



CONEXPO-CON/AGG-IFPE 2020 INTERNATIONAL LOGISTICS MANUAL



International Air, Ocean Shipping & Customs Clearance Services

Airways Freight Corporation is pleased to be appointed as the exclusive official international forwarder for the **CONEXPO-CON/AGG-IFPE 2020** Show. In this capacity, we will be coordinating the freight forwarding, customs clearance, delivery, and outbound re-exportation of international shipments. Two of the keys to successful exhibition are early logistical planning and attention to detail. We therefore encourage you to take note of the key information contained in these instructions and start your successful planning now!

KEY DATES:	Show Dates:	MARCH 10th – MARCH 14th, 2020
	Move In (direct to show site & from Advance receiving):	MARCH 1st – MARCH 8th, 2020 (According to your target date/time)
	Delivery deadline to advance receiving:	February 24 th ,2020
	Move Out:	MARCH 14th –MARCH 16th ,2020 (According to your target date/time)

ARRIVAL DEADLINES:	FCL SEA FREIGHT shipments must arrive port of LONG BEACH/LOS ANGELES, CA no later than: (or 10 days before target /required delivery date)	February 20th
	LCL SEA FREIGHT shipments must arrive port of LONG BEACH/LOS ANGELES, CA no later than: (or 14 days before target /required delivery date)	February 10th
	AIRFREIGHT shipments must arrive Las Vegas McCarran Airport (LAS) no later than:	February 21st

**Ocean FCL and Shipments destined for advanced receiving should arrive 10 working days prior to latest advance receiving date. **Ocean LCL Shipments should arrive no later than 14 working days prior to latest advance receiving date.

FINAL DESTINATION for SEA shipments: **LONG BEACH/LOS ANGELES**

FINAL DESTINATION for AIR shipments: **LAS VEGAS (LAS)**

- FCL ocean shipments should NOT be booked to the door, as we cannot maintain proper delivery control for door moves, which could result in off-target penalties or missed delivery dates.
- Shipments must be prepaid to the port/airport of arrival, including US Terminal Handling.
- Ocean shipments can be received (Breakbulk, FCL & LCL) at other USA seaports (Houston, San Francisco, Seattle or New York). Contact us for deadlines, instructions, and rates.
- Air shipments can be received in Los Angeles (LAX). Contact us for deadlines, instructions, and rates.

CONSIGNMENT INSTRUCTIONS (for Ocean Bill of Lading, Airwaybill, Commercial invoices, Packing lists, Carnet ATA): *Please NOTE that this Year the Event will be held at 2 different addresses :*

Exhibitor Name		
CONEXPO-CON/AGG-IFPE 2020 BOOTH # _____ Las Vegas Convention Center 3150 Paradise Rd. Las Vegas, NV 89115 USA	OR	Airways Freight Corp. PH 1-479-442-6301 FX 479-442-6080 <u>conexpo@airwaysfreight.com</u>
CONEXPO-CON/AGG-IFPE 2020 BOOTH #F _____ Las Vegas Festival Grounds 311 W Sahara Ave Las Vegas, NV 89101 USA		

MARKING INSTRUCTIONS:

All pieces or shipping crates must be clearly marked as shown below: Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp. NOTE: Shipping Addresses: Use provided Shipping Labels in Exhibitor Services Manual to expedite handling. Please do not consign international shipments c/o GES.

CONEXPO-CON/AGG-IFPE 2020	CASE _____ OF _____
Las Vegas Convention Center & Las Vegas	GROSS WT: _____ KGS
Festival Grounds ,LAS VEGAS NV USA	NET WEIGHT _____ KGS
EXHIBITOR: _____	LIFTING POINTS:
BOOTH NO: _____	MADE IN: (COUNTRY OF ORIGIN)

CUSTOMS CLEARANCE

Airways Freight Corporation will arrange for all customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales, or consumption, will be cleared as dutiable entries. For goods that will be re-exported, we recommend use of an ATA Carnet and showing Airways Freight Corp. as the "Authorized representative". If a Carnet cannot be obtained, temporary entries can be made. *Please, however, insure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported.* All commercial invoices should be sent to us prior to shipment for our review at:

CONEXPO@airwaysfreight.com

IMPORTANT REGULATION FOR SEA FREIGHT SHIPMENTS:

10+2 Importer Security Filings are now mandatory for any ocean shipments entering the United States through any US Seaport. This rule is now in effect and being strictly enforced by US Customs and Border Protection (CBP). Failure to comply 10+2 ISF rules could result in your shipment being delayed and subject you to heavy penalties for late and/or inaccurate data filing. For guidance with proper compliance and/or assistance with your ISF filing, please contact Airways at: **CONEXPO@airwaysfreight.com**

Further information is also available at CBP web link:

<http://www.cbp.gov/border-security/ports-entry/cargo-security/importer-security-filing-102>

Airways Freight Corp. , 3849 W. Wedington Dr. , Fayetteville, AR 72704 USA T:800.643.3525 T: 479.442.6301 F: 479.442.6522

DOCUMENTATION REQUIREMENTS

- **1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST**
- **1 ORIGINAL AIRWAY BILL OR 1 SEAWAY BILL OF LADING** (EXPRESS RELEASE OCEAN BILL OF LADING)
- **ISF FILING INFORMATION 4 DAYS BEFORE SAILING FROM FOREIGN PORT**
- **FOREIGN POWER OF ATTORNEY ISSUED TO AIRWAYS FREIGHT CORP.**

You can find copies of our downloadable documentation at:



➤ **Separate commercial invoices should be provided for temporary and consumable entries** (consumables

include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.

- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information, and customs data, can be gathered, prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- **Functioning equipment or machinery powered by combustion engines** is subject to U.S. EPA compliance standards, and as such, cannot remain in the USA unless it is properly documented and conforms with U.S. EPA standards. If you are sending this type of equipment with intentions of selling it or leaving it in the USA, you must be certain that it meets these standards prior to shipment of your cargo. for further information on this, see <http://www.epa.gov/otaq/imports>
- **All shipments must be pre-alerted to Airways Freight Corporation**, 2 days prior to arrival for air freight, and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details, as well as copies of all shipping documents. See note below regarding heavy equipment or out of gauge cargo.
- **IMPORTANT NOTE: FORWARDER SERVICES ARE NOT THE SAME AS DRAYAGE SERVICES!** Unlike shows in other parts of the world, on-site material handling (delivery from advance receiving, unloading from truck, positioning in stand, removal, storage, return of empties, and loading on truck), is managed by the General Contractor. In this case, that is GES Exposition Services. This means, liability and responsibility for the cargo passes to the General contractor from us at the dock of the convention center, or advance receiving location. This also means a work order and payment arrangement must be made with both the forwarder (Airways) and the contractor (GES).

HEAVY EQUIPMENT/OUT OF GAUGE CARGO

Out of gauge cargo, break bulk cargo, and overweight containers, will require special permits for transportation from the port/airport to the show site. Cargo exceeding the below weight or measure below should be alerted to us 14 days prior to arrival, so that oversized permits and equipment may be obtained:

Maximum container (over the road) limitations		17,230.0 KGS (20'), 20,000.0 KGS (40')(any type container)	
maximum length:	1828 cm	maximum width:	259 cm
		maximum height:	365 cm

*Container shipments over above weight may be required to be stripped at the port of arrival prior to delivery.

INSURANCE

It is up to the exhibitor to confirm that they have insurance in place with their own provider, and that their policy will extend coverage of their stand and equipment during transit to and from the show, as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods. NOTE- Standard carrier's liability will end at the dock of the convention center, so shipments will be subject to the limits of liability stated in the GES Exposition Services instructions once they arrive at the dock of show site or advance receiving warehouse.

PAYMENT REQUIREMENTS

A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.

Airways Freight Corp. , 3849 W. Wedington Dr. , Fayetteville, AR 72704 USA T:800.643.3525 T: 479.442.6301 F: 479.442.6522


GETTING TO THE SHOW

Airways Freight Corporation is pleased to offer complete forwarding services for international exhibitors. If you are in need of total transportation services from your door, you may contact us at the contact information below and we will introduce you to a selected partner in your country.

We have exhibition shipping partners throughout the world, including (but not limited to):

Australia	Belgium	Brazil	Canada
Chile	China	CzechRepublic	Denmark
Finland	France	Germany	Greece
India	Ireland	Israel	Italy
Japan	Korea	Malaysia	New Zealand
Peru	Poland	Russia	South Africa
Spain	Sweden	Switzerland	Taiwan
Turkey	United Kingdom	Mexico	Netherlands

If you choose to use your own forwarder, it is imperative that they follow our instructions closely, and email a pre-advise to the address/number listed below. If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:

GENERAL EMAIL:	CONEXPO@airwaysfreight.com
USA & CANADA:	800-643-3525 (Toll Free)
INTERNATIONAL PHONE:	479/442-6301
INTERNATIONAL FAX:	479/442-6080
LINK TO DOCUMENTS & INSTRUCTIONS:	
CONTACTS:	Mike Hogan, Project Manager mikehoganjr@airwaysfreight.com
	Jerome Casey, Seafreight oceandocs@airwaysfreight.com
	Hunter Waddle, Airfreight hunterw@airwaysfreight.com



COMMERCIAL INVOICE/PACKING LIST

SHIPPER				CONSIGNEE		SHOW / BOOTH # / VENUE		IMPORT STATUS
Shipper Name Shipper address Shipper town shipper zip code shipper country				Exhibitor Name c/o CONEXPO-CON/AGG-IFPE 2020 3150 Paradise Rd. Las Vegas NV 89115 USA		CONEXPO-CON/AGG-IFPE 2020 Hall Name _____ Booth No. _____ LVCC		<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY
CASE #	WEIGHT (LBS)	DIMENSIONS L x W x H	QTY	HARMONIZED TARIFF NO	DESCRIPTION IN ENGLISH	COUNTRY OF ORIGIN	VALUE (US\$)	
X _____						TOTAL USD \$0.00		
AUTHORIZED SIGNATURE OF SHIPPER/AGENT				PAGE 1 OF 1				

DEBIT/CREDIT CARD AUTHORIZATION



FOR DEBIT/CREDIT CARD PAYMENT ONLY: Please complete the form below and mail, fax or email to:

Airways Freight Corporation
P.O. Box 1888
Fayetteville, AR 72702

FAX: 479.442.6522

EMAIL: JanelleT@AirwaysFreight.com
Attention: Janelle Tomlinson (Accounts Receivable)

PAYMENT TYPE



Card number:

4



Card number:

5



Card number:

3

Expiration Date:
mm/yy

/

CVV Code:

Authorized Amount: (USD)

\$

Shipment
Reference
Number

CARDHOLDER INFORMATION

Print Name (exactly as shown on card)

Phone Number:

Fax Number:

CC Billing Address:

Company Name:

Cardholder Signature:

I hereby promise to pay the authorized amount shown above to Airways Freight Corporation

International Exhibition Shipping Quote RequestShow Name

Your Name Company Name
Address
City State Postal/Zip Code Country
Telephone Fax Email

I Will be Shipping From:

City State
Zip/Postal Code Country

I Will be Shipping To:

City State
Zip/Postal Code Country

My Shipment will Contain (Check all that apply)

<input type="checkbox"/> Booth/Stand material (booth components)	Value (USD)	<input type="text"/>
<input type="checkbox"/> Equipment (Electronic equipment/hardware samples)	Value (USD)	<input type="text"/>
<input type="checkbox"/> Give-Aways (pens, shirts, hats, etc.)	Value (USD)	<input type="text"/>
<input type="checkbox"/> Other (describe in notes section below)	Value (USD)	<input type="text"/>

Are there dangerous goods in my shipment?

☐ YES ☐ NO IF YES: UN#

The contents of my shipment will be imported: (check all that apply)

☐ Permanently ☐ Under temporary import bond ☐ Under Carnet

I will be sending my shipment(s) by: (check all that apply)

☐ AIR Freight
☐ LCL (you will ship loose packages)
☐ FCL (you will load a container) Container Size Quantity (weight)
☐ Special equipment is needed What type?
Special routing preferences
Cargo ready for shipping (YYYY-MM-DD) Delivery Date (YYYY-MM-DD)

The estimated weight and size of my packed pieces will be:

Total estimated number of pieces
Total estimated weight
Total volume (please provide dimensions, l x w x h, use notes section)

I am requesting pricing for the following services (Check all that apply)

<input type="checkbox"/> Freight to the designated port of Arrival	<input type="checkbox"/> Customs clearance services
<input type="checkbox"/> Delivery to show site	<input type="checkbox"/> Attendance on-site
<input type="checkbox"/> On-site material handling (positioning in stand, removal storage, return of empties)	<input type="checkbox"/> Return Freight Services

At the end of the event, my shipment will be returned to: (if return freight services were requested)

City State Country

I am requesting insurance coverage, for the value amount of (USD)

Notes/Special Instructions: