

## SHIPPING INSTRUCTIONS

for

### MRO Americas 2024

### 9 April - 11 April

### McCormick Place

TWI has been appointed by Aviation Week Networks as the preferred Customs Broker and International Freight Forwarder for delivery of international shipments destined for MRO Americas 2024. The following pages contain information to help ensure the successful arrival, clearance, and timely delivery of your shipment.

The following pages contain information to help ensure the successful arrival, clearance, and timely delivery of your shipment.

#### **TWI IMPORT SERVICES CONTACTS:**

Elli McKinnon [emckinnon@twigroup.com](mailto:emckinnon@twigroup.com)  
Laura Kao [lkao@twigroup.com](mailto:lkao@twigroup.com)  
Kerrie DiMangano [kdimangano@twigroup.com](mailto:kdimangano@twigroup.com)  
Lea Mangin [lmangin@twigroup.com](mailto:lmangin@twigroup.com)

TWI Import Services  
6425 Montessouri St - Ste 200  
Las Vegas, NV 89113  
Tel: +1 (702) 691-9000

## Arrival Deadlines

|                   | Port                        | Delivery to ADVANCED WAREHOUSE | Delivery to VENUE |
|-------------------|-----------------------------|--------------------------------|-------------------|
| Air Freight       | Chicago - O'Hare Int. (ORD) | 21 March                       | 1 April           |
| Ocean Freight FCL | Chicago - Metro (CHI)       | 14 March                       | 25 March          |
| Ocean Freight LCL | Chicago - Metro (CHI)       | 14 March                       | 25 March          |

## Advance Warehouse Information

- The advanced warehouse receiving deadline is: **29 March**. This date is subject to change at the discretion of the drayage contractor. Please verify dates prior to exporting your freight.
- Please note that U.S. Customs is closed on all U.S. Federal Holidays. Make sure to check the [U.S. Federal Holiday](#) calendar prior to shipping.

## 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 2024  
 McCormick Place  
 2301 South Lake Shore Dr.  
 Chicago , Illinois 60616**

**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 Customhouse Brokers-Forwarders Inc. - JFK  
(Name of Exhibitor)  
(Booth #)  
MRO Americas 2024  
McCormick Place  
2301 South Lake Shore Dr.  
Chicago , Illinois 60616

### **Notify Party:**

TWI Import Services c/o  
C-Air Customhouse Brokers-Forwarders Inc. - JFK  
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 Customhouse Brokers-Forwarders Inc. - JFK  
Tel: +1(702)691-9000  
usa@twigroup.com

### **Notify Party:**

TWI Import Services c/o  
C-Air Customhouse Brokers-Forwarders Inc. - JFK  
Attn: usa@twigroup.com  
Tel: +1 (702) 691-9000

### **House Consignee:**

HAWB/HBL & AMS ENTRY:  
C-Air Customhouse Brokers-Forwarders Inc. - JFK  
For: TWI Import Services/(Name of Exhibitor)  
MRO Americas 2024  
McCormick Place  
2301 South Lake Shore Dr.  
Chicago , Illinois 60616

## **PRE-ALERT REQUIREMENTS**

Pre-alerts must be e-mailed to your TWI representative and [USA@twigroup.com](mailto: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](mailto: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 AND OTHER GOVERNMENT AGENCIES:**

## **COMMERCIAL INVOICE AND 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 Custom Entry](#)

[TSCA Form](#)

[Military and Dual Use Items](#)

[FDA Guidelines](#)

[Lacey Act Classifications](#)

[Lacey Act Form](#)

[ISF Form – Mandatory For Ocean Shipments](#)

[FDA Radiation Control For Laser Devices](#)

[Outbound Show Instructions](#)

[Return Shipping Instructions for U.S. Shows](#)

[All TWI Forms](#)