

NATIONAL ASSOCIATION OF TELEVISION PROGRAM EXECUTIVES

Mandalay Bay - Las Vegas, Nevada – January 29 - 31, 2008

INTERNATIONAL SHIPPING GUIDELINES

CUSTOMS CLEARANCE

All merchandise imported into the United States requires clearance from U.S. Customs prior to release from the port airport, truck or rail terminal.

UPS Supply Chain Solutions
3250 Ali Baba, Suite I
Las Vegas, NV 89118
Chuck Wronski
Phone: 702-739-7695
Fax: 702-739-7984

CONSIGNING INFORMATION

Please insure that your shipment is sent on a PREPAID basis and consigned as follows:

UPS Supply Chain Solutions
3250 Ali Baba, Suite I
Las Vegas, NV 89118

Attn: UPS SUPPLY CHAIN SOLUTIONS
SHOW COORDINATOR

NOTIFY:

Your Company/Exhibitor's Name and Booth Number
c/o National Association of Television Program Executives
(NATPE)
c/o Mandalay Bay
3950 Las Vegas Boulevard South
Las Vegas, NV 89109

PORT/AIRPORT OF ENTRY AND DEADLINE

Port/Airport of Entry:

Ocean Freight: Los Angeles, California
Air Freight: Las Vegas McCarran Intl. Airport (LAS)

Deadline Dates of Arrival:

Ocean Freight: 15 working days prior to move-in
Air Freight: 8 working days prior to move-in

DOCUMENTATION REQUIREMENTS

The following documents **MUST** be available for customs clearance:

- 3 - Original Bills of Lading or Airway bills.
- 3 - Commercial/Proforma invoice in ENGLISH, giving the EXACT COMMODITY DESCRIPTION and unit value and the total value.
- 3 - Packing lists in ENGLISH
- 1 - Power of Attorney/Customs Liability Form (see Para. 6) Any Import License, if applicable.

For shipments via AIR, the documents must accompany the shipment.

For shipments via OCEAN, the documents must be sent under a separate cover to arrive at least one week prior to arrival of the vessel. It is the exhibitor's responsibility to ensure that UPS Supply Chain Solutions has all of the necessary documents. Please contact your local UPS Supply Chain Solutions office for assistance.

MARKING OF FREIGHT

All shipments should be marked as specified in Para. 3. It is recommended to include any appropriate marking, e.g., *Fragile, Top*. Please include the weight in both ENGLISH and METRIC of each piece.

DURING AND AFTER THE COMPLETION OF THE SHOW

During the exhibition, UPS Supply Chain Solutions personnel will be on hand to provide you with any information regarding U.S. Customs or transportation information you require. We will arrange with you on forwarding and/or return of your goods overseas. Please take the time to discuss your shipping needs with our personnel.

It is the responsibility of the exhibitor to be available when goods are turned over to the carrier at the end of the show. UPS Supply Chain Solutions assumes no responsibility for goods left unattended at the booth.

PAYMENT CONDITIONS

If your shipments have been forwarded through one of our overseas affiliates, the charges incurred for importation and delivery may be invoiced back to that office upon their written confirmation. Shipments not handled through our organization will require that all inbound charges must be received prior to the delivery of goods. Our charges are based on the current tariffs, the official U.S. Customs tariff, and current exchange rates. Charges of storage, de-vanning, waiting time, overtime, and special customs clearance due to late arrival will be as per outlays, if applicable.

OVERSEAS OFFICES

Please see the attached list of our overseas affiliates with whom you may arrange the transport of your goods to the show. Our people are professionals in the freight transportation industry and are at your disposal to aid in transporting our goods to the show. If you do not see an office that is in your area, please consult your local directory and we will be glad to assist you.

INSURANCE

We strongly recommend that you adequately insure your exhibit materials for the transport. Coverage should be from factory/warehouse to the exhibit booth, during and after the show and the eventual return of your goods to the ultimate destination. We will be glad to handle your insurance needs. Please contact us at:

UPS Supply Chain Solutions
3250 Ali Baba, Suite I
Las Vegas, NV 89118
Phone: 702-739-7695
Fax: 702-739-7984

TERMS AND CONDITIONS

Terms and Conditions are in accordance with the National Customs Brokers and Forwarders Association of America. Copy upon request.

DISPOSITION OF EXHIBIT MACHINERY/ MATERIALS

Exhibit machinery/materials may be returned to the country of origin or any other overseas destination without payment of duties. If goods are sold during the show, U.S. Customs duties must be paid prior to removal from the exhibit site. It is possible to re-export part of the shipment and sell and pay duties for part of a shipment. UPS Supply Chain Solutions can be contacted to make arrangements to suit your individual needs.

NOTIFICATION PRIOR TO EXPORT OF GOODS

Please notify UPS Supply Chain Solutions of all pertinent details of your shipment *PRIOR* to departure. It is essential that we receive all information concerning the arrival of your goods, i.e., pieces, weight, dimensions, AWB or OB/L, commodity, value, exhibitor name and booth number. Please contact your local UPS Supply Chain Solutions office for details.

PAYMENT PROVISION

All charges including freight outlays, clearance fees, bonding fees and other related items must be paid prior to delivery of the shipment to the exhibit booth. All other incurred charges must be paid prior to the last day of the show. Exhibit materials will not be released from the exhibit hall unless all charges are paid. You may contact UPS Supply Chain Solutions to make payment arrangements. When possible, goods should be shipped "*FREE DOMICILE*," all charges paid by shipper.