**Exhibitor Questionnaire**

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| # | **Details of your organisation** | **Response** |
| 1 | Your organisation or company name and address. |  |
| 2 | Your full name |  |
| 3 | Your contact information (Email/Tel/Cell) |  |
| 4 | Your lead contact person on arrival in the U.S |  |
| 5 | Your hotel name at destination (if known) |  |
| 6 | Your organisation or company Tax ID |  |
| 7 | Your export authorisation number (if applicable). |  |

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| # | **Details of your shipment & Travel** | **Response** |
| 1 | Inventory list of the goods you are shipping | Please provide list |
| 2 | Does your shipment contain batteries or fuel | If so, please provide details and MSDS – Material Safety Date sheet. |
| 3 | Tell us how your goods are packed?  No. of packages  Total weight of all packages (Kg/Lb)  Dimensions of all packages (Cm/In |  |
| 4 | Do you need help with packing? |  |
| 5 | Pick up address if different from your organisation office. |  |
| 6 | Date your shipment will be ready for pick up |  |
| 7 | Value of shipment with breakdown based on inventory. |  |
| 8 | Will all goods be returning after the event? |  |
| 9 | Date you will arrive in the U.S |  |
| 10 | Date you will arrive back to your home country. |  |
| 11 | Do you need help with export paperwork? | SEKO can provide templates |
| 12 | Do you require insurance? | Recommended |

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| # | **Forms & Letters for customs** | **Completed by** |
| 1 | POA form for all to complete | Exhibitor |
| 2 | POA form for Foreign Entities (Additional) | Exhibitor |
| 3 | Shipping Invoice | Exhibitor |
| 4 | Letter of Intent for TIB | Exhibitor |
| 5 | TIB – Temporary Import Bond | SEKO |



Support in completing documents is available on request.

Please send all completed forms to the email address below, you will be provided a reference number in the subject field to use moving forward: -

[uk.government@sekologistics.com](mailto:uk.government@sekologistics.com)