



Shipping Instructions

World Travel Market 2019

4 – 6 November

ExCeL Convention & Exhibition Centre

IMPORTANT DEADLINES

General Air Freight Cut-Off: 08 Oct

Delivery Date:* 02 Nov

*unless otherwise requested

RECOMMENDED BY



TWI Group has been recommended by **B-FOR International** as the official overseas transportation coordinator for U.S. exhibitors participating in **World Travel Market 2019**.

TWI is able to assist you with every aspect of your shipping needs, all-inclusive from your doorstep through delivery to your stand, including required documentation. We provide you with personalized attention to meet your every expectation.

AIR/OCEAN FREIGHT

TWI has complete air, ocean and trucking forwarding capabilities.

TWI Representatives can arrange pick-up at your facility or you can send direct to one of our consolidation points.

Please notify your TWI representative at +1-702-691-9000

- Arrival date at the consolidation point
- Carrier's Bill of Lading/ Airway Bill information



LABELS

Each crate should be appropriately labeled on each side. Do not label the top of your container as items may be stacked.

Link for printing your labels: [Shipping Labels](#)

COMMERCIAL INVOICE/PACKING LIST

TWI has provided [country specific](#) commercial invoices for your use. These templates have specific verbiage for each country. Complete these Excel documents and return them in Excel format by the document deadline date.

Temporary and permanent goods must be packed separately with separate invoices.

Harmonized Tariff Schedule (HTS) codes are used for commodity classifications for customs' purposes. They are mandatory for each item. Please use this link to find the appropriate code for your item. [Harmonized Tariff Website](#)

PACKING

In order to minimize damage to the goods you will be shipping, please ensure if at all possible that your shipment is skidded before it leaves your facility. It must be packed in separate boxes and individually labeled. Contact your TWI representative for further details.

Due to multiple handling of freight cases TWI urges exhibitors to use strong wooden cases. Bolted returnable types of cases that offer protection from the elements are ideal. If your cases are secured with a lock or combination please provide the key or combination at time of tender for Customs access if necessary.



SHIPMENTS CONTAINING BATTERIES

Please contact your TWI Representative as soon as possible if you are shipping batteries, or your equipment contains batteries of any kind (*including laptops/tablets/notebooks*), so that we may inform you whether IATA packaging and labeling requirements pertain to your shipment.

We have provided labels if they are needed. These labels must have the telephone number of a person knowledgeable about the shipment and the UN# listed for type of battery. It is not required to be monitored at all times that the package is in transit. It is acceptable for the number to be monitored during the company's normal business hours in order to provide product-specific information relative to the shipment and the UN# must be listed on the outside of each package containing any batteries.

The phone number listed cannot be a toll-free number.

[IATA Battery Regulations](#)

[IATA Battery Label](#)



A material safety data sheet (MSDS) is required for all battery shipments.

Failing to inform us ahead of time regarding any batteries that are contained in your shipment may result in delays or refusal by the airlines to accept the shipment.



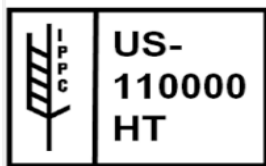
SHIPMENTS WITH NON-MANUFACTURED WOOD PACKING

All shipments containing Non-Manufactured Wood Packing (NMWP) must be either **heat-treated or fumigated**. NMWP and Solid Wood Packing Material (SWPM) must bear markings indicating the type of treatment under the ISPM 15 regulations.

Any packing that does not comply with these requirements will be refused, destroyed, or returned to its origin, resulting in a considerable delay.

Please contact your TWI representative if you have any questions regarding the NMWP rule.

[Frequently Asked Questions](#)



TWI CONTACT		
Bryce Larkin	+1-702-691-9000	blarkin@twigroup.com



Documentation Checklist

- [TWI Terms and Conditions](#)

DOCUMENTS REQUIRED FOR YOUR COMPANY'S PROFILE

- Import Power of Attorney
- Export Power of Attorney
- Consent to Search

DOCUMENTS REQUIRED FOR YOUR COMPANY'S SHIPMENT

- [Commercial Invoice](#)
- [Shipper's Letter of Instructions – If AES filing is required](#)
- [Return Shipping Instructions](#)
- [Insurance Application](#)
- [Country Specific Documentation](#)

*Please check with your TWI representative for additional documentation requirements.

ADDITIONAL DOCUMENTS ARE REQUIRED FOR THE FOLLOWING COMMODITIES:

Batteries	Weapons
Telecommunication Equipment	Toys
Food/Alcohol/Beverage	Medical Devices

Many of these documents can have a six-week application time. If you plan to ship any of these items please contact your TWI Representative for additional information.

