

**~~NORTH AMERICAN  
LOGISTICS SERVICES INC.~~**  
***www.nalsi.com***

**GUIDELINES FOR: "ISMICS" 2010**

**Hotel InterContinental Berlin**

**16<sup>th</sup> - 19th June 2010**

**I. CONSIGNING INSTRUCTIONS AND LATEST ARRIVAL DATES**

**Airfreight**

- Airport of Destination: Berlin-Tegel (TXL) Airport
- Latest deadline for arrival: 9<sup>th</sup> June 2010

**II. PACKING AND MARKING**

Your goods must be packed in a suitable way for the method of Transit and re-usable cases should be used if your goods are to be returned at the end of the exhibition. Your local forwarder in the person of Jenny Singer will be pleased to provide you with further information:

- **Schenker Deutschland AG**  
**International Fairs + Exhibitions**  
**Jaffestrasse 2**  
**DE-14055 Berlin**  
**Tel: +49-30-301-2995-450**

**Notify: "ISMICS 2010"**

**Venue: Hotel InterContinental Berlin**

**Name of Exhibitor:**

**Booth No:**

**Number of Pieces/weight:**

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### **III. REQUIRED DOCUMENTS FOR CUSTOMS CLEARANCE**

Please issue a proforma invoice on your company letterhead indicating description of the goods and mentioning unit and total values of each product. Please prepare your invoices in English and ensure that separate documents are produced for temporary and permanent importation. We will need your VAT number.

Please also note that for some countries there are strict restrictions for consumable items such as foodstuff and beverages, to be imported to the European Union. These items will be subject to special procedures and documentation. We will be happy to supply further information, therefore please indicate full details of your intended dispatch and we will advise you on the necessary action to be taken. For temporary importation a ATA Carnet is strongly recommended.

### **IV. INSURANCE**

We would like to advise that it is the responsibility of each exhibitor to arrange a transport insurance covering transport to the exhibition, time during the exhibition and the return transport. Ask our branch office in your country or our Berlin office for assistance. An on-site handling insurance policy is provided automatically.

#### **YOUR CONTACT:**

**North American Logistics Services  
49 Simpson Road  
Bolton, On  
L7E 2R6**

**Jenny Singer  
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Email: international@nalsi.com**