

Shipping Instructions
For
MRO 2018
10 – 12 APRIL
ORANGE COUNTY CONVENTION CENTER

TWI is pleased to coordinate the customs clearance and delivery of your shipment to **MRO 2018**. 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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- [Arrival Deadlines](#)
- [Packing & Labeling](#)
- [Consignment Details](#)
- [Commercial Invoice](#)
- [Government Agencies](#)
- [Solid Wood Packing](#)
- [Insurance](#)
- [Payment Charges](#)
- [Links](#)
- [Contact Information](#)

ARRIVAL DEADLINES

	Port	Delivery to ADVANCED WAREHOUSE	Delivery to VENUE
Air Freight	Orlando, FL - MCO	5 business days prior to requested delivery date	5 business days prior to requested delivery date
Ocean Freight FCL	Miami, FL - MIA	8 business days prior to requested delivery date	8 business days prior to requested delivery date
Ocean Freight LCL	Miami, FL - MIA	11 business days prior to requested delivery date	11 business days prior to requested delivery date

Arrival Notes:

- 1) The advanced warehouse receiving deadline has been estimated at: **02 APRIL 2018**. This date is subject to change at the discretion of the drayage contractor. Please verify dates prior to exporting your freight.
- 2) Shipments arriving on or after **03 APRIL 2018** will be subject to a 25% late arrival surcharge and may not deliver on your requested delivery date.

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.

Licensed items should be packed & labeled separately from non-licensed items. If conditions require licensed items to be co-mingled with non-licensed items, the entire shipment will be subject to handling conditions for licensed shipments. See Link – Military & Dual Use Items or contact your TWI representative for more details.

Shipping labels should read:

**MRO 2018
ORANGE COUNTY CONVENTION CENTER
9800 INTERNATIONAL DRIVE
ORLANDO, FL 32819**

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

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CONSIGNMENT DETAILS & LABELS

Both air and sea freight must be consigned FREIGHT PREPAID as follows:

<u>AIR DIRECT MAWB</u>	<u>AIR CONSOL MAWB & NOTIFY</u>	<u>OCEAN DIRECT OCEAN B/L</u>	<u>OCEAN CONSOL MB/L & NOTIFY</u>
C-AIR INT’L, INC. (Name of Actual Exhibitor) MRO 2018 ORANGE COUNTY CONVENTION CENTER 9800 INTERNATIONAL DRIVE ORLANDO, FL 32819	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	C-AIR INT’L, INC. (Name of Actual Exhibitor) MRO 2018 ORANGE COUNTY CONVENTION CENTER 9800 INTERNATIONAL DRIVE ORLANDO, FL 32819	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
NOA: TWI Import Services, c/o C-AIR INT’L, INC. Tel: +1 (702) 691-9000 USA@twigroup.com	HAWB & AMS ENTRY: C-AIR INT’L, INC. For: TWI Import Services/(Name of Actual Exhibitor) MRO 2018 ORANGE COUNTY CONVENTION CENTER 9800 INTERNATIONAL DRIVE ORLANDO, FL 32819	NOA: TWI Import Services, c/o C-AIR INT’L, INC. Tel: +1 (702) 691-9000 USA@twigroup.com	HOUSE BL : C-AIR INT’L, INC. For: TWI Import Services/ (Name of Actual Exhibitor) MRO 2018 ORANGE COUNTY CONVENTION CENTER 9800 INTERNATIONAL DRIVE ORLANDO, FL 32819

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

- [Arrival Deadlines](#)
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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

FCC: A FCC form must be submitted for most electronics, including computers, TV’s, printers, etc.

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:

OTHER GOVERNMENT AGENCIES INFORMATION

Links to all additional forms can be found on page 5. Please contact your TWI rep for additional information.

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.

[Arrival Deadlines](#)

[Packing & Labeling](#)

[Consignment Details](#)

[Commercial Invoice](#)

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[Solid Wood Packing](#)

[Insurance](#)

[Payment Charges](#)

[Links](#)

[Contact Information](#)

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](#)

[OTHER GOVERNMENT AGENCIES INFORMATION](#)

[MILITARY AND DUAL USE ITEMS](#)

[LACEY ACT FORM](#)

[FCC FORM](#)

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

[TSCA FORM](#)

[LACEY ACT CLASSIFICATIONS](#)

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

[OUTBOUND SHOW INSTRUCTIONS](#)

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

[ALL TWI FORMS](#)