

Exhibitor Data on U.S. Firms

Tips on Using Your Computer to Fill Out this Form

For your convenience, this form can be filled out on your computer using Microsoft Word. If you do not have Microsoft Word, please contact the project manager for a plain text version of this form.

- Begin by saving this document to your hard drive, using the *Save As* command. Please add your company's name to the existing file name. This will enable the project manager to keep your materials from becoming confused with submissions from other companies.
- This document should only allow you to type only in the shaded fields designed for your responses. (If you can type in other areas, please see the *Trouble Shooting* advice below.)
- Use the tab key to move between fields. You can also use the mouse to position the cursor in a particular field.
- Type your information in each field.
- The spell-check function in Microsoft Word is not active when using this form. If you are typing a lengthy entry, you may wish to type the entry in a separate Microsoft Word document, use *Spell Check*, and then paste the text into the appropriate field.
- The fields designed for free text should expand to accommodate your full entries. Depending on the length of your entries, the page layout of the document may shift. Do not worry about this.
- When you are finished, save the document, and e-mail it to the project manager.
- If the document requires a signature, also print the document and send the original signed copy to the project manager.

Trouble Shooting

This form only works properly if it has been "locked." The form we sent you should already be locked. If you are having problems typing in the shaded fields, the form may have been unlocked. To correct this problem:

- Pull down the View menu from the main Menu Bar, move your cursor to Toolbars, and then select Forms.
- The Forms Toolbar will appear on your screen. The last icon on this toolbar is a padlock. Click on the icon to lock (or unlock) the document. The document is locked when the padlock icon is highlighted.
- Caution: Do not unlock the document after making entries in the fields. Your entries will be erased when the document is relocked!

If you have turned on the *Show Field Codes* option on your computer, coding rather than shaded fields will appear where the fields should be. You will need to turn off the *Show Field Codes* option.

- First, unlock the document as described above.
- Pull down the *Tools* menu and select *Options*.
- Select the *View* tab, unclick *Field Codes*, and then click on *OK*.
- Relock the document and save it.

Form ITA-4014P
(REV. 7/04)

U.S. Department of Commerce
International Trade Administration

**EXHIBITOR DATA ON U.S. FIRMS INTERESTED IN MEETING WITH
INTERNATIONAL BUSINESS VISITORS INTERNATIONAL BUYER PROGRAM**

This report is authorized by law (15 U.S.C. 1512 et seq.; 15 U.S.C. 171 et seq.). While you are not required to respond, your cooperation is needed in evaluating export expansion results under the International Buyer Program. Except to the extent required by law no information of a proprietary nature reported on this form will be disclosed without the prior written consent of the relevant firm.

1. Please complete and return this form to the following address (show organizer):

Name

Address

City

State

Zip

2. Exhibit Name

Site

Date

3. Company Name and U.S. Address: (Street, City, State, ZIP Code)

Name

Address

City

State

Zip

4. Booth Number(s) at Show:

5. Telephone Number: *(Include Area Code)*
Fax Number:

6. Company Profile:

a. Never Exported

b. Has not exported
within last 12 months

c. Currently Exporting to
the following markets:

Africa, Near East, Sub-
Asia

East Asia, Pacific

Europe

North America

Central & South
America

7. Name and title of company official at show for contact with international business visitors:

1.

Title:

2.

Title:

8. Name and contact information for company official in charge of international sales/marketing:

1.

2.

9. Product lines or services your company wishes to export:

10. International business in which your
company is interested:

Direct Sales

Foreign Agents/Distributors

Joint Ventures

Licensing Agreements

11. Where are you **most** interested in marketing your product?

Africa, Near East, Sub-Asia

India Israel South Africa Other

East Asia, Pacific

China Japan Australia Vietnam Other

Europe

Germany United Kingdom Sweden Finland Russia Other

Western Hemisphere

Canada Brazil Chile Mexico Others _____

12. Would you like a free subscription to
Commercial News USA (CNUSA)?

Yes

No

13. Are you interested in learning more about exporting? Yes No

14. I certify that each item listed in section 9 is of U.S. origin ((i) produced or manufactured in the United States; or, (ii) if produced or manufactured outside of the United States, 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 product or service being exported. U.S.-sourced inputs that may be considered as contributing to U.S. content, to the extent that they are incorporated into the finished product or service being exported, may include but are not limited to: materials; components; packaging; labor; production equipment and factory overhead; research & development; design; intellectual property; warehousing; distribution; sales; administration & management; advertising; and marketing and promotion.)

:

Signature of Duly Authorized Company/Participant's Representative

Date

Print Name and Title

Public reporting for this collection of information is estimated to be 10 minutes per response, including the time for reviewing instructions, and completing and reviewing the collection of information. All responses to this collection of information are voluntary, and will be provided confidentially to the extent allowed by law. Notwithstanding any other provision of law, no person is required to respond to 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 and Constitution Avenue, N.W., Washington, D.C. 20230.