

WSA EXHIBITOR SERVICES MANUAL

4. INTERNATIONAL EXHIBITORS

General Information

Visa Information

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International Shipping (Phoenix International Business Logistics)

Special Information for International Exhibitors

This section addresses two important issues for international exhibitors, visas and shipping.

VISAS

If you are an exhibitor coming to WSA from outside of the United States, it may be necessary to obtain visas for you and your employees. Read through the Visa Information on the following pages and visit the U.S. State Department web site to determine if you need a visa. If you need a visa to enter the U.S., you may need a Letter of Invitation to secure a visa. WSA has automated the Letter of Invitation process. Invitation letters can be obtained through WSA's website – www.wsashow.com

SHIPPING

The remaining pages have information regarding shipments into the U.S. Phoenix International Business Logistics, WSA's official freight forwarder has included a form and contact information so that you can learn more about sending your materials to WSA. GES Logistics also has freight forwarding services available.

Unfortunately there can be delays in obtaining a visa and in getting your shipments through customs and to the show, so be sure to plan ahead and complete and return the necessary forms as early as possible.

VISA INFORMATION

The U.S. government requires residents of some countries to obtain a Visa before entering the U.S. The information below provides important links and details that help to make the process easier.

Visa Application Process

Recent changes to the Visa policy and procedures are expected to increase the length of time it takes to obtain a Visa. It is VERY important to apply for your Visa early. We recommend that you start the Visa application process as soon as possible. The Department of State provides the approximate wait times on their web site at http://www.travel.state.gov/visa/temp/wait/wait_4638.html

Helpful Hints

1. Review the U.S. Department of State web site (<http://www.travel.state.gov>) for changes to the Visa process that may affect you.
2. Apply early for your Visa.
3. Obtain a letter from the WSA.
4. Check your passport for expiration date.

Exhibitors with Children

During move-in and move-out **children under 18 years old will not be permitted** into the exhibit hall

Requesting a Letter from the WSA for Your Visa Application

Important Facts: Only requests meeting our eligibility requirements will be processed.

Requirements for Requesting a Letter from the WSA for Visa Application

1. WSA has automated the process for obtaining a Letter of Invitation.
2. Complete information for obtaining a Letter of Invitation is available at WSA's website – wsashow.com.

Remember it may take more than two months to go through the entire process to obtain your Visa.

Visa Interviews

A personal appearance interview is required as a standard part of this process. This can increase the processing time. It is expected fewer waivers will be granted for the interview portion of the process. WSA cannot assist you with the interview process, nor can anyone representing WSA call the embassy or consulate on your behalf to provide support for granting a Visa. If you are denied a visitor Visa, you may reapply if there is new evidence to overcome the basis for the refusal. In the absence of new evidence, consular officers are not required to re-examine such cases.

How to Find the U.S. Embassy or Consulate in Your Country

Please visit <http://www.usembassy.gov/> to find the U.S. Embassy or Consulate in your country.

Important Visa Information for Representatives of the Foreign Press

Foreign members of the media should have an I-Visa. Visit the U.S. State Department's web site for the U.S. Embassy's web site in your country for more information about the I-Visa program.

Visa Waiver Program

The Visa Waiver Program (VWP) enables citizens of certain countries to travel to the United States for tourism or business for 90 days or less without obtaining a Visa. Not all countries participate in the VWP. Visit the U.S. Department of State's web site at www.travel.state.gov to find the complete list of participating countries.

Important Change to the Visa Waiver Program:

The United States may allow entry without a Visa as part of the Visa Waiver Program (VWP), for visitors from specified countries, but visitors will be required to carry a Machine Readable Passport. Visitors travelling under the Visa Waiver Program will be required to submit an application for Electronic System for Travel Authorization (ESTA). Please go to the State Department web site to learn more about this important change to the VWP - http://travel.state.gov/visa/temp/without/without_1990.html

What Do I Need to Enter the United States Under the Visa Waiver Program?

- You must be a citizen of a Visa Waiver Program country.
- You must have a valid passport issued by the participating country.
- Your passport must be a machine-readable passport.
- You must apply for ESTA
- You must be seeking entry for 90 days or less, as a temporary visitor for business (participating in scientific, educational, professional or business conventions, conferences or seminars is permitted as a business visitor) or pleasure. You will not be permitted to extend your visit or change to another Visa category under the VWP.

Representatives of the foreign press, radio, film or other information media require a nonimmigrant media I-Visa cannot travel to the U.S. using the Visa waiver program. Visit www.travel.state.gov for more details.

INTERNATIONAL SHIPPING INFORMATION

Trade show exhibitors face new federal regulations when importing cargo via ocean liner from overseas. On January 26, 2009 the Import Security Filing (ISF) rule, also known as the 10+2 rule, took effect. International exhibitors who fail to follow the new rule may be putting their show in jeopardy. U.S. Customs and Border Protection (CBP) can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment. Exhibitors can take steps to ensure this does not happen to them.

Under the ISF rule, importers are required to submit 10 items of data about their cargo at least 24 hours before it is loaded aboard a vessel at a foreign port. Two additional data items are required by the carrier as well, resulting in what is known as the 10+2 rule. Because the new rule is complicated, CBP has established a 12 month flexible enforcement period. Failure to follow the new rule or demonstrate a good faith effort to comply could result in fines of up to \$5,000 per violation and delays in shipment.

These 10 data elements are:

- Manufacturer (or supplier) name and address
- Seller name and address
- Buyer name and address
- Ship to name and address
- Container stuffing location
- Consolidator name and address
- Importer of record number
- Consignee number
- Country of origin of goods
- Harmonized Tariff Schedule of the United States (HTSUS) number

Although any party may provide CBP with the newly required data however, not every exhibitor is prepared to gather and submit the information to CBP. For exhibitors that would like more information or help interpreting the new law, please contact WSA's official international freight forwarder, Phoenix Business Logistics. Phoenix is a licensed U.S. Customs' and has been working with WSA exhibitors for the past couple of years.

You can contact Frank Rettig, Phoenix International Business Logistics, 847-357-9255, frettig@phoenixlogistics.com.



Phoenix International Business Logistics



INTERNATIONAL SHIPPING & CUSTOMS – INFORMATION

Phoenix International Business Logistics, Inc. is pleased to provide international transportation services and U.S. import clearance to all foreign exhibitors and to any U.S. exhibitors who may be importing their valuable materials directly to Las Vegas for the **WSA January 2013** trade fair. Show management at WSA has appointed our company as this year's recommended International Freight Forwarder and Customs Broker.

Our contact info: **Phoenix Intl Business Logistics, Inc.**

9950 W. Lawrence Ave., Suite 210

Schiller Park, IL 60176

Tel# 847-357-9255 / Fax# 847-357-9394

Contact: Mr. Frank Rettig, Show Coordinator

E-Mail: frettig@phoenixlogistics.com

Website: www.phoenixlogistics.com

We have prepared Shipping Guidelines that provide easy to follow, step-by-step shipping instructions to prepare you for international transportation to the United States. These guidelines will be e-mailed to you directly. It is complete with all necessary forms, our rate tariff, required shipment arrival dates, and labeling instructions for your cargo.

The guidelines will help foreign exhibitors and U.S. importers to prepare their shipments for transportation to Las Vegas by air or sea. For shipments out of Canada or Mexico, overland service by truck is also available. Please contact us for separate instructions.

We strongly recommend that you prepare your shipment early and create accurate documentation for U.S. Customs purposes. Our overseas partners and agents are available to assist you with the shipping process. Please contact us for further details regarding the Phoenix local office or agent in your country.

We wish all of the participants at **WSA January 2013** great success!