

**Neocon 2024
 Merchandise Mart
 Chicago, Illinois**

Official International Shipping & Customs Clearance Instructions

Airways Freight Corporation is pleased to be appointed as the official international exhibition forwarder for **NEOCON 2024**. In this capacity, we will be coordinating the freight forwarding, customs clearance, delivery, and re-exportation of international shipments after closure of the exhibition. 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!

SET UP:	June 4 th - 8 th
EVENT DATES:	June 10 th - 12 th
MOVE OUT:	June 12 th - 19 th

<u>AIRFREIGHT DEADLINE:</u>	AIRFREIGHT shipments must arrive to Chicago (ORD) airport no later than:	May 28 th
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CONSIGNMENT INSTRUCTIONS (for Ocean Bills, air waybills, labels, packing lists):

For Delivery DIRECT TO SHOW SITE:		
Exhibitor Name / Booth # Neocon 2024 Merchandise Mart 200 World Trade Center Chicago, IL 60654	Notify:	Airways Freight Corp. PH 800-228-4220 FX 479-442-6080 Email: 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 standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp. See also: www.aphis.usda.gov

Neocon 2024
 Merchandise Mart
 200 World Trade Center
 Chicago, IL 60654

EXHIBITOR: _____ BOOTH NO _____

CASE ___ OF ___

GROSS WT: _____ KGS

NET WEIGHT _____ KGS

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. Please, however, ensure 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

COURIER SHIPMENTS: We would strongly discourage the use of a Courier Service for the dispatch of your material to the exhibition. Due to importer regulations, we will not be able to assist with customs clearance of courier shipments of any material from outside the US.

DOCUMENTARY REQUIREMENTS

1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST

- **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.
- **Dangerous goods must be shipped in accordance with IATA dangerous goods regulations (Air)** Special arrangements must be made for their movement. It is the shipper's responsibility to properly label cargo containing dangerous goods and to properly complete the DG forms allowing their movement for the mode of transportation you require. Deadlines for dangerous goods shipments are 1 week prior to those deadlines listed above and prior approval of these documents must be obtained prior to shipment.
- **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 medical device shipping
- **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 the MART. 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 (The MART).

ITEMS FOR IMPORT

Items for entry to the United States of course can vary in customs requirements. Please be sure to clearly define and value each item for shipment to **NEOCON 2024** and provide information to Airways prior to shipping; we will in turn review carefully and offer the correct guidance.

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 your MART information 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, please reach us at the contact information below. ***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 this information, please reach us via email, phone, or fax at the contact information below:

AIRWAYS FREIGHT®
LAND • AIR • SEA

Delivering Performance

USA & CANADA

800-643-3525 (Toll Free)

INTERNATIONAL

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

EMAIL:

intshows@airwaysfreight.com

COMMERCIAL INVOICE/PACKING LIST



SHIPPER				CONSIGNEE		SHOW / BOOTH # / EXHIBITOR		IMPORT STATUS	
				Exhibitor name / booth # Neocon 2024 Merchandise Mart 200 World Trade Center Chicago , IL 60654		Neocon 2024 Floor #: Booth #:		<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\$)		
X _____ AUTHORIZED SIGNATURE OF SHIPPER/AGENT						PAGE ____ OF ____		TOTAL USD \$0.00	

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:
 ARinvoices@airwaysfreight.com
 Attention: 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: _____

Credit cards incur 3% surcharge

CARDHOLDER INFORMATION

Print Name (exactly as shown on card) _____

Phone Number: _____ Fax Number: _____

CC Billing Address: _____

Company Name: _____

Email address: _____

I hereby promise to pay the authorized amount shown above to Airways Freight Corporation

Cardholder Signature: _____