



AIRWAYS FREIGHT LAND • AIR • SEA

International Air, Ocean, Ground & Customs Clearance Services International Shipping Instructions

Airways Freight Corporation is pleased to be the preferred international forwarder for **2019 Texas A & M University 48th Turbo & 35th Pump Symposium**. It is our goal to simplify international exhibitors' exhibit experience by providing seamless, one stop international logistics services to exhibitors. We will accomplish this by providing comprehensive customs clearance facilities, an array of transportation options, pre-and post-show storage options, and on-site assistance services for exhibitors. 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!

<u>KEY DATES:</u>	Show Dates:	September 10th – 12th
	Move In (direct to show site & from advance receiving):	September 7th – 10th
	Delivery deadline to advance receiving:	By September 3rd
	Move Out:	September 12th – 13th
<u>ARRIVAL DEADLINES:</u>	FCL SEA FREIGHT shipments must arrive port of Houston no later than:	10 business days prior to target or delivery date
	LCL SEA FREIGHT shipments must arrive port of Houston(CFS) or CFS Houston no later than:	14 business days prior to target or delivery date
	AIRFREIGHT shipments must arrive Houston (IAH) no later than:	5 days prior to target date

airfreight advance warehouse deadline to IAH airport is **August 27th

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:

FCL/LCL-Houston

FINAL DESTINATION for AIR shipments:

Houston (IAH)

- 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 DAT port/airport of arrival, including US Terminal Handling.
- All documents should be sent to Airways or their in country appointed agent at least 3 days prior to dispatch of shipment.

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

CONSIGNMENT INSTRUCTIONS (for ocean bill of lading, truck bill of lading, and air waybills):

FOR DELIVERY DIRECT TO SHOW SITE:		
Exhibitor Name Texas A & M University 48th Turbo & 35th Pump Symposium 2019 BOOTH# _____ George R Brown Convention Center 1001 Avenida De Las Americas Houston, TX 77010	Notify:	Airways Freight Corp. PH 800-228-4220 FX 479-442-6080 intshows@airwaysfreight.com

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 15 standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp.

Direct to show site delivery:

Turbo Pump Symposium 2019	CASE _____ OF _____
George R Brown Convention Center	GROSS WT: _____ KGS
Houston, Texas	
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. 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.* A template of this document is included in this attachment for your reference. All commercial invoices should be sent to us prior to shipment for our review at: intshows@airwaysfreight.com

IMPORTANT US CUSTOMS RULES AFFECTING SEA FREIGHT SHIPMENTS:

10+2 Importer Security Filings are mandatory for any ocean shipment entering the United States through any US Seaport. This rule is 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: intshows@airwaysfreight.com

DOCUMENTARY 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**

- **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.
- **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.
- **COURIER SHIPMENTS:** We would strongly discourage the use of Courier Service for the dispatch of your material to the exhibition. Because of temporary Import Bonds, & importer regulations, we discourage the use of couriers to ship any material from outside US. Courier companies will likely not be able to clear your goods and may have difficulties to deliver in time.
- **Commodities requiring additional documentation, permits, and other governmental agency approval:**
 - Food stuffs & beverages
 - Pharmaceuticals
 - Medical Devices and instruments
 - Military and defense articles
 - Self-powered vehicles/combustion engines
 - Dangerous goods (including lithium powered devices)
 - Perishables
 - Items emitting radiation (including monitors, lasers, etc)
 - Textiles and garments
 - Wood products

If your shipments contain any of these items, please contact us to confirm admissibility requirements prior to dispatch of your shipment.

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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.

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 Freeman 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.

If you choose to use your own forwarder, it is imperative that they follow our instructions closely, and email a pre-advice 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:

EMAIL:	intshows@airwaysfreight.com
USA & CANADA:	800-643-3525 (Toll Free)
INTERNATIONAL PHONE:	479/442-6301
INTERNATIONAL FAX:	479/442-6080

COMMERCIAL INVOICE/PACKING LIST



SHIPPER				CONSIGNEE		SHOW / BOOTH # / EXHIBITOR		IMPORT STATUS	
				Exhibitor name / booth # Turbo Pump 2019 George R Brown Convention Center 1001 Avenida De Las Americas Houston, TX 77010		Turbo Pump 2019 Hall: Booth #: George R Brown Convention Center		<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY	
CASE #	WEIGHT (LBS)	DIMENSIONS L x W x H	QTY	HARMONIZED TARIFF NO	DESCRIPTION IN ENGLISH OF CONTENTS OF EACH CASE#	COUNTRY OF ORIGIN	VALUE (US\$)		
<div style="display: flex; justify-content: space-between;"> <div> X _____ AUTHORIZED SIGNATURE OF SHIPPER/AGENT </div> <div> PAGE ____ OF ____ </div> <div> <div style="border: 1px solid black; padding: 2px;">TOTAL USD</div> <div>\$0.00</div> </div> </div>									

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 (If exact dimensions are available, 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:

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