



**CONEXPO-CON/AGG and IFPE 2011 MANUAL**



**International Air, Ocean and Truck Shipping & Customs Clearance Services**

Airways Freight Corporation is pleased to be appointed as the exclusive official international forwarder for the CONEXPO-CON/AGG & IFPE 2011 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!

<b>KEY DATES:</b>	Show Dates:	March 22 <sup>nd</sup> – March 26 <sup>th</sup>
	Move In (direct to show site):	March 14 <sup>th</sup> – March 22 <sup>nd</sup> (By your target date/time)
	Move In (from advance receiving):	March 11 <sup>th</sup> – March 14 <sup>th</sup>
	Move Out:	March 26 <sup>th</sup> – March 28 <sup>th</sup>

<b><u>ARRIVAL DEADLINES:</u></b>	SEA FREIGHT shipments must arrive port of LONG BEACH/LOS ANGELES, CA no later than:	<b>March 3<sup>rd</sup></b>
	AIRFREIGHT shipments must arrive Las Vegas McCarran Airport (LAS) no later than:	<b>March 6<sup>th</sup></b>

**\*\*\*Ocean LCL and AIR Shipments destined for Advanced Receiving Warehouse or have Target Installation Dates should arrive 7 working days prior to those dates.**

**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, air waybills, commercial invoices, packing lists, Carnet ATA):

FOR DELIVERY TO ADVANCE RECEIVING:		
<b>Exhibitor Name</b>  Conexpo-Con/Agg & IFPE 2011, <b>BOOTH # _____</b>  c/o GES Exposition Services  7000 Lindell Rd.  Las Vegas, NV 89118 USA	<b>Notify:</b>	<b>Airways Freight Corp.</b>  PH 800-228-4220  FX 479-442-6080  <a href="mailto:conexpoconagg@airwaysfreight.com">conexpoconagg@airwaysfreight.com</a>

For Delivery DIRECT TO SHOW SITE:		
<b>Exhibitor Name</b>  Conexpo-Con/Agg & IFPE 2011, <b>BOOTH # _____</b>  Las Vegas Convention Center  3150 Paradise Rd.  Las Vegas, NV 89115 USA	<b>Notify:</b>	<b>Airways Freight Corp.</b>  PH 800-228-4220  FX 479-442-6080  <a href="mailto:conexpoconagg@airwaysfreight.com">conexpoconagg@airwaysfreight.com</a>

**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.

**CONEXPO-CON/AGG & IFPE 2011**

**CASE \_\_\_\_\_ OF \_\_\_\_\_**

**LAS VEGAS CONVENTION CENTER**

**GROSS WT: \_\_\_\_\_ KGS**

**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. 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: [conexpoconagg@airwaysfreight.com](mailto:conexpoconagg@airwaysfreight.com)

### IMPORTANT US CUSTOMS RULE CHANGE AFFECTING 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: [conexpoconagg@airwaysfreight.com](mailto:conexpoconagg@airwaysfreight.com)

Further information is also available at CBP web link:

[http://www.cbp.gov/xp/cgov/trade/cargo\\_security/carriers/security\\_filing/](http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/)

### 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 AND  
FOREIGN POWER OF ATTORNEY ISSUED TO AIRWAYS FREIGHT CORP.**

You can find copies of our downloadable documentation at: [www.airwaysfreight.com/conexpoconagg.pdf](http://www.airwaysfreight.com/conexpoconagg.pdf)

- **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/otag/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.

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

➤ **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'), 20,400.0 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.***

**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.

***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:

**EMAIL** [conexpoconagg@airwaysfreight.com](mailto:conexpoconagg@airwaysfreight.com)

**USA & CANADA** 800-643-3525 (Toll Free)

**INTERNATIONAL** 479/442-6301 Fax: 479/442-6080

**LINK TO DOCUMENTS & INSTRUCTIONS**

[www.airwaysfreight.com/conexpoconagg.pdf](http://www.airwaysfreight.com/conexpoconagg.pdf)

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