

## International Shipping with **ADCOM WORLDWIDE**® of Washington DC A RADIANT LOGISTICS COMPANY

As the official international freight forwarder and customs broker, **ADCOM WORLDWIDE - DCA Tradeshow Logistics** has been appointed by **ASCO** to handle all international freight. Our services include the shipping of international exhibits to the show, customs clearance, delivering the goods to the show decorator and re-exporting the cargo at the conclusion of the show. Our services can meet all of your international transportation needs. **The below customs clearance & delivery rates are for exhibitors who use ADCOM WORLDWIDE - DCA for "door to door service."** Please contact us for transportation costs.

### How is a shipment cleared through U.S. Customs?

We can clear your shipment in one of three ways:

1. Permanent Duty - Paid Entry: this is used for all goods that will remain in the U.S. and will not be re-exported. This includes all giveaway items such as samples and brochures.
2. Temporary Entry: Allows goods to be imported temporarily into the U.S. without the payment of Customs duties and taxes.
3. ATA Carnet: goods are imported without the payment of Customs duties and taxes, but may not be sold or given away. All items must be re-exported at the end of the show.

### What documents\* will I need?

In order to clear the goods, we will need the following documents\*:

1. Original ocean bill of lading or air waybill.
2. Commercial invoices in English giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition. Separate invoices for temporary and permanent items are useful. *Commercial invoices **must be signed and include a total value.***
3. A packing list giving weight and dimensions of each package. This information may be included on your commercial invoice. *Pallets must include a piece count.*
4. Insurance certificate copy with the name of the local settlement agent in the U.S.
5. Power of Attorney or contact of a US subsidiary / distributor that can be the importer of record.

**NOTE** - Additional documents may be necessary depending on the commodities being shipped. Please contact us for more details. **\* ALL documentation must be faxed 2 days prior to shipping for pre-approval.** *Freight arriving consigned to ADCOM without prior notification may be subject to customs & delivery delays.* Please note when shipping airfreight, the documents must accompany the shipment. Ocean freight shipment documents should be sent immediately to ADCOM WORLDWIDE - DCA in Alexandria, VA.

### What else will ADCOM WORLDWIDE - DCA do?

We will confirm your shipment has arrived at your booth by giving you the name and time the decorator signed for it. All shipping instructions will be reconfirmed and we will be there at the show's conclusion to assist with your return shipment. We will handle all of the details.

### What are ADCOM WORLDWIDE - DCA Payment terms?

Our terms and conditions require that all transportation services be paid to ADCOM WORLDWIDE Inc. before the show opens. We accept payment by credit card or wire transfer; arrangements should be made by contacting ADCOM WORLDWIDE - DCA in advance of the shipment.

## How do I consign my shipment?

All documents\* must be consigned as follows:

**Consignee:**

ADCOM WORLDWIDE - DCA  
"Your Company Name"  
ASCO 2010 Annual Meeting  
McCormick Place – South Hall  
2301 S Lake Shore Drive  
Chicago, IL 60616 USA

**All good must be marked as follows:**

"Your Company Name"  
c/o ASCO  
Booth no. \_\_\_\_\_  
McCormick Place – South Hall  
2301 S Lake Shore Drive  
Chicago, IL 60616 USA  
Made in (country of origin)

**Notify:**

"Your Company Name"  
ADCOM WORLDWIDE - DCA  
Telephone: +1 (800) 486-7447 or +1 (703) 684-1900  
Fax: +1 (703) 684-3925

**\* ALL documentation must be faxed 2 days prior to shipping for pre-approval to:**

ATTN: International Department  
ADCOM WORLDWIDE - DCA  
FAX: + 1 (703) 684-3925  
Phone: + 1 (703) 684-1900

**NOTE:** Freight arriving consigned to ADCOM without prior notification may be subject to customs & delivery delays.

## When does my freight need to arrive?

Sea freight- Less than Container Load: 17 May 2010

Sea freight- Full Container Load: 17 May 2010

Air freight: 24 May 2010

## What are ADCOM WORLDWIDE - DCA's U.S. charges?

Temporary/Permanent Entry	\$175.00
ATA Carnet	\$150.00
Additional Invoices over 5	\$20.00/each
Additional Classifications over 5	\$5.00/each
Temporary Bond Fee	\$50.00 Min or \$5.00/\$1000 Bond Amount
Single Entry Bond Fee	\$50.00 Min or \$5.00/\$1000 Bond Amount
Import/Export exam	\$50.00 Min or \$8.50/case
Transfer to Exam Site	As per outlay
Messenger/Communication	\$30.00/each
Duty/Taxes	As per outlay
Cancellation of Temporary Entry	\$75.00
Export Documentation	\$75.00

These rates do not include airport or seaport transfers, storage charges, terminal charges, local transportation, overtime, Saturday/Sunday surcharges or special messengers. All shipments are governed by the terms and conditions of ADCOM WORLDWIDE Inc. Rates are in US dollars.

Please contact the International Department at ADCOM WORLDWIDE - DCA with any questions.

Email: [dca-intl@adcomworldwide.com](mailto:dca-intl@adcomworldwide.com)

Phone: 1-703-684-1900 Fax: 1-703-684-3925

**FOLLOWING IS A LIST OF COMMONLY IMPORTED ITEMS THAT WILL REQUIRE ADDITIONAL FORMS AND AN F.D.A. EXAM:**

[http://www.fda.gov/ora/import/ora\\_import\\_system.html](http://www.fda.gov/ora/import/ora_import_system.html)

- ALL MEDICAL DEVICES – *Establishment Registration & Device Listing numbers, 510 (k) Pre-market Notification*
- ANY FOOD ITEMS
- ANY BEVERAGE ITEMS
- SUNGLASSES
- KITCHEN UTENSILS
- DINING WARE (UNLESS PLASTIC)

**FOLLOWING IS A LIST OF COMMONLY IMPORTED ITEMS THAT WILL REQUIRE A FCC FORM TO BE COMPLETED AND SUBMITTED TO ADCOM WORLDWIDE PRIOR TO THE ARRIVAL OF THE SHIPMENT:**

- RADIOS – 2 WAY AS WELL AS HOUSEHOLD RADIOS
- SPEAKERS
- TELEVISIONS
- COMPUTER MONITORS
- PERSONAL COMPUTERS (INCLUDING LAPTOP AND PLASMA DISPLAY)
- MICROWAVES
- CELLULAR PHONES (FOR TRADESHOW PURPOSES, NOT FOR PERSONAL USE)
- PAGERS (FOR TRADESHOW PURPOSES, NOT FOR PERSONAL USE)

**FOLLOWING IS A LIST OF COMMONLY IMPORTED ITEMS THAT WILL REQUIRE A RADIATION CONTROL FORM TO BE COMPLETED AND SUBMITTED TO ADCOMWORLDWIDE PRIOR TO THE ARRIVAL OF THE SHIPMENT:**

- DVD PLAYERS
- CD PLAYERS
- MICROWAVES
- LASER POINTERS
- LASER PRINTERS
- MONITORS WITH CATHODE RAYS

**FOLLOWING IS A LIST OF COMMONLY IMPORTED ITEMS THAT WILL MOST LIKELY REQUIRE A TEXTILE VISA AND/OR QUOTA STATEMENT:**

- TEXTILES (I.E. COTTON, POLYESTER, NYLON, ETC.)
- LUGGAGE
- CLOTHING TENTS
- TENTS
- SLEEPING BAGS
- CARPETS

**FOLLOWING IS A LIST OF COMMONLY IMPORTED ITEMS THAT WILL REQUIRE A U.S.D.A. OR DEPARTMENT OF FISH & WILDLIFE EXAM:**

- ANYTHING THAT IS MADE FROM PLANT OR ANIMAL FIBER
- LEATHER