

Shipping Instructions  
For  
**AUSA FALL 2017**  
9-11 OCTOBER



**WALTER E. WASHINGTON CONVENTION CENTER**

TWI has been appointed by *the Association of the United States Army* as the preferred international Freight Forwarder for delivery of international shipments destined for **AUSA FALL 2017**. The following pages contain information to help ensure the successful arrival, clearance, and timely delivery of your shipment.

**TWI IMPORT SERVICES CONTACTS:**

Elli McKinnon [emckinnon@twigroup.com](mailto:emckinnon@twigroup.com)

Laura Kao [lkao@twigroup.com](mailto:lkao@twigroup.com)

TWI Import Services  
4480 South Pecos Road  
Las Vegas, NV 89121  
Tel: +1 (702) 691-9000

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	Washington D.C.- IAD	5 business days prior to requested delivery date	5 business days prior to requested delivery date
Ocean Freight FCL	Baltimore, MD- BWI	8 business days prior to requested delivery date	8 business days prior to requested delivery date
Ocean Freight LCL	Baltimore, MD- BWI	11 business days prior to requested delivery date	11 business days prior to requested delivery date

#### **Arrival Notes:**

- 1) The advanced warehouse receiving deadline is: **29 September 2017**. Please plan your shipment's arrival per the deadlines listed above.
- 2) Shipments arriving on or after **2 October 2017** will be subject to a 25% late arrival surcharge and may not deliver on your requested delivery date.
- 3) U.S. Customs will be closed on **4 September 2017** in observance of a U.S. holiday.

### 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.

Shipping labels should read:

**AUSA FALL 2017**  
**WALTER E. WASHINGTON CONVENTION CENTER**  
**801 MOUNT VERNON PLACE NW**  
**WASHINGTON, DC 20001**

For: \_\_\_\_\_

(Name of Exhibitor)

Booth Number:

Carton No. \_\_\_\_ of \_\_\_\_

Gross Weight: \_\_\_\_\_ kgs.

- [Arrival Deadlines](#)
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**CONSIGNMENT DETAILS & LABELS**

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

<b><u>AIR DIRECT MAWB</u></b>	<b><u>AIR CONSOL MAWB &amp; NOTIFY</u></b>	<b><u>OCEAN DIRECT OCEAN B/L</u></b>	<b><u>OCEAN CONSOL MB/L &amp; NOTIFY</u></b>
<p>C-AIR INT’L, INC. (Name of Actual Exhibitor) AUSA FALL 2017 WALTER E. WASHINGTON CONVENTION CENTER 801 MOUNT VERNON PLACE NW WASHINGTON, DC 20001</p>	<p>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 <a href="mailto:USA@twigroup.com">USA@twigroup.com</a></p>	<p>C-AIR INT’L, INC. (Name of Actual Exhibitor) AUSA FALL 2017 WALTER E. WASHINGTON CONVENTION CENTER 801 MOUNT VERNON PLACE NW WASHINGTON, DC 20001</p>	<p>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 <a href="mailto:USA@twigroup.com">USA@twigroup.com</a></p>
<p>NOA: TWI Import Services, c/o C-AIR INT’L, INC. Tel: +1 (702) 691-9000 <a href="mailto:USA@twigroup.com">USA@twigroup.com</a></p>	<p>HAWB &amp; AMS ENTRY: C-AIR INT’L, INC. For: TWI Import Services/(Name of Actual Exhibitor) AUSA FALL 2017 WALTER E. WASHINGTON CONVENTION CENTER 801 MOUNT VERNON PLACE NW WASHINGTON, DC 20001</p>	<p>NOA: TWI Import Services, c/o C-AIR INT’L, INC. Tel: +1 (702) 691-9000 <a href="mailto:USA@twigroup.com">USA@twigroup.com</a></p>	<p>HOUSE BL : C-AIR INT’L, INC. For: TWI Import Services/(Name of Actual Exhibitor) AUSA FALL 2017 WALTER E. WASHINGTON CONVENTION CENTER 801 MOUNT VERNON PLACE NW WASHINGTON, DC 20001</p>

**PRE-ALERT REQUIREMENTS**

Pre-alerts must be e-mailed to your TWI representative and [USA@twigroup.com](mailto: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](mailto: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**

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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.

**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](#)[Government Agencies](#)[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](#)**