Dear Exhibitor,

European International (Fairs) Ltd (“EIFL”), the official Freight Forwarder & Customs Broker, is pleased to offer you our specialist, exhibit freight services to (and from) the above event. Accountable to Show Management you can rely upon our experience, dedication, and complete attention to detail in ensuring the safe and timely arrival of your shipment and an on-site presence throughout the tenancy.

Through our network of worldwide partners, including in the USA, we can assist you with every aspect of the preparation of your shipment and look forward to discussing your specific requirements with you.

For your guidance and convenience we have formulated the following information and guidelines. Should you require any clarification or further information please do contact us without hesitation.

Yours faithfully,

Jonathan Kidd
European International (Fairs) Ltd
jonathan.kidd@european-intl.com

INDEX

(1) DISPATCHING YOUR SHIPMENT (OFFICIAL WORLDWIDE PARTNERS) .......................... 2
(2) ARRIVAL DEADLINES ................................................................................................. 2
(3) CONSIGNING DETAILS .............................................................................................. 2
(4) SHIPPING BY COURIER .......................................................................................... 2
(5) DOCUMENTATION ..................................................................................................... 3
(6) PACKING & MARKING ............................................................................................... 3
(7) WOOD PACKAGING REGULATIONS ......................................................................... 3
(8) RESTRICTED PRODUCTS ........................................................................................... 3
(9) INSURANCE ................................................................................................................. 4
(10) ON-SITE FREIGHT HANDLING (DRAYAGE) IN THE USA ...................................... 4
(11) TERMS OF PAYMENT / SHIPPING & HANDLING ORDER FORM .................... 4
(12) TERMS OF TRADING ................................................................................................ 4
(13) NOMINATED WORLDWIDE PARTNERS ................................................................ 5
(14) TARIFF ....................................................................................................................... 6

All aspects of the following instructions should be strictly complied with. In complying with these instructions, you agree to the conditions herein as well as accept and agree to all relevant charges per the published tariff. Should you have any queries, concerns or need any clarification or further information please contact us immediately.
(1) DISPATCHING YOUR SHIPMENT (OFFICIAL WORLDWIDE PARTNERS)

For an all-in "no worries" roundtrip service from and back to your door, please contact our nominated partner who will take care of all your requirements, assisting you with every aspect of your shipment’s preparation and despatch. We strongly recommend that make use of their specialist expertise and contact them at your earliest convenience.

Of course you are at liberty to use whomsoever you may choose to handle your shipments, however in order not to suffer any delays and/or incur additional costs please do ensure that your shipments are consigned in accordance with these guidelines.

If you choose not to use our nominated partner, please forward a copy of this document to your chosen forwarder and instruct them to consign your shipment accordingly.

Exhibitors who engage the services of our nominated partners will be invoiced directly by them. However, if choosing to use another forwarder, payment for our services must be, at least, guaranteed, by credit card or paid in full prior to delivery. Please refer to the Shipping and Handling Order Form.

(2) ARRIVAL DEADLINES

The following recommended deadline arrival dates are valid for general non-restricted products:

<table>
<thead>
<tr>
<th>Type</th>
<th>Port</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCL Seafreight</td>
<td>Cleveland CY</td>
<td>Monday 16 April 2018</td>
</tr>
<tr>
<td>FCL Seafreight</td>
<td>Cleveland CY</td>
<td>Wednesday 18 April 2018</td>
</tr>
<tr>
<td>Airfreight</td>
<td>Cleveland (CLE) airport</td>
<td>Wednesday 18 April 2018</td>
</tr>
</tbody>
</table>

Arrival deadline dates are designed to meet with the advance warehouse deadline receiving dates. Please note that the advance warehouse will be open to accept shipments from Friday 30 March 2018 so shipments can arrive earlier than the deadlines above. For shipments arriving later than the above dates please be aware that there may be additional truck waiting time charges for a direct to show site delivery.

- The above dates are not valid for restricted products that required additional clearances such as FDA, FCC, etc.
- The airfreight date is valid for shipments consigned correctly as per our instructions per MAWB
- Due to AMS regulations, please DO NOT rely upon the latest available vessel, especially for LCL shipments.

(3) CONSIGNING DETAILS

International shipments, by both air- or seafreight, should be consigned on a prepaid basis, to the above stated ports as follows:

<table>
<thead>
<tr>
<th>Consignee</th>
<th>Notify</th>
</tr>
</thead>
<tbody>
<tr>
<td>GlobeX Logistics Inc</td>
<td>GlobeX Logistics Inc</td>
</tr>
<tr>
<td>c/o Ceramics Expo 2018</td>
<td>Attn. Ty Warren</td>
</tr>
<tr>
<td>International Expo Center</td>
<td>Tel. +1 940 584 0606 / Fax. +1 940 584 0607</td>
</tr>
<tr>
<td>Cleveland, OH 44113, USA</td>
<td>E-mail: <a href="mailto:twarren@globexlogistics.net">twarren@globexlogistics.net</a></td>
</tr>
</tbody>
</table>

DOCUMENTATION:
Please ensure that 5 copies of the Combined Commercial Invoice/Packing List (see next section) go forward with your shipment and that seafreight shipments are effected against “Express Release B/L” or Waybill only.

PRE-ALERTS:
Please send pre-alerts together with copy documentation to BOTH:

Melanie Osborne of European International (Fairs) Ltd – E-mail: melanie.osborne@european-intl.com
AND
Ty Warren of GlobeX Logistics Inc – E-mail: twarren@globexlogistics.net

(4) SHIPPING BY COURIER (DHL, Fedex, UPS, etc)

Unless shipping small amounts of literature of very low value - please do not use courier services. Delays at USA Customs due to strict USA Import Regulations are very likely. Neither we, nor Show Management, will accept any responsibility for non-USA shipments consigned though courier companies. For a “ship to”/delivery address please refer to I-X Service Center.
(5) DOCUMENTATION

We enclose herewith our Combined Commercial Invoice/Packing List format acceptable to USA Customs for exhibition freight. Should you have any difficulty completing it please do contact us for advice.

Please ensure that at least 5 x signed copies of this document go forward with your shipment.

For additional documentation which may be required, please refer to section (8) below.

(6) PACKING & MARKING

We recommend the use of durable palletised / skidded crates with screw-down lids suitable for return transportation and for multiple handling, stacking and handling by forklift or pallet truck.

Cases should be marked on two sides as follows or by using these prepared Shipping Labels:

Ceramics Expo 2018
C/o I-X Center
One I-X Center Drive
Cleveland, OH 44135, USA
Exhibitor Name………………………………………… / Booth #...................
Case Nos. 1/total and up (example 1/10, 2/10 etc)
Gross Weight, Net Weight, Dimensions

(7) WOOD PACKAGING REGULATIONS

The USA Dept. of Agriculture has adopted the international standard (ISPM15) for wood packaging material (WPM) that was approved by the International Plant Protection Convention (IPPC) on March 15, 2002. The IPPC standard calls for most * WPM to be either “heat treated” to a minimum wood core temperature of 56ºC for a minimum of 30 minutes or fumigated with Methyl Bromide and marked / branded with the internationally approved IPPC logo (below) certifying the treatment. Paper certification is no longer required or accepted as evidencing the treatment process.

* Processed wood packaging materials such as pressed chipboard, MDF and plywood are exempt HOWEVER be sure that the entire crate/pallet is constructed of this material. Invariably skids/runners and or batons are in fact made of non-treated timber.

For further information refer to the IPPC website.

(8) RESTRICTED PRODUCTS

Foodstuffs and Beverages (we strongly advise not to ship food/Beverage to the USA):

For shipments containing any quantity of food and beverage products The Bioterrorism Act of 2002 requires that the exhibitor be registered with the USA Food and Drug Administration (FDA) in advance of shipping and that prior notification of the shipment must be made with the FDA no earlier than five days and no later than eight hours prior to the arrival of the freight at the first USA port of unloading or entry. Failure to comply with these requirements could result in costly delays and possible seizure of your shipment by the USA Government. For further information go to: https://www.fda.gov/ForIndustry/default.htm.

Textile Products:
DO NOT include textile products with your shipment UNLESS you can prove that the products were NOT manufactured in a country covered by quota restriction (primarily African, Central and South Eastern Asian countries).

Products emitting Radio Waves:
Any device that emits radio frequency and/or radiation emissions including sensors, smoke detectors, monitors, biometric equipment, computers, wireless telephony transmission and/or reception equipment require clearance through the Federal Communications Commission (FCC) and/or the USA Food and Drug Administration (FDA).

Monitors, CD/DVD players/recorders and other radiation emitting devices that do not comply with existing FDA import requirements may be entered temporarily in limited numbers provided each item is immediately re-exported or destroyed under Custom’s supervision and marked with the following phrase:
TESTING/EVALUATION ELECTRONIC PRODUCT - NOT TO BE SOLD IN THE UNITED STATES. THIS PRODUCT HAS NOT BEEN TESTED FOR COMPLIANCE WITH THE APPLICABLE USA RADIATION PERFORMANCE

The FCC and FDA forms can be downloaded from the following websites:
FCC Form 740: https://transition.fcc.gov/Forms/Form740/740.pdf
FDA Form 2877: https://www.fda.gov/downloads/AboutFDA/ReportsManualsForms/Forms/UCM080778.pdf

(9) INSURANCE

It is the exhibitor’s responsibility to arrange adequate insurance cover for their exhibits and other display materials both whilst in transit as well as whilst on display during the exhibition. Invariably this is best achieved by extending an existing policy. Please note that neither we, nor the carrier, insure cargo for transit.

(10) ON-SITE HANDLING (DRAYAGE) IN THE USA

The receiving, handling, storage and loading of all freight at this venue is undertaken by I-X Service Center.

Arrangements will be made with I-X Service Center to receive and deliver to stand, shipments sent through us / our nominated partners. Payment for these services should be made to I-X Service Center directly or we can make payment on your behalf, however an outlay fee of 25% (minimum US$50.00) will apply.

(11) TERMS OF PAYMENT / SHIPPING & HANDLING ORDER FORM

Exhibitors who engage the services of our nominated partners will be invoiced directly by them. However, if choosing to use another forwarding service, please complete the Shipping and Handling Order Form. Payment must be made in advance.

Invoices are due for settlement upon presentation. In the event of non-payment within 30 days payment will be debited to the card held as guarantee and a 5% card handling fee applied. Our bank details follow:

<table>
<thead>
<tr>
<th>Bank Address</th>
<th>Sort Code</th>
<th>Account Name</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSBC</td>
<td>40-22-26</td>
<td>European International (Fairs) Limited</td>
<td>22829622</td>
</tr>
<tr>
<td>12a North Street</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guildford</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surrey GU1 4AF</td>
<td>Swift Code</td>
<td>MIDLGB22</td>
<td></td>
</tr>
<tr>
<td>United Kingdom</td>
<td>IBAN</td>
<td>GB06 MIDL 4022 2622 8296 22</td>
<td></td>
</tr>
</tbody>
</table>

Payment must be remitted in USA Dollars by credit card or bank transfer. We DO NOT accept payment by cheque.

(12) TERMS OF TRADING

All work is undertaken at the owner’s risk and in strict accordance with our Terms and Conditions of Trading. European International (Fairs) Ltd acts as an agent only and does not operate its own vehicles, containers, aircraft or vessels. Carriage undertaken by these modes of transport is subject to the terms and conditions of the carrier.

The on-site handling (drayage) is the responsibility solely of the organizer’s appointed contractor, I-X Service Center. We have no authorization to intervene and take no responsibility for any damage or loss suffered to materials whilst in their care.

The rates published in the tariff apply to general, non-hazardous, cargo not requiring special handling or equipment and do not include any carrier surcharges. All rates are based on current prices and rates of exchange and are therefore subject to change at time of shipment. The rates quoted are valid for work carried out during normal working hours.

Finally, please note that shipments arriving after our published deadlines may be subject to surcharge in ensuring timely delivery.

These instructions were written by:

European International (Fairs) Ltd
Units 6&10, Skitts Manor Farm, Moor Lane
Marsh Green, Edenbridge, Kent  TN8 5RA
United Kingdom

October 2017
## NOMINATED WORLDWIDE PARTNERS

<table>
<thead>
<tr>
<th>Country</th>
<th>Company Name</th>
<th>Contact Person</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUSTRIA</strong></td>
<td>Lagermax International Spedition GmbH</td>
<td>Hans Georg Kracher</td>
<td>+43 662 4090 2290</td>
<td><a href="mailto:messe.salzburg@lagermax.com">messe.salzburg@lagermax.com</a></td>
</tr>
<tr>
<td><strong>BENELUX COUNTRIES</strong></td>
<td>Hudig &amp; Veder Forwarding BV</td>
<td>Ger Kluter</td>
<td>+31 88 5445 090</td>
<td><a href="mailto:expo@hudigveder.nl">expo@hudigveder.nl</a></td>
</tr>
<tr>
<td><strong>BULGARIA</strong></td>
<td>Orbit Ltd</td>
<td>Ludmil Rangelov</td>
<td>+359 2 970 6 300/400/500</td>
<td><a href="mailto:irangelov@orbit.bg">irangelov@orbit.bg</a></td>
</tr>
<tr>
<td><strong>CANADA</strong></td>
<td>Globex Logistics Inc</td>
<td>Ty Warren</td>
<td>+1 940 584 0606</td>
<td><a href="mailto:twarren@globexlogistics.net">twarren@globexlogistics.net</a></td>
</tr>
<tr>
<td><strong>CHINA, PR</strong></td>
<td>APT Showfreight Shanghai Co. Ltd</td>
<td>Jennings Xu</td>
<td>+86 21 6124 0900</td>
<td><a href="mailto:Jennings.Xu@aptshowfreight.com">Jennings.Xu@aptshowfreight.com</a></td>
</tr>
<tr>
<td><strong>DENMARK</strong></td>
<td>On-Site Denmark ApS</td>
<td>Anne Metter Blicher</td>
<td>+45 32 82 02 10</td>
<td><a href="mailto:annemette@onsitegroup.com">annemette@onsitegroup.com</a></td>
</tr>
<tr>
<td><strong>FINLAND</strong></td>
<td>Schenker Int'l</td>
<td>Tanja Lehtinen</td>
<td>+358 10 5204 226</td>
<td>tanja.lehtinen@ dbschenker.com</td>
</tr>
<tr>
<td><strong>FRANCE</strong></td>
<td>Expo Service International</td>
<td>Béatrice Carron</td>
<td>+33 1 39 22 1735</td>
<td><a href="mailto:beatrice.carron@group-esi.com">beatrice.carron@group-esi.com</a></td>
</tr>
<tr>
<td><strong>GERMANY</strong></td>
<td>Fairexpress GmbH</td>
<td>Christiane Roelfs</td>
<td>+49 521 91144-20</td>
<td><a href="mailto:annemette@onsitegroup.com">annemette@onsitegroup.com</a></td>
</tr>
<tr>
<td><strong>HUNGARY</strong></td>
<td>Masped Logisztika Kft</td>
<td>Mr Bartko Miklos</td>
<td>+36 1 268 7981</td>
<td><a href="mailto:bartko.miklos@masped.hu">bartko.miklos@masped.hu</a></td>
</tr>
<tr>
<td><strong>INDIA</strong></td>
<td>Orient Marine Lines Pvt Ltd</td>
<td>Shirish Kulkani</td>
<td>+91 11 1235 4052-54</td>
<td><a href="mailto:shirishk@orientml.com">shirishk@orientml.com</a></td>
</tr>
<tr>
<td><strong>ITALY</strong></td>
<td>OTIM SpA</td>
<td>Marta Piccoli</td>
<td>+39 011 953 1735</td>
<td><a href="mailto:Marta.Piccoli@otim.it">Marta.Piccoli@otim.it</a></td>
</tr>
<tr>
<td><strong>JAPAN</strong></td>
<td>Fairtrans International Ltd</td>
<td>Takashi Oide</td>
<td>+81 3 3808 0915</td>
<td><a href="mailto:takashi.oide@fairtrans.info">takashi.oide@fairtrans.info</a></td>
</tr>
<tr>
<td><strong>KOREA</strong></td>
<td>Seum Expo Logistics Co., Ltd</td>
<td>Victoria Song</td>
<td>+82 2 538 6888</td>
<td><a href="mailto:victoria@seumexpo.co.kr">victoria@seumexpo.co.kr</a></td>
</tr>
<tr>
<td><strong>MALAYSIA</strong></td>
<td>JIM Expo Logistics (M) Sdn Bhd</td>
<td>Daniel Mithran</td>
<td>+60 3 7846 1811</td>
<td><a href="mailto:daniel@jim.com.my">daniel@jim.com.my</a></td>
</tr>
<tr>
<td><strong>MEXICO</strong></td>
<td>Pro Kio S de RL de CV</td>
<td>Jorge Koszeg</td>
<td>+52 55 5335 3727</td>
<td><a href="mailto:jorge@prokio.mx">jorge@prokio.mx</a></td>
</tr>
<tr>
<td><strong>POLAND</strong></td>
<td>C Hartwig Gdynia SA</td>
<td>Katarzyna Pawlicka</td>
<td>+48 22 873 6000</td>
<td><a href="mailto:pawlicka@chg.pl">pawlicka@chg.pl</a></td>
</tr>
<tr>
<td><strong>PORTUGAL</strong></td>
<td>FairExpo SA</td>
<td>Abilio Branco</td>
<td>+351 218 310 660</td>
<td><a href="mailto:abilio.branco@rangel.com">abilio.branco@rangel.com</a></td>
</tr>
<tr>
<td><strong>SPAIN</strong></td>
<td>Resa Internacional Events SL</td>
<td>Marta Kupis</td>
<td>+34 93 233 4748</td>
<td><a href="mailto:Kupis@resainternacional.com">Kupis@resainternacional.com</a></td>
</tr>
<tr>
<td><strong>SWEDEN</strong></td>
<td>Kuehne + Nagel AB</td>
<td>Henrik Enqvist</td>
<td>+46 31 707 7700</td>
<td><a href="mailto:henrik.enqvist@kuehne-nagel.com">henrik.enqvist@kuehne-nagel.com</a></td>
</tr>
<tr>
<td><strong>SWITZERLAND</strong></td>
<td>Swiss Expo Logistics Ag</td>
<td>Alexander Erdmann</td>
<td>+41 52 213 3323</td>
<td><a href="mailto:alexandra.erdmann@swiss-xpologistics.com">alexandra.erdmann@swiss-xpologistics.com</a></td>
</tr>
<tr>
<td><strong>TURKEY</strong></td>
<td>Express Fair Logistics</td>
<td>Osman Coskan</td>
<td>+90 216 478 6358</td>
<td><a href="mailto:ocoskan@ekspreslojistik.com">ocoskan@ekspreslojistik.com</a></td>
</tr>
<tr>
<td><strong>UNITED KINGDOM</strong></td>
<td>European Intl (Fairs) Ltd</td>
<td>Melanie Osborne</td>
<td>+44 1732 860330</td>
<td><a href="mailto:melanie.osborne@european-intl.com">melanie.osborne@european-intl.com</a></td>
</tr>
<tr>
<td><strong>UNited KINGDOM</strong></td>
<td>APT Showfreight (Thailand) Ltd</td>
<td>Hasnai Kongkaew</td>
<td>+66 (0) 2165 6158 ext 301</td>
<td><a href="mailto:hasnai@aptshowfreight.com">hasnai@aptshowfreight.com</a></td>
</tr>
<tr>
<td><strong>USA</strong></td>
<td>Globex Logistics Inc</td>
<td>Ty Warren</td>
<td>+1 940 584 0606</td>
<td><a href="mailto:twarren@globexlogistics.net">twarren@globexlogistics.net</a></td>
</tr>
</tbody>
</table>

... AND WE HAVE MORE! For countries not listed above please contact melanie.osborne@european-intl.com
(14) TARIFF

All rates/charges apply per exhibitor per shipment and are subject to the minimum levels stated. Charges will be invoiced in UK Pounds Sterling (GBP) at the prevailing rate of exchange.

i. CUSTOMS CLEARANCE and ADMINISTRATION FEES (APPLICABLE IN and OUT, EXCEPT WHERE STATED)

USA Temporary Import/Export Customs Entry, incl. of 5 Tariff Headings @ US$270.00 per entry
*Temporary Import Bond (min. US$110.00, max. US$2900.00) @ 1.5% of CIF Value
*Permanent Import Customs Entry, incl. of 5 tariff headings. @ US$260.00 per entry
*Surety Bond (min. US$70.00, max US$2900.00) @ 0.75% of CIF Value
Additional Tariff Heading Classifications @ US$15.00 per heading
Consignment Service Fee @ US$120.00 per exhibitor/shipment
On-site Attendance @ US$65.00 per exhibitor/shipment

*applicable to inbound only

ii. USA INBOUND TRANSPORT and HANDLING CHARGES

All transport and handling services from arrival Cleveland CLE airport/Cleveland CY port to delivered USA advance receiving warehouse subject to the volume/weight ratios* stated:

Minimum Charge. @ US$300.00 per exhibitor/shipment
Up to and incl. 499 Kgs @ US$1.40 per Kg
500 – 999 Kgs @ US$1.20 per Kg
Over 1000 Kgs @ US$1.10 per Kg
Full load containers/shipments above 3000 Kgs on application

NB: For inbound deliveries direct to showsite freight dock, add 50% surcharge to the above rates

iii. USA OUTBOUND TRANSPORT and HANDLING CHARGES

All transport and handling services from collection showsite freight dock to delivered FAS Cleveland CLE airport/Cleveland CY port subject to the volume/weight ratios* stated:

Minimum Charge. @ US$400.00 per exhibitor/shipment
Up to and incl. 499 Kg @ US$1.95 per Kg
500 – 999 Kg @ US$1.80 per Kg
Over 1000 Kg @ US$1.65 per Kg

Full load containers/shipments above 3000 Kgs on application

*Seafreight - 1cbm = 200 Kgs / Airfreight - 1cbm = 167 Kgs

The above rates are applicable for freight received by our published deadlines and delivered to the USA Advance Receiving Warehouse by the target date. For inbound shipments requiring delivery direct to showsite a 50% surcharge applies.

iii. POSSIBLE ANCILLARY CHARGES

ISF Filing (seafreight) @ US$140.00
Other Authority clearances FDA, FCC, TOSCA licenses etc. as per outlay plus 15%, minimum US$60.00
Customs inspections/any other third party fees charged at cost to us plus 20%
ATA Carnet clearance @ US$215.00 (chargeable in and out)
Duties, Tax and Merchandising fee as per outlay plus 15%. NB minimum merchandising Fee US$20.00
USA Terminal Handling at cost plus 15%, minimum @ US$55.00
Harbour Maintenance fee at cost plus 15%, minimum US$35.00
TSA Security Clearance (outbound only) @ US$0.20 per Kg, minimum US$65.00
Breakbulk, agency turnover fees at costs plus 15%, minimum US$35.00
Interim storage, applicable to shipments arriving more than one month prior, as per outlay plus 15%, minimum
USA truck waiting time above two (2) hours @ cost plus 15%, minimum US$85.00 per hour. NB: Five (5) hrs’ waiting time already factored into the inbound & outbound transport & handling charges above

iv. DRAYAGE CONTRACTOR’S CHARGES (APPLICABLE IN and OUT)

Unless instructed otherwise Drayage (on-site materials handling) is payable to I-X Service Center directly. We can undertake payment on your behalf, however an outlay fee of 25% (min. US$50.00) will apply.