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## EXHIBIT X

### CONTRACTOR'S TOOLBOX SHIPPING GUIDE



This tool box shipping guide describes the proper methods and procedures required for shipment of contractors' tool boxes, both to or from Princess Cruises "Princess" vessels.

**This Exhibit X is a material part of the Princess purchase order. Please clarify any shipping questions with the Princess Technical Buyer.**

#### GENERAL SHIPPING INFORMATION

1. Contractors are responsible for the carrier selected for transportation of tool boxes to the Princess designated delivery location stated on your Purchase Order.
2. Princess will not accept Cash on Delivery (C.O.D.) shipments to our designated freight locations and freight forwarders.
3. Contractors must notify the Princess Expeditor with appropriate shipment information and a shipment tracking number.
4. Never combine items for different Princess vessels in the same tool box or carton.
5. One Bill of Lading or Master Airway Bill for multiple pieces is acceptable for shipping tool boxes, provided the items are not "in bond" and documentation attached clearly lists and describes the contents of each box.
6. All tool box shipments require a commercial invoice and packing list that accurately describes the contents being shipped.
7. Suppliers shall provide this tool box shipping document to each subcontractor with whom they engage in fulfillment of Princess Purchase orders.
8. Remember to keep hard copies of all tool box commercial invoices and packing lists, as computer printer access onboard will be limited.
9. Personal effects, such as clothing, consumer goods, wine and spirits or tobacco products are not permitted to be packed into tool boxes for return from our vessels. This will cause delays and possible customs seizure and penalties.
10. DO NOT PACK HAZARDOUS MATERIALS IN TOOL BOXES. THIS ACTION WILL DELAY SHIPMENT. ANY HAZARDOUS MATERIALS MUST SHIP SEPARATELY.
11. DO NOT LOCK YOUR TOOL BOXES, ALL LOCKS WILL BE CUT OFF; CONTENTS MUST BE AVAILABLE FOR TSA, IATA, DOT AND FAA SECURITY INSPECTIONS. LOCKED TOOL BOXES WILL CREATE DELAYS.

#### DOCUMENTATION AND LABELING REQUIREMENTS

Each Contractor tool box must have clear and visible label containing:

- Purchase Order Number and Shipboard Department Name
- Vessel Name
- Total piece count for all tool boxes (example: Box 1 of 3, Box 2 of 3, etc.)
- Suppliers Return Address

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Each Contractor tool box must have affixed to its exterior surface:

- Commercial invoice and packing list for all items in the tool box in a plastic envelope

Each Contractor tool box must have affixed to its interior surface:

- Commercial invoice and packing list for all items in the tool box in a plastic envelope

## PACKING REQUIREMENTS FOR TOOL BOXES

All Contractor tool boxes must be packaged securely and in proper shipping containers acceptable for international air freight carriers, regardless of the transportation mode used.

Maximum tool box height may not exceed 5 feet (60 inches) high to fit on a passenger aircraft

## ISPM WOOD PACKING COMPLIANCE STATEMENT

ISPM-15 PALLET STANDARDS---All material for export (including Contractor tool boxes), must be shipped in pallets/crates/boxes that contain no wood packaging material, except wood that has been specially treated and labeled to indicate compliance with the ISPM-15 treatment specifications.

## LANDING ORDER PREPARATION

1. The Contractor will receive a copy of the Landing Order document from the on-site Technical Buyer. The Contractor must complete the landing form and return it to the specified technical department staff member. It is the Contractors responsibility to obtain a finalized copy of the landing order for their records.
2. Contractors must ensure their tool boxes and landing orders, are all in full compliance with the above before the tool boxes leave their possession to begin the return process. Failure to do so will result in delays retuning their tool boxes.

## EXPEDITED RETURNS

1. The on-site Technical Buyer must approve expedited shipping services or special handling before the landing order process is completed.
2. Princess does not guarantee expedited return shipment arrangements. We use contracted transportation companies to complete shipping who are restricted by global airfreight carriers and current security regulations.
3. Last minute changes may create additional delays and increased security inspections under current global transportation security measures.

## TOOL BOX SHIPPING CONTRACTOR'S CHECK LIST

- Has the Landing Order been prepared and delivered to the appropriate Princess Technical Representative for the off-load and return of your tool box?
- Are the contents of the toolbox identified and in compliance with international air shipping standards?
- Is the toolbox itself properly labeled and marked for the required destination?
- Have you prepared a commercial invoice and packing list for customs purposes?

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- Does the toolbox contain any Hazardous Materials?  
If yes, remove the hazardous materials and ship separately.  
If unsure, ask Princess Staff for clarification.
  
  - Does the toolbox contain any personal items such as personal clothing, non-tool items or goods for personal consumption?  
If yes, remove the personal items and ship separately.  
If unsure, ask Princess Staff for clarification.

**If you have any questions about toolbox shipping procedures, please contact the Princess Technical Buyer for clarification.**