



**ATSSA Traffic Expo 2022  
International Shipping Instructions  
Tampa, Florida**

**International Air, Ocean Shipping & Customs Clearance Services**

Airways Freight Corporation is pleased to be appointed as the exclusive official international forwarder & customs broker for **ATSSA 2022**. 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><u>KEY DATES:</u></b>	<b>Show Dates:</b>	<b>February 13<sup>th</sup> – February 15<sup>th</sup></b>
	<b>Move In:</b>	<b>February 12<sup>th</sup> (8am – 4pm) February 13<sup>th</sup> (8am – 11am)</b>
	<b>Dates of Receiving at Advance Warehouse:</b>	<b>January 10<sup>th</sup> – February 8<sup>th</sup></b>
	<b>Move Out:</b>	<b>February 15<sup>th</sup> (1pm – 8pm)</b>

<b><u>ARRIVAL DEADLINES:</u></b>	<b>SEA FREIGHT</b> shipments for <b>advance receiving</b> must arrive port/ CFS MIAMI no later than:	<b>LCL by Jan 18 FCL by Jan 14</b>
	<b>AIRFREIGHT</b> shipments must arrive in <b>Tampa Airport (TPA)</b> no later than: (or <b>5 days</b> before target /required delivery date)	<b>Adv: February 1 Direct: February 7</b>

<b><u>SEAFREIGHT FINAL DESTINATION:</u></b>	<b>PORT/CFS MIAMI</b>
<b><u>AIRFREIGHT FINAL DESTINATION:</u></b>	<b>TPA - TAMPA</b>

- 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.

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, air waybills, commercial invoices, packing lists, Carnet ATA):

<b>Exhibitor Name</b> <b>ATSSA 2022 C/O Airways</b> <b>BOOTH # _____</b> <b>Tampa Convention Center</b> <b>East &amp; West Halls</b> <b>333 South Franklin Street</b> <b>Tampa, FL 33602</b>	<b>Notify:</b>	<b>Airways Freight Corp.</b> <b>PH 1-479-442-6301</b>  <b>FX 479-442-6080</b>  <b><u>intshows@airwaysfreight.com</u></b>
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**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.

<b>ATSSA 2022 C/O HARGROVE</b>	<b>CASE ____ OF ____</b>
<b>TAMPA CONVENTION CENTER</b>	<b>GROSS WT: _____ KGS</b>
<b>EAST &amp; WEST HALLS</b>	<b>NET WEIGHT _____ KGS</b>
<b>TAMPA, FL USA</b>	<b>LIFTING POINTS:</b>
<b>EXHIBITOR: _____</b>	<b>MADE IN: (COUNTRY OF ORIGIN)</b>
<b>BOOTH NO: _____</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, we recommend use of an ATA Carnet. If a Carnet cannot be obtained, temporary entries can be made. *Please, however, insure 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:

[intshows@airwaysfreight.com](mailto:intshows@airwaysfreight.com)

### **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.**

**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.
- **Electronic Products capable of emitting radiation, and those devices capable of causing harmful interference** will be subject to further FDA and FCC controls, and have additional documentary requirements. (customs form no. 2877 and 740 respectively). If you are shipping these products, please either include these forms or contact our office for assistance.
- **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.
- **LITHIUM BATTERY NOTICE:** Lithium batteries of all types, even those packed in small devices, such as laptops, ipads, power drills, etc. are now considered Dangerous Goods by IATA and the FAA, and are regulated as such. If you are sending these items by air freight, they must be identified, properly marked and declared, as per IATA regulation. Companies not familiar with the transport of these items should consult their forwarder or seek the services of a professional DG packer prior to shipment. You can also get more information from Airways at [intshows@airwaysfreight.com](mailto:intshows@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: [intshows@airwaysfreight.com](mailto:intshows@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>

## **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 Brede Exposition Services instructions once they arrive at the dock of show site or advance receiving warehouse.

## **DRAYAGE / ON SITE MATERIAL HANDLING:**

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 Hargrove. 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 (Hargrove) for all on site material handling. Airways will not assume responsibility for payment of these services without prior arrangement and approval from our office.

## **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 need 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.

***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>	<a href="mailto:intshows@airwaysfreight.com">intshows@airwaysfreight.com</a>
<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>CONTACTS: Ocean</b>	<a href="mailto:oceandocs@airwaysfreight.com">oceandocs@airwaysfreight.com</a>
<b>Airfreight</b>	<a href="mailto:intshows@airwaysfreight.com">intshows@airwaysfreight.com</a>

# COMMERCIAL INVOICE/PACKING LIST



SHIPPER				CONSIGNEE		SHOW / BOOTH # / EXHIBITOR		IMPORT STATUS
				Exhibitor name / booth # ATSSA TRAFFIC EXPO 2022 Tampa Convention Center 333 South Franklin Street Tampa, FL 33602		ATSSA TRAFFIC EXPO 2022 Hall: 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\$)	
<div style="display: flex; justify-content: space-between;"> <span>X _____</span> <span>TOTAL USD \$0.00</span> </div>								
AUTHORIZED SIGNATURE OF SHIPPER/AGENT				PAGE ____ OF ____				

## 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:** \_\_\_\_\_