



INTERNATIONAL SHIPPING INSTRUCTIONS

OFFICIAL FREIGHT CONTRACTOR - CONTACT INFORMATION

Horseshoe Media, Ltd as organiser has appointed EFI Logistics as Official Freight Forwarder for Tank Storage Canada 2011 & Biofuels International expo & conference. EFI is the only company authorised to handle international transport and customs clearance for this event in Calgary. In conjunction with their regional partners EFI will provide a total service to exhibitors and contractors moving goods to and from Calgary.

Please direct all questions and requests to the Tank Storage Event team at

EFI LOGISTICS

Contact telephone numbers:

Tel: +44 1444 871314

Fax: +44 1444 237749

Web: www.efilogistics.com

E-mail contacts:

Susan Barton

susan.barton@efilogistics.com

Jake Head

jake.head@efilogistics.com



The EFI team is happy to help you with freight, shipping and customs related questions at any time. The following pages contain information on

- How to ship to Calgary for Tank Storage Canada 2011 / Biofuels International expo & conference
- Deadlines for arrival of shipments
- European consolidated road / sea freight / airfreight services
- Documentation requirements for shipping to this event
- Wood packing restrictions
- Sale of goods procedures at/ after the exhibition

www.efilogistics.com



INTERNATIONAL SHIPPING INSTRUCTIONS

EFI SERVICES

EFI will provide the following range of services for Tank Storage Canada 2011 / Biofuels International expo & conference

- Door to show dock international transport
- Customs inspection and clearance services - including a temporary import customs bond to permit the duty-free entry of exhibits that will re-export after the show
- Transfer to show site from arrival Calgary terminal (port or airport)
- Onward or return transport service from Calgary to your next destination

SHIPPING TO CALGARY

EFI can arrange collection and shipment from any destination worldwide through our global network of partners. We **strongly recommend** that you keep your shipment within our system – all our partners are experienced in handling exhibition cargo and will provide sound advice on all aspects of preparing and expediting to Tank Storage Canada / Biofuels International expo & conference.

Whoever you choose to use to move your material to Calgary please make sure they have a copy of the following shipping instructions. EFI has been sanctioned by Horseshoe Media, Ltd to provide customs clearance services to the event, and shipments consigned correctly will avoid delays and customs problems on arrival in Calgary.

ARRIVAL DEADLINES

Cargo must arrive at Calgary terminal (sea or air) by the following dates:

Sea Freight to arrive Calgary CFS (terminal) by... **Friday 16th September 2011**

Airfreight to arrive Calgary Airport by... **Friday 23rd September 2011**

Local product – according to official move-in schedule

We may be able to clear shipments arriving after these dates; however there will be additional charges incurred for rush entries and special transport.

IMPORTANT: PLEASE NOTE

If you are shipping **after our published deadlines** please contact EFI directly for further instructions/ information. We **do not recommend the use of couriers** for shipment of exhibit materials to this event. Shipments not sent as per our instructions and where EFI intervene will attract additional charges.



INTERNATIONAL SHIPPING INSTRUCTIONS
SHIPPING/ CONSIGNING INSTRUCTIONS

Please consign **all shipments** to Tank Storage Canada 2011 / Biofuels International expo & conference as follows:

FOR SEA and AIR FREIGHT SHIPMENTS TO TANK STORAGE:

CONSIGNEE

Name of Exhibiting Company
Tank Storage Canada 2011
Booth Number
c/o R.E. Rogers Canada Inc.
71 Bermuda Place NW
Calgary, AB, Canada T3K 1H4
Notify Party: R.E. Rogers Canada Inc
Michael Ling or Andrew Bennett
Tel: 403 291-0360 Fax: 403 291-0397

Send pre-alert to

EFI Logistics/ Susan Barton susan.barton@efilogistics.com

Do not ship freight to any other consignee. This will cause additional cost and may result in late arrival of your shipment at the exhibition. All shipments must arrive **FREIGHT PREPAID**.

INTERNATIONAL SHIPPING DOCUMENTS

Documents must arrive in Calgary according to the following guide:

Sea Freight Shipments

Bill of lading (3 copies) Express Release May be Arranged
Canadian Customs Invoice (3 copies)
Packing list (3 copies)

Airfreight Shipments (Please attach original documents to the airwaybill)

AWB to be consigned as per instructions on previous page
Canadian Customs Invoice (3 copies)
Packing list (3 copies)

A Canadian Customs Invoice is required; if you do not have this please contact susan.barton@efilogistics.com to have this sent by e-mail.

NOTIFICATION/ PRE-ALERT SHIPPING DETAILS

All shipping details – ship name/ flight number, bill of lading number/ AWB number, pieces and weight, eta Montreal and copy documents should be sent by e-mail or fax to EFI **before goods arrive in Canada**. Send to:

Fax: Attn Susan Barton + 44 1444 237749 By E-mail susan.barton@efilogistics.com

- **Shipments arriving without prior notice may be subject to delay and additional charges including storage at the arrival terminal.**



INTERNATIONAL SHIPPING INSTRUCTIONS

ORDER FORMS – REQUIRED FOR ALL EXHIBITORS

Please ensure you complete and return the enclosed Tank Storage **FREIGHT ORDER FORM** to book International Services and Customs Clearance. This should be completed by the exhibitor or your appointed forwarding agent and sent directly to EFI as follows:

By **FAX** to attn: **Susan Barton** on + 44 1444 237749

By **E-MAIL** to: susan.barton@efilogistics.com

All forms referenced in these instructions are available in electronic format (via e-mail or through the EFI – FDI website). Please send your e-mail request for forms to susan.barton@efilogistics.com

Please return your order form no later than **Thursday 1st September 2011**

ADVANCE RECEIVING WAREHOUSE - INTERNATIONAL EXHIBITORS

If you are utilizing EFI Logistics /R.E Rogers Canada for your International Shipment we offer an advance receiving service; we will store your goods for free in advance of the show and arrange delivery direct to show site during the official build-up times.

CASE MARKINGS/ LABELS

All packages must show the following information clearly on at least **two sides**:

TANK STORAGE CANADA 2011 CALGARY
c/o R.E. Rogers Inc
Exhibitor Name: _____
Stand Number: _____
Package Number ____ OF ____
Gross weight (this package): ____ KGS
Dimensions (LXWXH): ____ X ____ X ____ CMS

PACKING

We strongly recommend you have your exhibit material packed carefully and professionally for shipment to and from Canada. Where possible bolted, returnable standard cases should be used. For Cartons of brochures and or giveaways, use plastic pallets and shrink-wrap to secure and protect the smaller boxes.

Please ensure that your packing complies with the Phytosanitary regulation's of your country should it be envisaged that your material may return after the show.

INTERNATIONAL SHIPPING INSTRUCTIONS

WOOD PACKING RESTRICTIONS – IMPORTANT

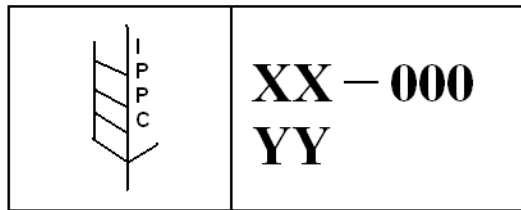
There are strict wood packing controls in place for the import of wood packing into the Canada. Your wooden packaging should be up to the following standard. This refers to all wood packaging and material used in the packing of containers, including

- Wooden pallets
- Wooden packing cases
- Crates
- Dunnage (timber used for chocking in ocean containers)

All imported wood packaging materials should be treated by Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and bear the Mark of the IPPC on two opposite sides of the wooden packaging material.

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

Where wood packing material arrives without the approved mark or with approved mark but is found to contain live harmful pests the cargo will be disposed of or returned to origin at the cost of the shipper.



Where:
 IPPC - Abbreviation of "International Plant Protection Convention";
 XX - International Standardization Organization (ISO) two letter country code;
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export counties or territories;
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

Failure to make the necessary arrangement for wood packing will result in penalties from the country of Importation. Penalties/ additional costs in this case will be for the account of the exhibitor.

Please contact EFI at any time for advice/ further assistance with wood packing preparation.

INTERNATIONAL SHIPPING INSTRUCTIONS

US AND MEXICAN EXHIBITORS

EFI Logistics through our partners can arrange transportation from the USA and Mexico to Canada through the North American Free Trade Agreement (NAFTA). This will allow the import of all giveaway or re-sale items manufactured in either the US or Mexico. This allows duty free entry on most items but does not exempt the goods from payment of the 5% GST.

We will require that you complete the Canada Customs Invoice, NAFTA Certificate and the Customs and Freight Order Form. Please request these documents from susan.barton@efilogistics.com

Special note to US exhibitors

The FCC and FDA regulates the importation and re-importation of items which emit radio frequencies (televisions, radios, computers, communications equipment). An FCC and FDA form must be completed in order for these items to be re-imported into the United States. Our representative will determine whether these forms are also required prior to the exportation of your goods from the show site.

Any items made of textiles will require a Textile Declaration to allow the goods to be re-imported into the USA. Our representatives will determine if this form is required at the close of the show.

INSURANCE

Please make certain your goods are fully insured for shipment to, the duration of and return from FDI as our liability may be limited by our Standard Trading Conditions. EFI can arrange for insurance cover in advance provided that you request this before shipment of your goods. Contact EFI direct for more information.

TERMS OF PAYMENT

Under our standard trading conditions, unless credit terms have been agreed in advance, Invoices are payable immediately upon presentation. Return consignments will only be released upon full settlement of your account. All invoices must be settled in the currency of issue. Companies that do hold a current account with EFI are required to complete a Credit Card Details to guarantee payment.

All work is undertaken by EFI and our agents in accordance with the British International Freight Association terms and conditions of trading (2005A), which are attached to this document or can be downloaded at our website.