



**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!

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

<b>ARRIVAL DEADLINES:</b>	<b>FCL SEA FREIGHT</b> shipments must arrive port of LONG BEACH/LOS ANGELES, CA no later than: (or <b>10 days</b> before target /required delivery date)	<b>February 20<sup>th</sup></b>
	<b>LCL SEA FREIGHT</b> shipments must arrive port of LONG BEACH/LOS ANGELES, CA no later than: (or <b>14 days</b> before target /required delivery date)	<b>February 10<sup>th</sup></b>
	<b>AIRFREIGHT</b> shipments must arrive Las Vegas McCarran Airport (LAS) no later than: or <b>5 working days</b> before target /required delivery date)	<b>February 17<sup>th</sup></b>

\*\*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. \*\* Air Shipments should arrive no later the 5 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.

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, Airwaybill, Commercial invoices, Packing lists, Carnet ATA): *Please NOTE that this Year the Event will be held at 2 different addresses :*

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

**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.

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

**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 OR have not been 'sold' yet, temporary entries can be made under **Trade Fair Entry:** The U.S. Department of Commerce has designated the CONEXPO-CONAGG LAS VEGAS 2020 a bona fide Trade Fair under the Trade Fair Act of 1959, which permits international exhibitors to enter equipment and machinery for exhibition purposes—without duty—in the exhibit halls. Exceptions are items consumed at the Fair, printed matter, advertising material, give-away items and all equipment that has been sold prior to the fair. This allows international shipments to be imported without payment of duty on a temporary basis .A significant advantage to utilizing this method of importation allows the exhibitor to make a decision during the show regarding the final disposition of goods.

Also permitted is the use of an ATA Carnet, however US Customs does not allow a conversion into a permanent import for those. The Carnet should show Airways Freight Corp. as the "Authorized representative". Please insure that commercial invoices clearly distinguish between items that will be consumed and items that will temporarily imported. All commercial invoices should be sent to us prior to shipment for our review at:

[CONEXPO@airwaysfreight.com](mailto: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](mailto: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>

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**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.**

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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.

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:

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



## 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 _____ <b>AUTHORIZED SIGNATURE OF SHIPPER/AGENT</b>	<b>TOTAL USD</b> \$0.00
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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](mailto:JanelleT@AirwaysFreight.com)  
 Attention: Janelle Tomlinson (Accounts Receivable)

**PAYMENT TYPE**

	Card number: <b>4</b>																		
	Card number: <b>5</b>																		
	Card number: <b>3</b>																		

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 Request

Show 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,lxwxh,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: