you complete your invoice using the supplied template and email to us, so we can make any necessary adjustments on your behalf.

For manufactured products, it is also required to indicate the component material (i.e. metal/plastic/wood). You must include the quantity of each item being shipped and the fair market value for each item on the invoice. Literature and giveaways must be listed on a separate invoice with individual values provided for each item. If these items have no commercial value, a value for “Customs Purposes Only”, must be declared. Please indicate on your invoice(s) if your freight is to be disposed of after the show, consumed, given away or returned. These goods should be packed separately from the items for temporary entry.



CRS CIPL

CONTROLLED ITEMS - Exhibitors are requested to note that all foodstuff, beverages, cosmetics, medicines & medical equipment, are subject to Import Licenses prior to their importation for the exhibition. We recommend that you do not ship these items.

PACKING/CASE MARKING – To enable quick identification and handling of cargo, all cases must have stenciled or printed on two exterior sides the following information or you can use the attached label. Words highlighted in red will need to be changed.



CRS Label

36th Annual Meeting & Exposition
of the Controlled Release Society 2009

Exhibitor Name

Hall C

Booth Number _____

c/o DSV Solutions A/S

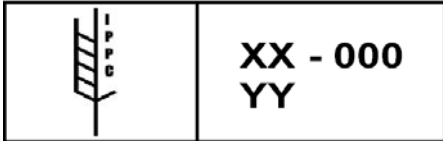
Bella Center

DK-2300 Copenhagen

CASE NUMBER (1 of 3, 2 of 3, etc.)

Made in: (County of Origin)

SOLID WOOD PACKING MATERIAL NOTIFICATION – If you will be sending your freight in wooden crates or on wooden pallets, they must be either heat treated or fumigated and are officially marked under ISPM15 specifications prior to us picking up your freight. This rule applies to all newly assembled, repaired or recycled unprocessed raw wood packaging materials of both hardwood and softwood. As of September 16, 2005 this same laws pertains to all goods coming into the United States (including U.S. goods being returned). Please contact your pallet vendor for the purchase of treated wooden pallets or plastic pallets. Please refer to this website for further information. <http://www.aphis.usda.gov/ppq/wpm/export/faq-wpm.html>.



CREDIT CARD AUTHORIZATION FORM – We require a credit card authorization form as a guarantee of payment to be on file in order to process your shipment. Please note that this is strictly a guarantee, and no charges will be debited against the card unless we are notified by your company to do so, or if our invoices are not paid with the terms specified here.



CRS Credit Card
Form

QUOTATIONS – Please see the attached quotation form. Your shipment will be confirmed by faxing the completed credit card form.



CRS Quotation Form

ON-SITE HANDLING / RETURN INSTRUCTIONS – This form is required by you and is your written instructions to us for the handling of your freight before and after the show.



On-Site and Return
Shipping Instructions

CUSTOMS POWER OF ATTORNEY – This form is mandatory – it allows us to act as your agent in processing export and import documents. Please complete and sign as per the attached instruction sheet. An example is provided in a PDF format and the actual power of attorney is in a Microsoft Word format. Please be certain a company officer signs this document and is valid for at least six months.



POA



POA Instructions

INSURANCE – Optional insurance coverage is available through Agility Fairs & Events upon written request from the exhibitor. Please see the insurance application attached.



CRS Insurance Form

SHIPPER SECURITY ENDORSEMENT - If we have determined that your company is required to complete a Shipper's Security Endorsement form (SSE), we will include one with our instructions for you to complete. This is a mandatory document needed by the Transportation Security Administration (TSA) for shipping your cargo by air.



TSA Shipper Security
Endorsement

CONSENT TO INSPECT – This is a mandatory form for all shippers to complete when sending freight by air.



TSA Consent to
Inspect Form

PAYMENT TERMS & CONDITIONS – Our invoices are payable upon presentation by fax, mail or courier. Invoices for all charges from your door up to delivered to your booth are due before the opening of the show. If you have a shipment returning to the United States – those charges must be paid before the goods are delivered back to your facility.

IN CLOSING – The staff of Agility Fairs & Events wishes you an extremely successful show and will be happy to assist you in any way. If you have questions that are not answered here or require any other information about the show, please contact us at your convenience.

Sincerely,
Meshelle Jones
International Project Manager