

Shipping Instructions
For
MRO AMERICAS 2020
28 – 30 April
Kay Bailey Convention Center
Dallas, TX

TWI has been appointed by **INFORMA Media, Inc.** as the preferred Customs Broker and International Freight Forwarder for delivery of international shipments destined for **MRO Americas 2020**. The following pages contain information to help ensure the successful arrival, clearance, and timely delivery of your shipment.

TWI IMPORT SERVICES CONTACTS:

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TWI Import Services
4480 South Pecos Road
Las Vegas, NV 89121
Tel: +1 (702) 691-9000

Arrival Deadlines

	Port	Delivery to ADVANCED WAREHOUSE	Delivery to VENUE
Air Freight	Dallas, TX - DFW	5 business days prior to requested delivery date	5 business days prior to requested delivery date
Ocean Freight FCL	Dallas, TX - DFW	8 business days prior to requested delivery date	8 business days prior to requested delivery date
Ocean Freight LCL	Dallas, TX - DFW	11 business days prior to requested delivery date	11 business days prior to requested delivery date

ARRIVAL NOTES

1. The advanced warehouse receiving deadline is: **21 April 2020**. This date is subject to change at the discretion of the drayage contractor. Please verify dates prior to exporting your freight.

PACKING AND LABELING

Temporary and permanent items must be shipped on separate HAWB’s. Failure to separate items and not send on individual HAWB’s will result in a permanent, duty paid customs entry with all duties/taxes billed back to you.

Shipping labels should read:

MRO AMERICAS 2020
Kay Bailey Hutchinson Convention Center
650 South Griffin St.
Dallas, TX 75202

For: _____
(Name of Exhibitor)
Booth Number: _____
Carton No. _____ **of** _____
Gross Weight: _____ **kgs.**

CONSIGMENT INSTRUCTIONS

For all direct SEAFREIGHT or AIRFREIGHT SHIPMENTS, send as "Freight prepaid" consigned as follows:

Consignee: C-Air International, Inc.
(Name of Exhibitor)
(Booth #)
MRO AMERICAS 2020
Kay Bailey Hutchinson Convention Center
650 South Griffin St.
Dallas, TX 75202

Notify Party: **TWI Import Services**
C/o C-Air International
Attn: usa@twigroup.com
Tel: +1 (702) 691-9000

For all consolidated SEAFREIGHT or AIRFREIGHT SHIPMENTS, send as "Freight prepaid" consigned as follows:

Master Consignee: TWI Import Services
c/o C-Air Int'l, Inc.
IMPORT DEPT.
181 SOUTH FRANKLIN AVE.
VALLEY STREAM, NY 11585
Tel: +1 (702) 691-9000
USA@twigroup.com

Notify Party: **TWI Import Services**
C/o C-Air International
Attn: usa@twigroup.com
Tel: +1 (702) 691-9000

House Consignee: HAWB/HBL & AMS ENTRY:
C-Air Int'l, Inc.
For: TWI Import
Services/(Name of Exhibitor)
MRO AMERICAS 2020
Kay Bailey Hutchinson Convention Center
650 South Griffin St.
Dallas, TX 75202

PRE-ALERT REQUIREMENTS

Pre-alerts must be e-mailed to your TWI representative and USA@twigroup.com a minimum of 3 working days prior to your shipment arrival and should include:

- Master AWB or Bill of Lading
- House AWB or Bill of Lading (if applicable)
- Commercial invoice/packing list in Excel format
- Any other necessary Customs documentation

MANDATORY ISF FILING (OCEAN SHIPMENTS ONLY)

An ISF form **MUST** e-mailed to USA@twigroup.com or your sales rep 7 (seven) days prior to the vessel's departure. U.S. Customs has begun imposing fines for non-compliance of up to **\$20,000.00**. Please contact your TWI representative for further assistance or questions regarding ISF filing. **DO NOT TENDER SHIPMENTS TO THE CARRIER WITH OUT PRIOR APPROVAL FROM TWI. YOU WILL RECEIVE AN ISF TRANSACTION NUMBER.**

[ISF Form](#)

INFORMATION FROM OUR CUSTOMS BROKER CONCERNING CUSTOMS ENTRY & OTHER GOVERNMENT AGENCIES:

COMMERCIAL INVOICE & COMPLETION

A separate commercial invoice/packing list must be created for temporary and permanent items (which must also ship on separate HAWB's). Please Note: Stand materials are not eligible for a temporary import in the U.S. You can contact your TWI rep for additional information and assistance in reviewing your paperwork.

[COMMERCIAL INVOICES](#)

TYPES OF CUSTOMS ENTRIES

1. Consumption duty-paid entry: This is the most common method of entry and must be used for all stand fittings.
2. Temporary Import Bond: This entry can only be used for product samples; U.S. Customs will not allow stand fittings to be entered as a TIB.
3. ATA Carnet: U.S. Customs accepts ATA Carnets.

[CUSTOMS ENTRY](#)

OTHER GOVERNMENT AGENCIES

FDA (lasers components): A Radiation Control Form must be submitted for any item containing a laser diode, including laser devices, LED, x-rays, etc.)

FDA (Food & Beverages): Additional information is required when shipping food items USA. All commercial invoices and documentation need to be e-mailed to your TWI representative 2 weeks prior to departure for approval. Please review the following link for additional information:

[FDA GUIDELINES](#)

SOLID WOOD PACKING MATERIALS

Solid wood packing material must be heat treated in compliance with IPPC standards and stamped accordingly. Please note that if pallets brought into the U.S. are not treated, we will need to re-palletize with treated pallets for re-export and this will be an additional cost.

[Import & Export Requirements for Wood Packaging Materials into the U.S.](#)

OTHER SOLID WOOD MATERIALS AND THE LACEY ACT

The U.S. Department of Agriculture enforces federal laws protecting wildlife, including enforcing civil and criminal penalties for the illegal trade of animals and plants, including wood. Any products made of wood, especially furniture, are subject to Lacey Act requirements and a Plant and Plant Product Declaration Form must be completed.

[Lacey act form](#)

INSURANCE

TWI is **NOT** responsible for any loss, theft or damage while goods are left unattended. We strongly recommend that each exhibitor secure insurance coverage for their goods throughout the entire shipping process. Freight left at the booth at the close of the exhibition may be unattended for a period of several hours or days. TWI can offer total insurance coverage. Please contact your TWI representative for details.

PAYMENT OF CHARGES

Our terms and conditions require that all transportation, customs clearance and delivery charges be paid within 30 days of the movement.

[Terms & Conditions of Service](#)

THE FOLLOWING LINKS CONTAIN ADDITIONAL INFORMATION AND/OR FORMS:

[COMMERCIAL INVOICES AND CUSTOMS ENTRY](#)

[FDA GUIDELINES](#)

[MILITARY AND DUAL USE ITEMS](#)

[LACEY ACT FORM](#)

[LACEY ACT CLASSIFICATIONS](#)

[ALL TWI FORMS](#)

[TSCA FORM](#)

[ISF FORM – MANDATORY FOR OCEAN SHIPMENTS](#)

[FDA RADIATION CONTROL FORM FOR LASER DEVICES](#)

[OUTBOUND SHOW INSTRUCTIONS](#)

[RETURN SHIPPING INSTRUCTIONS FOR U.S. SHOWS](#)