



## International Freight Forwarding & Customs

*"You Travel the world with your Business.  
We make sure your Exhibit does too."*

A Division of Rock-It Cargo USA, LLC  
[import@rerogers.com](mailto:import@rerogers.com)  
[www.rerogers.com](http://www.rerogers.com)



May 5-8, 2014  
Reliant Center  
Houston, TX

**ROGERS WORLDWIDE** will be providing customs brokerage and international freight forwarding services for the **2014 Offshore Technology Conference – OTC**. We will supervise the entire shipping process, to include pick up of cargo at its origin, U.S. Customs clearance and re-export formalities after the show.

### **Quick Links:**

- [Get a Quote](#)
- [Find Shipping Instructions](#)
- [Download a Commercial Invoice/Packing List Form](#)
- [Read FAQ About Shipping to Tradeshows in the U.S.](#)

## **CONTACT US**

[Rogers Worldwide Offices & Partners list](#)

Rogers Worldwide has offices and service partners throughout the world available to assist you. Click the above link to find contact information for your country.

### **Rogers Worldwide USA Main Office**

Tel: 1-847-806-9200  
Fax: 1-847-806-9204  
[import@rerogers.com](mailto:import@rerogers.com)  
[www.rerogers.com](http://www.rerogers.com)

## **CARGO ARRIVAL DEADLINES**

Advance Ocean Freight is to arrive by: **April 10, 2014** at the **Houston CFS**  
Advance Air freight is to arrive by: **April 17, 2014** at the **Houston Intercontinental Airport (IAH)**

Deadline for Ocean Freight arrival at show site is **April 17, 2014**  
Deadline for Air freight arrival at Show Site is **April 24, 2014**

Your shipment should be consigned to:

Reliant Center  
8400 Kirby Drive  
Houston TX, 77054

**Show Name:** 2014 Offshore Technology Conference

Exhibitor name: \_\_\_\_\_ Booth#: \_\_\_\_\_

**NOTIFY ON ARRIVAL:** Rogers Worldwide - Tel (702) 642-3575 • Fax (702) 648-6968

## **DOCUMENTATION**

For all shipments, we require three (3) copies of a [Commercial Invoice/Packing List](#) in **ENGLISH**.

### **Special requirements**

- Specify the **Harmonized tariff code** for each item listed on your invoice. A complete list of these codes can be found at <http://www.usitc.gov/tata/hts/bychapter/index.htm> on the U.S. International Trade Commission website.
- **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.
- **Devices that emit radio frequency and/or radiation emissions** (such as televisions, personal computers, laser printers, monitors, CD & DVD players) require clearance through the Federal Communications Commission (FCC) and/or the U.S. Food & Drug Administration (FDA). For further information & to download the required forms, see the following websites: [http://www.fda.gov/cdrh/radhth/eprc\\_imports\\_and\\_exports.html](http://www.fda.gov/cdrh/radhth/eprc_imports_and_exports.html) and <http://www.fcc.gov/>.

## **CASE MARKING**

Each case/crate must be clearly marked as follows:

Exhibitor Name: \_\_\_\_\_

c/o 2014 Offshore Technology Conference

Hall \_\_\_\_\_, Stand # \_\_\_\_\_

Houston, TX USA

Case # \_\_\_ of \_\_\_ (example: 1 of 10, 2 of 10, etc.)

Made in \_\_\_\_\_ (country of origin)

## **TERMS & CONDITIONS**

Rogers Worldwide offers our services subject to our terms, conditions and limits of liability as indicated in our shipping instructions and written statement of terms and conditions which are available upon request.

**We hope your participation in this event is a great success and we look forward to being of service to you.**