

# **AIRWAYS FREIGHT**®

LAND • AIR • SEA

## **Delivering Performance**

### **International Air, Ocean, Ground & Customs Clearance Services**

Airways Freight Corporation is the official international forwarder for Rosemont Exposition Services (RES). It is our goal to simplify the international exhibit experience by providing seamless, one stop, international logistics services. We provide comprehensive customs clearance facilities, an array of transportation options, pre and post show storage options, and on-site assistance services for RES exhibitors.

Two of the keys to a successful exhibition are early logistical planning and the 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: <b>May 1-3, 2024</b>
	Delivery deadline to advance warehouse: <b>April 26, 2024</b>
	Show Move In: <b>April 29-30, 2024</b>
	Show Move Out: <b>May 3, 2024</b>

<b>SHIPPING DEADLINES:</b>	<b>FCL SEA FREIGHT</b> shipments must arrive port of Chicago no later than (or 10 days before target / required delivery date):	<b>7 days prior to target date</b>
	<b>LCL SEA FREIGHT</b> shipments must arrive port of Chicago no later than:	<b>10 days prior to target date</b>
	<b>AIRFREIGHT</b> shipments must arrive Chicago O'Hare Airport (ORD) no later than:	<b>4 days prior to target date</b>

\*\*Ocean FCL and Shipments destined for advanced receiving should arrive 7 working days prior to latest advance receiving date.

\*\*Ocean LCL Shipments should arrive no later than 10 working days prior to latest advance receiving date.

#### **FINAL DESTINATION for SEA shipments: CHICAGO**

#### **FINAL DESTINATION for AIR shipments: CHICAGO (ORD)**

- 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 Chicago (ORD). Contact us for deadlines, instructions, and rates .
- All documents should be sent to Airways or their in country appointed agent (see list attached) at least 3 days prior to dispatch of shipment.

**MARKING INSTRUCTIONS**

All pieces or shipping crates must be clearly outlined 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.

**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 the use of an ATA Carnet. If a Carnet cannot be obtained, temporary entries can be made. Please ensure 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: [res@airwaysfreight.com](mailto:res@airwaysfreight.com)

**IMPORTANT US CUSTOMS RULES 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 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: [res@airwaysfreight.com](mailto:res@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

- **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.
- **Commodities requiring additional documentation, permits and other governmental agency approval:**
  - Food stuffs & beverages
  - Medical devices and instruments
  - Self powered vehicles/combustion engines
  - Perishables
  - Textiles and garments
  - Pharmaceuticals
  - Military and defense articles
  - Dangerous goods (including lithium powered devices)
  - Items emitting radiation (including monitors, lasers, etc)
  - Wood products

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

**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. The policy should 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 RES 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-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:	<a href="mailto:res@airwaysfreight.com">res@airwaysfreight.com</a>
USA & CANADA:	800-643-3525 (Toll Free)
INTERNATIONAL PHONE:	479/442-6301
INTERNATIONAL FAX:	479/442-6080



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