



**ROGERS**  
WORLDWIDE

# International Shipping Instructions

A Division of Rock-It Cargo USA LLC



## **Offshore Technology Conference**

Reliant Park • Houston, Texas, USA

3-6 May 2010

The Society of Petroleum Engineers, on behalf of the Offshore Technology Conference, has appointed Rogers Worldwide as the sole official provider of international shipping, customs brokerage, freight forwarding and related services for the **2010 Offshore Technology Conference – OTC**.. All exhibitors, standbuilders and suppliers for this event expecting international shipments to arrive at the show should carefully note the following instructions and information. For additional information, please contact one of our offices:

**CHICAGO:**

Import Department  
1550 E. Higgins Road, Suite 106  
Elk Grove Village, IL 60007  
Tel: 847 806 9200  
Fax: 847 806 9204  
[import@rerogers.com](mailto:import@rerogers.com)

**LAS VEGAS:**

Ms. Sherri Pelc, LCB  
6185 S. Valley View Blvd.  
Las Vegas, NV 89118  
Tel: 702 642 3575/Mobile: 702 408 6481  
Fax: 702 648 6968  
[spelc@rerogers.com](mailto:spelc@rerogers.com)

We wish you a successful participation in this event and look forward to being of service to you.

## A) Documentation

An electronic copy of the **required** proforma invoice/packing list is available on our website at [http://rrogers.com/uploads/OTC09\\_inv.xls](http://rrogers.com/uploads/OTC09_inv.xls). For all shipments, we require five (5) copies of this form. The forms must be typewritten in ENGLISH.

Shipper's invoices must include the following information to comply with U.S. Customs (Regulation 19 CFR 141):

- Name and address of the shipper including a contact name, phone & fax numbers, e-mail and website.
- The name, dates and venue of the event (OTC 2009, May 4-7, 2009, Reliant Park, Houston, TX).
- The name of the registered exhibitor.
- The name of the pavilion (if the exhibitor is participating in an international pavilion).
- The correct booth or stand number
- Identifying marks on the packed pieces of cargo.
- Quantity of each item.
- Precise description of each item including serial numbers, model numbers, brand name, common English name and Harmonic (Brussels) tariff code of each item. Harmonic codes can found at <http://www.usitc.gov/tata/index.htm>
- Weights and dimensions of each package
- The country of origin of each item.
- The F.O.B. value of each item in U.S. dollars.

### Special requirements

- **Devices that emit radio frequency and/or radiation emissions** (such as monitors, computers, CD/DVD players) require clearance through the Federal Communications Commission (FCC) and/or the U.S. Food & Drug Administration (FDA). To obtain further information and to download the required forms, please see [www.fcc.gov/](http://www.fcc.gov/) and [www.fda.gov/cdrh/radhth/eprc\\_imports\\_and\\_exports.html](http://www.fda.gov/cdrh/radhth/eprc_imports_and_exports.html).
- Exhibitors intending to ship **food or beverage** products must be registered with the U.S. Food & Drug Administration under the terms of the Bioterrorism Act. See [www.cfsan.fda.gov/~furls/ovffreg.html](http://www.cfsan.fda.gov/~furls/ovffreg.html) for more information.

It is the exhibitor's responsibility to insure that their material conform with all existing US law and regulation regarding the import of any item regulated by the FDA, FCC or any other Government agency. Additional cost may be associated with these clearances, permits or licenses.

## B) Restricted Cargo

The following categories of material may require special documentation and/or clearances to enter the U.S.:

**Food & Beverage Products · Basic Iron & Steel Products · Televisions & Computer Monitors· Alcohol and Alcoholic Beverages · Products Made of Animal Parts· Plants, Nuts, Roots and Seeds · Live Animals · Motor Vehicles, Vessels & Aircraft · Firearms & Ammunition·Explosives and Other Military Equipment · Bearings of All Kinds· Biological and Nuclear Material · Textiles and Wearing Apparel Goods of U.S. Origin Being Returned· Drugs and Medical Equipment of Any Kind**

This list is not exhaustive and subject to change at any time by operation of law. Please contact Rogers Worldwide for specific requirements regarding these and other categories of material.

## C) Case Marking

**Fumigation Requirements for Solid Wood Packaging Material (WPM): All solid wood packing material MUST comply with current U.S. Department of Agriculture/APHIS rules to enter the USA.** Please review these requirements at [http://www.aphis.usda.gov/import\\_export/plants/plant\\_imports/wood\\_packaging\\_materials.shtml](http://www.aphis.usda.gov/import_export/plants/plant_imports/wood_packaging_materials.shtml). WPM not in compliance will be returned to origin and fines may be assessed to the exhibitor.

Each case/crate must be clearly marked as follows:

Exhibitor Name: \_\_\_\_\_  
c/o OTC 2010  
Reliant Center  
Hall \_\_\_\_\_, Stand # \_\_\_\_\_  
Houston, TX, USA  
Nos. 1/total and up (example 1/10, 2/10 etc.)  
Made in \_\_\_\_\_ (country of origin)

## D) Temporary Importations

This event will receive the official Trade Fair Designation. This classification from the U.S. Department of Commerce enables **non-consumable** international shipments to enter the United States for a period of up to 90 days without having to pay duty. Exhibitors can decide during the course of the show whether they want to permanently enter their goods into the U.S., re-export them after the close of the show or dispose of them under customs' supervision. As per U.S. Customs regulations, trade fair entries can only be filed in port where the show is located. If the freight arrives into an airport or port other than where the show is located, then the freight will have to be moved in-bond to the port where the show is located prior to clearance.

Unless otherwise instructed, if the freight arrives in a port or airport other than where the show is located or an ATA Carnet is used, all consignments will be imported under these U.S. Customs Trade Fair regulations if the total estimated duty liability is more than \$300.00. If the total estimated duty liability is equal to or less than \$300.00, then the goods will be entered permanently into the United States and the duty charged to the exhibitor or their agent. All food, beverage, give-away and literature items are considered consumable. Please note that U.S. Customs will collect 0.125% of the FOB value of any ocean freight shipment entered as a trade fair entry as the Harbor Maintenance Fee. This fee is collected only on ocean freight shipments where the first U.S. port of unloading is on the U.S. East, Gulf or West Coasts; ocean freight routed through Canada is exempt from this fee. Rogers Worldwide will pay this fee on behalf of the exhibitor or their agent and include the charge on our invoice at cost plus 15% cash advance fee.

Re-exportation, destruction or permanent entry of all goods entered into the United States under the authority of the trade fair bond posted by Rogers Worldwide must be provided by Rogers Worldwide or our authorized agents to prevent violation of the trade fair bond and the assessment of fines and penalties by U.S. Customs.

If an ATA carnet is utilized to temporarily import material for this event, the following policies should be noted:

- 1) The United States does not recognize the use of carnets for the purposes of exhibitions and fairs. Therefore, the carnet should be designated for use with 'professional equipment'.
- 2) Rogers Worldwide and our authorized agents should be named as the authorized representatives able to sign the carnet.
- 3) Sufficient counterfoils or vouchers should be included in the carnet packet.
- 4) If the general list is in any language other than English, then a translation into English should accompany the carnet. There will be an additional charge for any translation done by Rogers Worldwide or our agents. A packing list that indicates how each named item on the general list is packed and in which crate, carton or other shipping unit should accompany the carnet.
- 5) Goods for definitive or permanent entry that are shipped with goods covered by an ATA carnet should be packed and documented separately as well as manifested with a separate house air or ocean bill of lading. Failure to do so could lead to additional expense and possible delay in the clearance process to separate the commingled goods.

## E) Deadline Dates and Consignment Instructions

All ocean bills of lading and air waybills should be consigned as follows:

ROGERS WORLDWIDE  
c/o OTC 2009  
Exhibitor name: \_\_\_\_\_ Booth#: \_\_\_\_\_  
Reliant Center  
8400 Kirby Drive  
Houston, TX 77054  
Notify on arrival: Rogers Worldwide - Tel (702) 642 3575 • Fax (702) 648 6968

### OCEAN FREIGHT

All ocean freight shipments must arrive at and be routed to **HOUSTON CFS**.

- **APRIL 5, 2010** for delivery to the advance receiving warehouse
- **APRIL 12, 2010** for delivery direct to show site

Two (2) original and two (2) copies of the Bill of Lading and proforma invoices must be received by Rogers Worldwide no later than one (1) week prior to the ships arrival. **We recommend use of express Bills of Lading to prevent delays.**

### Important Information Regarding Full Containerload Shipments

If you plan to ship full ocean containers or self-propelled vehicles to the show, we recommend that the container arrive at CY or rail ramp of the port named above **ten (10) working days prior to the exhibitor's target load-in date at the show site**. The bill of lading should be consigned as indicated above. Please contact the show manager or consult your exhibitor's service kit for advice regarding target load-in dates at the show site. For all full ocean container shipments, an 'Intermodal Certification' which conforms to the regulations of the U.S. Federal Highway Administration must be given to the ocean carrier to avoid unnecessary delays in handling and delivery of the container to the show site.

The exhibitor is responsible for any cleaning charges for container or chassis returned to their steamship line with trash, dunnage, blocking, bracing and fasteners that have been left in the container. The exhibitor is responsible for retaining all dunnage, blocking, bracing, rigging, fasteners and other gear needed for the outbound shipment.

**Note About Container Storage at Showsite:** Ocean containers may be kept at the showsite after unloading with approval from Freeman. The following conditions apply:

- 1) The exhibitor or their designated forwarder or standbuilder is responsible for the safekeeping and security of the container and chassis while on-site. Any loss or damage to the equipment is the responsibility of the exhibitor or their designated forwarder or standbuilder.
- 2) The exhibitor or their designated forwarder or standbuilder is responsible for any container or chassis rental, storage, 'per diem', drayage or demurrage charges from their steamship line, Rogers Worldwide, Freeman or any truckers involved in the movement of the container and/or chassis. If you have arranged for free use of the container and chassis through your steamship line, we require a copy of this authorization from your steamship line to prevent rental, storage or demurrage charges.
- 3) Space at the showsite may or may not be available for container storage before and after move-in and move-out. In the event that the venue does not allow storage before or after the OTC contracted days, all containers will be stored at an intermediate secure yard by Rogers Worldwide and storage charged accordingly along with any demurrage, 'per diem', chassis rental or other carrier charges may be due.

**Note Regarding Early Move-In:** Permission for early move-in must be obtained in advance and in writing from the general contractor and show management. Copies of the written authorization for early move-in must be faxed to Rogers Worldwide three working days prior to the early move-in date. Failure to obtain advance permission will prevent delivery to the showsite. Deliveries made outside of straight time are subject to overtime surcharges.

### **AIR FREIGHT**

All airfreight shipments must arrive at and be routed to **HOUSTON INTERCONTINENTAL AIRPORT (IAH)**

- **APRIL 12, 2010** for delivery to the advance receiving warehouse
- **APRIL 19, 2010** for delivery direct to show site

The proforma invoice/packing lists must accompany the shipment, attached to the air waybill.

**COURIER SHIPMENTS MUST NOT BE CONSIGNED OR SENT ACCORDING TO THESE INSTRUCTIONS.** Refer to the official general contractor's shipping instructions for consignment instructions for shipments sent directly to the advance receiving warehouse or the showsite.

### **Important Information For Ocean & Air Freight**

- The deadline dates published above are based on normal conditions and do not necessarily guarantee timely clearance and delivery. We cannot be held responsible for delays caused by weather, strikes, and/or customs exams particularly with ocean freight shipments, which generally are effected more frequently.
- For all shipments, copies of documents, including truck, air or ocean bills of lading, invoices, carnets, packing lists and other required documentation must be faxed to Rogers Worldwide (Fax: (702) 648 6968) prior to arrival. Please also indicate the name of the exhibitor's showsite representative and the name of the hotel where they will be staying.
- On all shipping documents (Bill of Lading, air waybill) please indicate:

#### **NOTIFY ON ARRIVAL**

Rogers Worldwide- Import Operations Department  
Tel (702) 642 3575 • Fax (702) 648 6968

- All air and sea consignments must arrive freight prepaid. Any collect shipments will incur a 15% surcharge to cover the advancement of funds.
- For all full ocean containerload shipments that are routed to door of the showsite where the steamship line or carrier controls the final delivery and choice of trucker, a delivery coordination fee will be charged to the exhibitor.
- We recommend the use of durable crates with screw-down lids to prevent loss or damage. Containers and glassware of any kind must be packed in at least double walled high strength cardboard boxes with adequate cushioning to prevent breakage. Rogers Worldwide will not be responsible for broken containers or crushed boxes that are not adequately packed. Unpacking and packing your cargo at the showsite is the responsibility of the exhibitor.
- We recommend the use of double-walled pallet boxes for consolidated shipments containing material for several exhibitors in the same pavilion. Rogers Worldwide would break down these pallet boxes at the showsite. Use of these pallet boxes prevents pilferage, loss and breakage. Each pallet box must be marked with the name of the exhibitors contained therein as well as their booth numbers. A packing list should be provided for each pallet box. The manifest for consolidated shipment should specify what exhibitor is in what pallet box in terms of pieces, weight and measure.
- Additional charges will be billed for any translation services performed by Rogers Worldwide or our agents for invoices, packing lists and other documentation that is not in English.

### **F) Outbound Consignments**

At the conclusion of this event, Rogers Worldwide will be coordinating the outbound activities for our customers to their countries of origin. Customs exit formalities must be finalized **NO LATER THAN MAY 7, 2010** before any international goods will be allowed to leave the United States. We can discuss the appropriate arrangements with each exhibitor during the exhibition.

**Return Ocean Freight Notice:** Ocean freight bookings must be made by Rogers Worldwide in advance to insure space and equipment availability and to begin processing any required U.S. Customs paperwork. Failure to book your return ocean freight in a timely manner will result in additional costs and delay. If you wish for the booking to be made with a specific carrier, we must know the name of that carrier, the agent in Houston and the quote number to be referenced on the outbound bill of lading. Shipments sent via a designated carrier will be sent COLLECT.

Express bills of lading can only be issued to consignees with approved credit and with the permission of the carrier.

It is the responsibility of the exhibitor to properly pack and label their outbound cargo sufficiently to withstand the rigors of international transit. It is also the responsibility of the exhibitor to pay any charges due the general contractor and properly complete according to Rogers Worldwide's instructions any outbound material handling agreement or outbound bill of lading that may be required by the general contractor. The exhibitor tenders their outbound cargo at their own risk. Rogers Worldwide's responsibility for the cargo begins when the freight is placed on our designated outbound carrier.

**Important Note Regarding Special Equipment & Ocean Containers:**

To insure availability, we recommended that you book **IN ADVANCE** any special equipment (flatbeds, single-drops, double-drops, etc.), ocean containers and space on RO-RO vessels required to remove your exhibit material.

**G) Service Rates & Fees**

Following is our tariff for our services. All rates are in U.S. Dollars.

1. Import Services:

- a. Inbound A.T.A. Carnet Endorsement: \$165.00/carnet
- b. Definitive Customs Entry Fee: \$225.00/entry
- c. Temporary (Trade Fair) Customs Entry Fee: \$275.00/entry  
Additional Shipper's Invoices (past one): \$18.00 each
- d. Additional Tariff Classifications (past three per invoice): \$9.00 each
- e. Inbound Delivery Coordination/Supervision: \$35.00/Exhibitor/shipment or \$35.00/FCL, whichever is greater; Minimum = \$70.00/shipment
- f. Airport Transfer Fees or Origin CFS Handling Fees:
  - Minimum: \$125.00/shipment
  - Rate: \$0.22/chargeable kilo
  - Maximum: \$450.00/shipment
- g. Communications/Messenger Fee: \$35.00/entry or carnet
- h. US Food & Drug Administration Clearance (if necessary):
  - Food & Beverage Products: \$145.00/entry
  - Other Products: \$45.00
- i. FCC and Other Required Government Forms: \$25.00 each
- j. Destination Terminal Handling or Other Collect Carrier Fees: At cost, Minimum = \$55.00 per air or ocean bill of lading.
- k. Import Surety Bond: Necessary if an A.T.A. carnet is not used.
  - Minimum: \$75.00/entry
  - Definitive Import: 0.7% of the FOB value of the cargo
  - Temporary Import: 1.5% of the FOB value of the cargo
  - Maximum: \$2500.00
- l. Security Fee: \$50.00/AWB or Ocean Bill of Lading
- m. Duty, Tax & Customs User Fees, Estimated, Subject to Change: At cost plus cash advance fee determined by actual amount of duty, tax and user fees.
- n. Delivery of Cargo: Dependent on port or airport of arrival. Please ask for a cost estimate. Indicate weight, measure, mode of transport and any special requirements (air-ride, flatbed, vanline, etc.).

Note: A delivery coordination fee is charged for any shipment routed by the shipper through their Carrier or Forwarder to Door Showsite or Advance Receiving Warehouse:

Ocean Freight: \$150.00/Bill of Lading  
Air Freight (Including all Free Domicile/Free House Shipments):  
\$50.00/Airwaybill

Following are rates for pickups & deliveries made in Houston. All rates are based on ACTUAL weight. From arrival at airport/CFS/CY Houston to delivery at:

Advance Receiving Warehouse:

Minimum: \$140.00/air or ocean bill of lading  
Rate: \$0.62/actual kilo  
FCL Shipments: \$650.00/container  
Maximum: \$650.00/truckload

Showsite:

Minimum: \$175.00/air or ocean bill of lading  
Rate: \$0.74/actual kilo  
FCL Shipments: \$765.00/container  
Maximum: \$825.00/truckload

Fuel Surcharge: Dependent on the price of fuel as of April 1<sup>st</sup> 2009.

Trucking/Overtime

Regular trucking hours are 7:00am - 5:00pm (US Central time) Monday through Friday.

Overtime rates: An additional 50% of regular rates will apply from 5:01pm - 12:00am Monday through Friday and on Saturdays from 7:00am - 12:00am. An additional 100% of regular rates will be charged on Sundays from 7:00am - 12:00am and on ANY day of the week from 12:01am until 6:59am.

NOTES: Full container load rates do not include showsite container drayage, drop charges, chassis rental (if necessary), equipment demurrage or movement outside of regular working hours. All full container rates based on live unload with one hour of free time, both ends.

Prices will include one hour of free waiting time. Prices based on use of standard, non-air-ride equipment during regular working hours unless otherwise specified. Special delivery or equipment surcharges may be due for pickups or deliveries made outside of regular working hours or for loads that require special equipment. Truck waiting time will be assessed at a rate of \$100.00/hour or fraction thereof.

2. Showsite Services

In the United States, only the official general contractor appointed by the event organizer or management is allowed to physically move any cargo at the showsite, store empty packing material, provide forklifts, other handling equipment and labor or any other showsite services. Rogers Worldwide can pay on behalf of the exhibitor their showsite material handling or drayage charges to the official general contractor on a cost plus a cash advance/handling charge provided certain conditions are met and understood by the exhibitor.

However, Rogers Worldwide is in no way responsible for the timely or proper provision of these services. Please contact us for further information.

3. Export Services

- a. Outbound A.T.A. Carnet Endorsement: \$165.00/carnet
- b. Cancellation of a Temporary (Trade Fair) Customs Entry: \$200.00/entry
- c. Export Forwarding Fee:
  - Ocean Freight: \$110.00/bill of lading
  - Air Freight: \$55.00/airwaybill
- d. Airport Transfer Fees or Origin CFS Handling Fees:
  - Minimum: \$125.00/shipment
  - Rate: \$0.22/chargeable kilo
  - Maximum: \$450.00/shipment

- e. Outbound Coordination/Supervision: \$35.00/exhibitor/shipment or \$35.00/FCL, whichever is greater; Minimum = \$70.00/shipment
- f. Delivery from Showsite to Port, Airport or CFS Houston: Same policies apply as indicated above in the Import Services rates (see 'Delivery of Cargo', item line 'n').
 

Minimum:	\$185.00/air or ocean bill of lading
Rate:	\$0.74/actual kilo
FCL Shipments:	\$850.00/container
Maximum:	\$850.00/truckload
- g. Fuel Surcharge: Dependent on the price of fuel as of April 1<sup>st</sup> 2009
- h. Communications/Messenger Fee: \$35.00/Bill of Lading, Entry and Carnet
- i. Security Fee: \$0.15/chargeable kilo, Minimum \$50.00/AWB or Ocean B/L
- j. Return Air, Truck or Ocean Freight: Dependent on weight, dimensions, mode, level of service desired, space or equipment availability and other factors.

Notes: Please obtain a cost estimate in advance and book space and/or equipment early.

Prices include one hour of free waiting time. Prices based on use of standard, non-air-ride equipment during regular working hours unless otherwise specified. Special delivery or equipment surcharges may be due for pickups or deliveries made outside of regular working hours or for loads that require special equipment. Truck waiting time will be assessed at a rate of \$100.00/hour or fraction thereof.

**Please Note the Following:** Additional charges may be due for shipments that arrive after our arrival deadline dates as well as for overtime, special delivery, other agency clearances, insurance, waiting time, intensive exams, messenger fees, communications fees, import licenses or permits, courier fees, unpacking, packing, storage, demurrage, blocking, bracing, labor, multiple customs entries, truck waiting time, consolidated shipments containing cargo for several exhibitors requiring breakdown in our warehouse or at showsite or for any other service not otherwise specified in our tariff. The actual charges associated with a shipment may differ from any written cost estimate given due to a change in the information, particulars or circumstances upon which the cost estimate was based. All services performed on straight time during regular working hours. All rates are in U.S. Dollars.

The actual charges associated with a shipment may differ from any written cost estimate given due to a change in the information, particulars or circumstances upon which the cost estimate was based. All rates are in U.S. Dollars. Kilos are converted to pounds at a rate of 1 kilo = 2.20462 pounds. The international airfreight dimensional relationship of 6000 cubic centimeters per kilo will be used to determine the chargeable weight for all airfreight shipments. Subject to our terms, conditions, instructions and limits of liability.

Return freight rates included in any cost estimate are valid for 30 days from the date they are given.

## H) **Payment Terms**

Payment of all estimated inbound charges must be received prior to filing of any customs entry. Payment of all estimated outbound charges must be received prior to the dispatch of the cargo from the United States. Credit terms may be available from official Rogers Worldwide offices and service partners. Payment can be made via cash, traveler's checks, company checks drawn from an U.S. bank or American Express, Visa or MasterCard. Our bank information is as follows:

Rogers Worldwide (A Division of Rock-It Cargo USA LLC)  
 c/o Wachovia Bank, Philadelphia, PA, USA  
 Account # 2000018430369 - ABA Routing# 031000503

A copy of your confirmed bank transmittal receipt should be faxed to us indicating our invoice number to insure that your payment is properly applied. In the event of non-payment, for any reason whatsoever, that should result in the use of collection agencies for recovery of outstanding monies, Rogers Worldwide reserves the right to full recovery including any deductions of costs imposed by the aforesaid agencies.

The exhibitor is ultimately responsible for all charges billed by Rogers Worldwide regardless whether an agent, forwarder or other third party is involved in any way. All charges due Rogers Worldwide must be paid in full before any claim for loss or damage will be processed, investigated or acknowledged.

#### **I) Cargo Insurance**

We can offer round-trip insurance for your exhibit material subject to various restrictions and deductions. Jewelry, glassware, foods, beverages and certain other items **cannot** be covered. Requests for coverage must be made in writing on your company's letterhead accompanied with a copy of your shipper's invoice and packing list. Coverage subject to the terms, conditions, limits of liability, deductibles and exclusions of our policy. Please contact this office for additional information.

It is the responsibility of the exhibitor to arrange for adequate insurance coverage of their material while the cargo is in transit and in the custody of Rogers Worldwide, the official drayage contractor or any other carriers, agents or vendors.

#### **J) Recommended Agents**

A list of Rogers Worldwide offices experienced in coordinating exhibition shipments is attached. We suggest you contact one of these offices for your transportation services from point of origin to delivery to your booth. If there is not a Rogers Worldwide office or service partner located in your country, please contact us for advice. Should you choose to use your regular forwarding agent, please provide them with a copy of these instructions.

#### **K) Limits of Liability**

Rogers Worldwide's liability for loss or damage of materials entrusted to them for shipment is limited to that of the carriers and/or agents employed to provide such services to a maximum of \$50.00/package or the value of the cargo, whichever is less. Rogers Worldwide retains no liability for plasma screens, light bulbs, glassware of any kind, live animals or plants, musical instruments, weapons, currency, coins, perishable goods, jewelry, hard drives, recorded media or data of any type, monitors and lasers.

All work is undertaken at the owner's risk and otherwise in accordance with these shipping instructions and our terms and conditions as well as applicable law and regulation, a copy of which is available upon request. The aforementioned terms and conditions shall be construed according to the laws of the State of California. It is further agreed that jurisdiction and venue for any suit arising out of this transaction shall be in the Municipal or Superior Court of the State of California in the County of Los Angeles. It is further agreed that in the event of any suit to enforce any of the terms and conditions hereof, then in that instance the prevailing party shall be entitled to reasonable attorney's fees and costs as fixed by the court. It is the responsibility of the exhibitor to file a written preliminary notice of claim with Rogers Worldwide before the close of the show to preserve their rights to make a formal claim at a later date.

The exhibitor understands that neither Rogers Worldwide nor our agents, service partners or other suppliers are liable for any damage or loss that occurs while the freight is in the custody of the general contractor. All claims for loss or damage that may occur on or at the show site should be made directly with the general contractor. Please note the terms and conditions of service as well as the limits of liability of the general contractor are usually published in the exhibitor service kit or indicated on the contractor's order forms.