

(UPDATED 8 MARCH 2013)

IMPORTANT SHIPPING, CUSTOMS AND SET UP INFO FOR CHI 2013 EXHIBITORS

Please read this entire document in order to make sure that your materials and equipment arrive in time to be transported to the conference for you.

OFFICIAL FORWARDING AGENT AND CUSTOMS CLEARANCE

Galax SAS, part of Albin & Pitiglini, has been appointed as the official customs broker and transportation provider for CHI 2013. Galax has offices all over the world to assist you with all customs, shipping and advance storage needs. Galax can advise on the best way to ship goods and will assist exhibitors in completing customs documents. We strongly encourage you to use Galax to transport your materials to and from the conference, if possible, as France has some of the most strict customs requirements in Europe. It is imperative that your goods clear customs through the Paris Charles De Gaulle airport. Please take into consideration that goods sent by plane can take at least 2 weeks. **If you are sending hardware or other materials that will not stay in the country after the conference, please contact Galax about the ATA Carnet shipping option.** It is the easiest and least expensive way of bringing these types of materials into the country. In addition, it is necessary to notify Galax as soon as possible if you are bringing commercial goods with you on a plane or by driving your own vehicle into France. This will permit Galax to supply you with the appropriate customs forms and prepare for your crossing.

ADVANCE FREIGHT RECEIVED IN FRANCE DEADLINE – APRIL 12

Even if you decide not to use our recommended shipper, your materials must arrive at the Advance Warehouse address below by April 12, 2013, in order to make sure they are identified, located and cleared in time for delivery for the conference. This means that you must notify our European or North American contact that you are sending freight, and we strongly suggest that you confirm your freight has been received at the advance warehouse prior to April 12, 2013.

ADVANCE WAREHOUSE ADDRESS IN FRANCE (NOTIFY OR USE OUR SHIPPER)

The address of the Advance Warehouse in France is:

ACM CHI 2013 – Exhibitor Freight/Stand (Booth) Number
Transports GIDOIN
22 rue des Ecoles
95500 LE THILLAY
FRANCE
Attn: Fred DJEBBARI Tel +33 (0)149194520

ADVANCE WAREHOUSE ADDRESS IN NORTH AMERICA (ONLY USE OUR SHIPPER)

If you wish to use our shipper and you wish to send materials from North America (by plane) to ensure they arrive on time, please make sure they are delivered to our shipper's Advance Warehouse in New York by April 3, 2013. Please also notify the North America contact that you are sending materials, and please note that the charges for the air transport from New York to Paris will be billed to your organization.

ACM CHI 2013 – Exhibitor Freight/Stand (Booth) Number
Alpi c/o PAI Trucking
145-45 156th Avenue
Jamaica, NY 11434
Attn: Jeremy Tel: +1 718-712-2700

CONTACTS FOR SHIPPING, CUSTOMS, AND STORAGE (AND ASIA HELP)

Mr. Fred Djebbari (Europe, Asia Referrals)
Galax SAS, Paris Charles De Gaulle Airport,
France
Tel: +33 014 919 4519
Email: custair@galax.fr or fdjebbari@galax.fr

Graziella Scasso (North America)
New York, USA
Tel: +1 718 949 6969 ext. 34
E-mail: Graziella.scasso@alpiusa.com

STORAGE OF PACKAGING ON SITE AND PACKAGING REQUIREMENTS

Important -The quality of your packaging is an important consideration for shipping to the conference if you are planning to use the same packaging to ship your materials back after the conference. Wooden packaging materials used in international shipments **must comply with NIMP15 standards** or the material will be destroyed.

Also Important – You must arrange with **our shipper** to have your empty packaging stored after you unpack your materials and returned to you on Thursday afternoon for return shipments. This service may have a fee associated with it.

NO DIRECT SHIPMENT TO PALAIS DES CONGRES

No direct shipment to the Palais is possible because we cannot sign for your shipment, and there is no service desk to accept shipments on your behalf. Avoid this problem by shipping early.

RETURN SHIPPING

Please discuss and make arrangements for any return shipping when you arrange your original shipping to the conference. If you use another transport company to send your return shipment, **you must stay with your materials until your shipper picks them up.** You may not leave any materials unattended for another shipper to pick up.

TRACKING AND LABELING RECOMMENDATIONS

In order to better track your freight, please **take care to keep a record of the following information:**

- Contents of your package(s)
- Number of boxes shipped ****EXTREMELY IMPORTANT****
Please label your boxes with an individual and total number (Box 1 of 5, Box 2 of 5, etc.) as well as your company name and stand/booth number
- Description of each box (for example, ‘blue plastic container,’ or ‘12 x 6 x 2” white box,’ etc.):
- Total weight (of all boxes combined):
- Delivery method (conference shipper, UPS, Fedex, etc.)
- Tracking Number(s)
- Anticipated Delivery Date at Alpi/Galax Warehouse
- Contact name and cell phone number in case the shipment does not arrive as specified

This is very important -- without this information, you may not be able to locate your packages once you arrive in Paris, and we may not be able to help you.

RECOMMENDED QUANTITIES FOR GIVEAWAYS

Many exhibitors have asked for this number. We are expecting about 2500 attendees, this is a good number to use for planning any items you want to give away from your booth. Please note that all items can start arriving now and must arrive no later than April 12 at the advance warehouse in France.

COMMERCIAL INVOICE ADDRESS

The correct address to use on any commercial invoice needed for materials you are importing to distribute at the conference, or eventually return to your organization is:

ACM - Association for Computing Machinery, Inc.
c/o Exhibitor Name + CHI 2013
Palais des Congrès de Paris
75017 PARIS - FRANCE

ACM (our parent organization) and CHI 2013 have a registration number that our custom broker will use to make the entry summary for all shipments. Please give this commercial invoice address instruction to your vendors if any of your materials come directly from someone else. **There is a sample commercial invoice form included with this document. Please contact the appropriate shipping people if you have questions regarding the commercial invoice.**

EXHIBIT SET UP AND RECEPTION (MONDAY)

- The exhibit area will be available for set up on Monday, 29 April from 09:00 am to 16:30 pm (4:30 pm) *Please note that there is no Sunday set up this year.*
- All exhibits must be ready for the exhibit management walkthrough at 16:30 pm on Monday (one hour prior to the Conference Reception and the Grand Opening of Exhibits).
- Exhibitor badges must be worn at all times during set up and dismantling.

EXHIBIT REMOVAL (LATE THURSDAY)

- **Exhibits may not be dismantled or removed until the close of the show, after 13:30 (1:30 pm) on Thursday.**
- Large packaging may not be available for return until late afternoon Thursday. We will update you on this when we have more information.
- All materials must be cleared from the Hall by 6:00 pm, Thursday, 2 May.