Catalog show Participation

BIT, Milan, Italy, February 14-17, 2004
and
BMT, Naples, Italy April 2-4, 2004

PLEASE CHECK EACH ITEM TO MAKE SURE YOU ARE SENDING US ALL THE NECESSARY MATERIAL.
PLEASE TAKE THE FOLLOWING STEPS:

1. By December 31st, send the following material:

- ❑ Completed and signed Participation Agreement (see attached at page 5)
- ❑ Completed BIT catalog form (see attached at page 6/7)
- ❑ Check *made payable to "U.S. Department of Commerce"*
  or
- ❑ Credit card payment (see instructions below)

Send all the above material <u>by express courier service (i.e. DHL, UPS, FedEx)</u> to the following address:
Hans Amrhein, Principal Commercial Officer
U.S. COMMERCIAL SERVICE – BIT SHOW
U.S. CONSULATE GENERAL
Via Principe Amedeo, 2
20121 Milan, Italy
or fax it to: +39/026596561

2. By January 10th ship your promotional materials (see attached instructions at page 8)

Credit card payment: If you wish to pay by credit card – American Express, Visa or Master Card – please just fill in below and fax this page together with the items listed above to +39-02-659-6561.

Name of the company . . . . . .

Card . . . . . **No. (15 digits)** . . . . . .

Exp. Date . . . . . / . . . . . **Amount $** . . . . . .

Full name on card. . . . . .

Signature. . . . . .

Date. . . . . .

U.S. Department of Commerce
International Trade Administration
CONDITIONS OF PARTICIPATION

I. U.S. Commercial Exhibition defined
Solo Fairs: Overseas exhibition sponsored, conducted and managed by the U.S. Department of Commerce (USDOC) for the benefit of U.S. firms. Most solo fairs are vertically organized by product line.
International Trade Fairs: Overseas exhibitions conducted and managed by a party other than the U.S. Government, at which the U.S. Department of Commerce sponsors a U.S. presence. International Trade Fairs may be either horizontal or vertical in terms of product theme.

II. Criteria

Firms that participate in a U.S. Commercial Exhibition (hereafter referred to as "Exhibition") must use the event to promote the sale of products or services which in the judgement of the Department meet one of the following criteria:

A. Manufactured or produced in the United States.

B. If manufactured or produced outside of the United States, the product or service must be marketed under the name of a U.S. firm and have U.S. content representing at least 51 percent of the value of the finished good or service.

III. Policy on the mixing of new and used equipment in a single event:

The Department has found that the promotion of both new and used equipment at a single exhibition usually impairs the success of the event. Therefore, except where a contrary policy is announced at the time participation by private firms is first invited by the Department, the display or promotion of used equipment in events featuring new equipment, or vice versa, will not be permitted.

IV. Within the limits of available resources, as determined by the U.S. Department of Commerce, the Department agrees to:

A. Undertake an appropriate **promotional campaign** to attract to the Exhibition importers, distributors, agents, licensees, joint-venture partners, franchisees, buyers and end-users, including key government officials. This may incorporate press releases, brochures, and directories, special trade and press showings, conferences, receptions and other publicity and promotional techniques as appropriate.

B. Provide exhibition space in accordance with booth size and contribution schedule.

C. Provide the following **exhibition services**:

1. Overall exhibition design and fabrication, and individual display stand design and construction.
2. Installation of a display system and furnishings such as shelves, chairs and tables.
3. Mounting of standard Participant and agent/distributor identification signs.
4. Normal utilities and hookup services. (Utility requirements determined by the Director of the U.S. Exhibition or designee to be unusual will be charged to the Participant at cost.)
5. Interpreter assistance, if deemed necessary under local conditions by the Director of the U.S. Exhibition, for Participants not having representation in the country of the Exhibition.
6. Normal housekeeping and security services.

The Department reserves the right to control the type of display and materials used by participants to ensure conformity with the Exhibition theme, to maintain overall design integrity and to conform to the installation schedule.

D. Provide **marketing counseling** and advice, including identification of prospective customers, licensees, joint-venture partners, distributors and agents, and assistance in evaluating their suitability; and background information on local trade and pricing practices and customs.

E. Arrange for the following **transportation, loading and services**:

1. Coordinate, through the Department or its agent, the shipping schedule of exhibit items originating from the United States. U.S. carriers should be used whenever practicable. Further, schedule the movement of the Participant's exhibit items from the point of entry in the host country to the exhibition site on the condition that the Participant has complied with all shipping and marking instructions and carrier designations provided by the Department or its agent.
2. Coordinate unloading and unpacking of Participant's equipment from transport vehicles at the exhibition site, placement in the display area and storage of empty shipping cartoons or crates during the exhibition
3. Coordinate repacking and loading of exhibit items to be shipped from the Exhibition using original packing materials. If it is not practicable to use the original packing material, the cost of new packaging materials shall be borne by the participant.

The U.S. Government shall be held harmless against breakage or other damage to the Participant's equipment that might occur in the course of the performance of these services described under Section IV, E. Accordingly, the Participant may wish to obtain insurance to cover its risk of loss due to breakage or other damage that might so occur. Should special equipment be required beyond that normally used for handling, installation, or operation, the Director of the U.S. Exhibition or designee will obtain it if available;

additional costs incurred shall be paid by the Participant. The Director of the U.S. Exhibition, at his or her discretion, may refuse to handle exceptionally large, delicate or complex equipment not identified on the Participation Agreement.

V. The Participant agrees to:

A. Make a **financial contribution** to the U.S. Department of Commerce in an amount to be established for each Exhibition for use in funding all services provided to the Participant as described in Section IV, paragraphs A thru E, including market development, operating and hospitality costs of the Exhibition, and other international trade promotional activities. A signed **Participation Agreement** (Form ITA 4008) is to be submitted with the contribution.

B. Furnish a **listing of exhibit items** with the Participation Agreement.

C. Provide a **qualified, decision-making representative** to be on duty at the Exhibition during business hours through the term of the Exhibition. This representative shall be prepared and authorized to discuss product lines; to give price quotations on various bases, as appropriate; and to make sales and related arrangements. This representative shall also be authorized to make immediate payment for all expenses chargeable to the Participant under this section V and to make any decisions required to carry out the Participant's responsibilities described in this section V, G and H, below. The company representative should be designated in writing to the Department at the earliest possible date. This person should arrive at the Exhibition site a sufficient number of days in advance of the Exhibition opening date to insure that the Participant's exhibit equipment is properly set up for demonstration and to gain familiarity with the market. At a minimum, the representative should be present two days prior to the opening to attend such functions as may be appropriate.

D. **Mark and ship** equipment according to instructions to be furnished by the Department or its agent and provide for the proper disposition of exhibit items.

E. When directed by the Department or its agent, document, pack, and ship catalogs, brochures, sales literature, and other expendable items separately from exhibit equipment.

F. Obtain:

1. All **export licenses** required by the Department's Bureau of Export Administration, or by any other export licensing agency, e.g. the Nuclear Regulatory Commission, U.S. Department of Energy, and the Office of Munitions Control, U.S. Department of State, for demonstration or exhibit equipment and for the disposition abroad of exhibited equipment or any other items following the exhibition. Information concerning export license requirements may be obtained from the Bureau of Export Administration, Exporter Counseling Division, Washington, D.C. (202) 482-4811, or from the nearest U.S. Department of Commerce District Office.

2. Any **permits** necessary under host country law relevant to this operation of exhibit equipment. (While this remains the responsibility of the Participant, the Department will endeavor to ensure that Participants are advised of any such requirements.)

G. 1. Before the close of the Exhibition, pay all **costs of shipment** of exhibit and promotional items from point of origin to the exhibition site, including, inland, freight storage, duties, if applicable, and other charges such as port handling, transfer, cartage, freight forwarding, customs brokerage, taxes and other fees.

2. Pay any **other miscellaneous costs** which may be incurred before, during or after the Exhibition to the account of the participant.

3. **Reexport exhibit items** within the time limitations set by the host country, if not the host country, if not sold or otherwise disposed of, and pay all **duties and taxes**, customs and related charges which may be levied. The Participant shall comply fully with all import and customs laws of the host country.

H. Arrange for removal of exhibit items from the Exhibition site after the close of the Exhibition within a time period to be determined by the Director of the U.S. Exhibition or designee. At or before the conclusion of the Exhibition, the Participant shall provide the Director of the U.S. Exhibition or designee, in writing, with one or more of the following instructions as to the **disposition** of the Participant's exhibit items:
1. Release at the Exhibit site to the custody of the Participant.
2. Place in storage for further disposition in accordance with Section V, H, 1, above.
3. Release at the Exhibit site to a specified third party, e.g., the buyer, freight forwarder, in accordance with Section V, H, 1 and 2, above.

I. Pay **all costs for shipping** exhibit items from the exhibition site to the next destination. If the exhibit items are not to be returned to the United States at the conclusion of the Exhibition, the Participant shall comply with any restrictions on foreign disposition established by the Bureau of Export Administration or any other relevant export licensing agency. If the Participant fails to provide written disposition instructions at the close of the Exhibition, the Department may, at the Participant's expense, release the Participant's exhibit items to the freight forwarder servicing the Exhibition for appropriate disposition. Failure of the Participant to furnish such instructions shall release the Department from responsibility for any disposition of the Participant's equipment, including all related expenses and necessary documentation.

J. Execute a new Participation Agreement if the Participant's exhibit items are to be displayed at another Commerce-sponsored overseas exhibition. The Participant will be responsible for paying all costs involved in shipping the items to the subsequent site.

K. The Participant agrees to **indemnify and hold harmless** the U.S. Government, its agencies and instrumentations, against all suits, actions, claims, costs, or demands (including without limitation, those resulting from death, personal injury, and property loss or damage) to which the U.S. Government, its agencies and instrumentalities may be subject or put by reasons of loss of or damage or illness or injury (including death) to the property or person of any one other than the U.S. Government, its agencies, instrumentalities and personnel, arising or resulting in whole or part from the Participant's participation in the Exhibition, including but not limited to acts done or performed by the Participant, its representatives or employees, and also including but not limited to the Department's performance of services for the Participant under the terms of these Conditions of Participation.

The Participant agrees, and it is incumbent upon the Participant, to be covered at its own expense for comprehensive **all-risk insurance**, including casualty, accident and liability insurance in amounts adequate to cover reasonable risk of liability for death, personal injury, illness, property loss or property damage relating to acts done or performed by the Participant, its representatives or employees otherwise in the Exhibition, which participation includes the Department's performance of exhibition services for the Participant. In no event shall these liability coverage amounts be less than may be required for these purposes by the laws of the host country.

L. Provide detailed and accurate information as to the technical specification of the exhibits equipment on **Product Characteristics Form** (ITA-426P).

M. Provide promotional information on the **Marketing Data Form** (ITA-466P) and supply publicity materials in accordance with instructions furnished by the Department.

N. Provide the Director of the U.S. Exhibition or designee at the end of the Exhibition with information on the results of its participation on **Exhibitor and Mission Report Form** (ITA-4075P) or successor forms. In addition, the Participant may be requested to report business activity resulting from participation in the Exhibition. Information provided by the Participant will be used for program evaluation purposes only. If the Participant requests that particular information be treated confidentially, the Department will honor the request to the extent possible under applicable law.

VI. Other conditions

A. The Director of the U.S. Exhibition or designee has complete authority to assign space, determine articles and methods to be used for display of items, determine location of the Participant and representation identification in booths, and has overall authority concerning matters directly relating to the U.S. Exhibition and its participants.

B. While the Department makes every effort to insure that marketing information furnished to exhibitors is reliable and up-to-date, it assumes no responsibility for any errors or omissions therein. Although the Department will make every effort to facilitate a successful exhibition, it is understood and agreed that the Department does not guarantee in any way the success of any Participant in the Exhibition. The only contractual obligations the Department assumes are those expressly made herein or mutually agreed to by an amendment in writing.

C. If, for any reasons, the Participant cancels participation in the Exhibition, its financial contribution will be refunded only if written notice is received by the Department 90 days before the opening of the Exhibition. Any such notice should be addressed to the attention of the Department's project officer with whom the Participant has been dealing. The Department, at its sole discretion, and upon its determination that it would be consistent with the proper operation of its exhibition program, may allow a partial or full refund of the financial contribution.

D. It is agreed that the Department or its contractors shall be absolved of **liability** for any damage or loss resulting from or related to the failure of the Participant to comply with the provisions of these Conditions of Participation. If the Participant fails to fulfill any of its obligations under these Conditions of Participation, the Participant's contribution may be forfeited. In the event additional costs are incurred by the Participant's failure to comply with the provisions of the Conditions of Participation or instructions provided therein, such additional costs, including all attorney fees, shall be paid by the Participant.

E. While the Department will make every effort to select reliable contractors such as freight forwarders, customs brokers, designers, photographers, translators, etc., for the benefit of the Participant, it assumes no responsibility or **liability** for the acts of any contractor selected.

F. The Department reserves the right to cancel the Exhibition or the participation of any Participant at any time. In the event of such cancellation, the Department shall notify the Participant but shall incur no **liability** to the Participant for costs incurred by the Participant except the return of the Participant's contribution.

G. Not more than five companies will be allowed to share a single booth under one Participation Agreement and one contribution. The Department will determine the number of firms permitted, up to five per booth, taking into consideration the items to be displayed. The Department will not be obligated to promote or prepare complimentary graphics or stand identification for more than one company.

H. It is understood that all applications for participation in the U.S. Exhibition are subject to approval by the Department.

OMB NO. 0625-0147
EXPIRES: 10/31/2000

U.S. Department of Commerce

FORM ITA-4008P
(REV. 8/97)

Participation Agreement

4	F	1	3					

(EVENT ID)

D-

1. Name, Date and Site(s) of Promotional Event/Service:

U.S. Pavilion at BIT 2004 Milan, Italy
February 14 – 17, 2004

2. Company's/Participant's Name, Address, Telephone and Fax Numbers and E-mail Address:

3. Contact Name(s), Title(s), and Contact Information *(if different from #2):*

4.Company/Participant is:

☐ New-to-Export ☐ New-to-Market ☐ Old-to-Market

5. Numbers of Employees ☐ 1-49 ☐ 50-99 ☐ 100-299 ☐ 250-499 ☐ 500-999 ☐ 1,000+

6. Name and contact information (address, telephone, fax, e-mail) of overseas representative(s) responsible for marketing Company's/Participant's products in the trade event country or countries, if applicable:

7. Participation fee of $ _____ ☐ enclosed ☐ sent separately. *(Make check payable to U.S. Department of Commerce)*

8. Additional Information, if needed, e.g. description of display items, products or services being provided or promoted.

9. Company/Participant agrees to abide by the terms of the attached Conditions of Participation, which form a part of this agreement, and acknowledges that information provided by Company/Participant to the Department of Commerce in connection with this event or service may be made available to the public.

Signature of Duly Authorized Company/Participant's Representative **Date**

Print Name and Title

U.S. Government Use Only

10.

TOTAL AMOUNT DUE $_____

UNITS _____ AMOUNT RECEIVED $_____

BALANCE DUE $_____

11.

PRINT OR TYPE OFFICER'S LAST NAME FIRST INITIAL

12. APPROVED FOR COMMERCE

Signature Date

Print Name and Organization

This information collection is authorized by law (15 U.S.C. 1501 et.seq. 15 U.S.C. 171 et seq.) Although you are not required to respond, no agreement may be concluded for Company's/Participant's participation in a U.S. Department of Commerce-scheduled promotional event/service unless a completed Participation Agreement form has been received. Public reported burden for this collection of information is estimated to be 20 minutes per response, including the time for reviewing instructions, and completing and reviewing the collection of information. Notwithstanding any other provision of law, no person is required to respond, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Clearance Officer, International Trade Administration, Department of Commerce, Room 4001, 14th St. and Constitution Avenue, N.W.,Washington, DC 20230.

Bit 2004

INTERNATIONAL TOURISM EXCHANGE

14-17 FEBRUARY 2004 - FIERA MILANO

FORM 2A

TO BE SENT BY 30 OCTOBER

ON-OFFLINE CO-EXHIBITORS CATALOGUE

Please complete in capital letters

Co-Exhibitor

INDICATE ASSIGNED CODE

EXHIBITOR CODE

CO-EXHIBITOR EXHIBITOR DATA

The Co-Exhibitor requests inclusion in the exhibition catalogue as follows:

Address

Post Code City

Country Dialing Code +

Tel. Fax

E-mail Web Site

To be filled in in case the Exhibitor wants to be also classified by Home Country.

Company's Home country

BUSINESS ACTIVITIES

- ☐ **Promotion organisations** (Institutions – Promotion boards)
- ☐ **Tour operators – Travel Agencies** (Trade consortia included)
- ☐ **Carriers**
- ☐ **Rental**
- ☐ **Travel Technology**
- ☐ **Infrastructures**
- ☐ **Accommodation**
- ☐ **Training**
- ☐ **Consultancy**
- ☐ **Services**
- ☐ **Conference- Meeting**
- ☐ **Spa - Wellness**
- ☐ **Sport - Leisure**
- ☐ **Culture - Entertainment**
- ☐ **Media - Press**

CO-EXHIBITOR'S DATA LOADING

EXPOcts will load the following data in the on-offline Exhibition catalogues: company details (see above), business activity and stand position. Moreover it will be possible to load further details of the co-Exhibitor activity (see back page) as follows:

☐ Loading by the Exhibitor Standholder

☐ Loading by the co-Exhibitor, in this case please indicate the person to whom EXPOcts will send the web password.

CO-EXHIBITOR CONTACT

Name and surname Position

Tel. Mob.

Personal e-mail

Date / /

Standholder's Stamp and signature

Pursuant to Law no. 675 of 31 December 1996, we advise that EXPOcts S.p.A. will process and use your personal data solely for statistical and promotional purposes, including publishing them on the exhibition website and Expopage, recognizing the rights outlined in Art. 13, Law 675/96.

EXHIBITIONS MANIFESTAZIONI EXPOcts

EXPOcts S.p.A.
Via Generale G. Govone, 66 - 20155 Milano - Tel. +39 02 34984.1 - Fax +39 02 33600493
Cod. Fisc. e P.IVA 04020140150 - bit@expocts.it - www.expocts.it/bit

Con la collaborazione di: CAMERA DI COMMERCIO INDUSTRIA ARTIGIANATO E AGRICOLTURA DI MILANO

FIERA MILANO

BUSINESS ACTIVITIES

The scheme below shows the activity details to be loaded by Exhibitors in the web space reserved to them.

ACTIVITY DETAILS

PROMOTION ORG.
Institutions
Promotion consortia
Tourism associations
Tourism promotion boards

SPA – WELLNESS
Ayurvedic – Antistress centre
Beauty – Fitness centre
Spa – health resort
Thermal park

CARRIERS
Airline
Camper – Motorhome
Coach operator
Cruise line – Ferry
Railway

RENTAL
Airplane – helicopter
Boat – Sail and engine
Car
Coach

TRAVEL TECHNOLOGY
Audiovisual conference equipment
E-commerce B2B
E-commerce B2C
Multimedia
Reservation systems
Solutions for carriers
Solutions for hotels
Solutions for T.O / T.A.
Telecommunications

INFRASTRUCTURES
Airport
Cablecar
Harbour - marina
Motorway – Road

CULTURE – ENTERTAINMENT
Archeological site
Casino
Festival
Museum – Cultural centre
Natural park
Theatre – Opera - Show
Theme park

CONSULTANCY
Marketing
Promotion, advertising, P.R.
Tourist representative company

TRAINING
Language school
Professional training centre
University – professional school

MEDIA - PRESS
Other press
Radio
Tourist trade press
Tv
Web

CONFERENCE – MEETING
Conference organiser
Congress centre
Exhibition organiser

T.O. – TRAVEL AGENCIES
Network
Trade consortia
Travel agency
Tour operator

SPORT – LEISURE
Golf course
Historic venue
Horse riding centre
Restaurant
Shopping centre
Sporting centre
Sporting school
Wine cellar
Yachting centre

ACCOMMODATION
Bed&Breakfast
Camping
Castle – Historic house
Chain – Hotel group
Children holiday camp
Congress hotel
Golf hotel
Holiday club - Village
Hotel
Motel
Religious centre
Residence – Aparthotel
Rural-farm house
Spa – Hotel
Villa – Apartment
Youth hostel

SERVICES
Tour guide – Escorting staff
Entertainment staff service
Insurance services
Hotel booking centre
Distribution (carriers)
Travel related services
Event and show organisation
Theatre – Show booking
Recruitment
Airport services
Banking services
Financial services
Hotel management company
Travel management solutions
Translation – Interpreting

DETAILS T.O. – TRAVEL AGENCIES

SPECIALISATION

BY EVENT	SPECIAL PACKAGES	BUSINESS TRAVEL	SPECIAL TOURS
Cultural	Customised	Business travel	Charter flight
Musical	Last minute	Congress and conference	River and lake cruises
Religious	Week-end	Fairs and exhibitions	Sea cruises
Sports		Incentive	Fly & Drive
			Rail tours
			Bus tours

BY TARGET	BY LOCATION	BY INTEREST	SPORTING PACKAGES
Children	Art cities	Adventure	Mountain climbing
Disabled	City	Archaeology	Hunting
Gay & Lesbian	Hill – Countryside	Art city tours	Cycling
Honeymoon	Historic-artistic centres	Cultural	Horse riding
Single	Island	Escorted shopping tours	Golf
Senior cityzens	Lake	Leisure	Motorcycling
Youth and students	Mountain	Nature – eco tourism	Nautical
	Seaside	Parks – Natural reserves	Fishing
	Spa	Photo safari	Winter sports
		Religious	Scuba diving
		Study - Training	Trekking
		Spa – wellness	
		Wine-gastronomy	

PROFILE

TYPE OF TRAVEL MARKET	CATEGORY OF PRODUCT/SERVICES	SPECIALISATION
Individual	Deluxe	Incoming
Large groups	Economy	Outgoing
Small groups	First class	
	Moderate	

GEOGRAPHICAL AREAS

ITALY		THE WORLD	
Abruzzo	Molise	Africa	Europe
Alto Adige	Piemonte	Central	Central
Basilicata	Puglia	Mediterranean	East
Calabria	Sardegna	Southern	Mediterranean
Campania	Sicilia	Americas	Northen
Emilia Romagna	Toscana	Caribbean	Indian Ocean
Friuli Venezia Giulia	Trentino	Central	Middle East
Lazio	Umbria	North	Oceania
Liguria	Valle d'Aosta	South	Pacific
Lombardia	Veneto	Asia	Polar Regions
Marche	All Italy	North East	
		South East	

DETAILS ACCOMMODATION

PROFILE

CATEGORY OF PRODUCT/SERVICES	SPECIAL AGREEMENT	SPECIALISATION
Deluxe	Allotment basic	Incoming
Economy	Full for empty	Outgoing
First class		
Moderate		

TYPE OF STRUCTURES

NR. OF ESTABLISHMENTS	NR. OF BED-PLACES
1	Up to 100
2	Up to 300
3-5	Up to 600
6-10	Up to 1000
10-20	Up to 2000
Over 20	Over 2000

LOCATION OF ACCOMMODATION STRUCTURES BY GEOGRAPHICAL AREAS

ITALY		THE WORLD	
Abruzzo	Molise	Africa	South East
Alto Adige	Piemonte	Central	Europe
Basilicata	Puglia	Mediterranean	Central
Calabria	Sardegna	Southern	East
Campania	Sicilia	Americas	Mediterranean
Emilia Romagna	Toscana	Caribbean	Northern
Friuli Venezia Giulia	Trentino	Central	Indian Ocean
Lazio	Umbria	North	Middle East
Liguria	Valle d'Aosta	South	Oceania
Lombardia	Veneto	Asia	Pacific
Marche	All Italy	North East	Polar Regions

Access to the web space and to the data loading procedures will take place exclusively through the web password sent to the Exhibition Contact.

U.S. PAVILION AT BIT 2004
SHIPPING INSTRUCTIONS

Please help us keeping track of your shipment by telling us in advance how many boxes you sent to our office, and how many boxes you sent directly to the fair, specifying which courier you used.

BY JANUARY 10TH, 2004:

Use the APO service

Do not use a courier service when mailing to this address! This is an APO address, which is a U.S. address and can only be accessed by using the U.S. Postal Service. Packages mailed to this address will be forwarded to the U.S. Consulate in Milan. This allows you to send your literature at reduced postal rates, saving you international courier charges. Please send no more than 6 boxes (24 lb each max weight!) via this system. Allow at least 4weeks for delivery—**mail no later than January 10, 2004**.

Hans Amrhein— BIT SHOW
American Embassy, FCS
PSC 59
Box M
APO AE 09624

AFTER JANUARY 10TH, 2004:

Use a Courier Service

You can mail to our regular address, making sure that all packages are clearly marked with **NO COMMERCIAL VALUE** and **FREE DOMICILE**. We will have to reject shipment that require us to pay custom duties.

U.S. Commercial Service
American Consulate General
BIT SHOW
Via Principe Amedeo, 2
20121 Milano, Italy
Attn: Simonetta Busnelli

LAST MINUTE SHIPMENTS

Ship directly to the Fair

Only in the case that you are running late, you can ship directly to the Fair. In this case, prepare the label as follows and contact our office for further information on DHL shipping instructions:

Name of your company
BIT 2004 show (14-17 Febbraio 2003) - FIERA DI MILANO
Padiglione 9 - c/o U.S. Pavilion - The U.S. Commercial Service
tel. 335/7526569 or 02/6592260
20149 Milano, Italy
CONSEGNA 13 FEBBRAIO MATTINA