



Shipping Instructions

EBACE 2017

22 – 24 May

Geneva Palexpo Conference Centre

Important Deadlines

General Air Freight Cut-Off:

09 May

Delivery Date:*

20 May

*unless otherwise requested

Appointed by:



TWI Group has been appointed by **NBAA – NATIONAL BUSINESS AVIATION ASSOCIATION** as the official overseas transportation coordinator for the Canadian exhibitors participating in **EBACE 2017**.

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 also has complete air and ocean forwarding capabilities. Please call TWI for schedules, rates and appropriate instructions.



Shipments direct to prepaid consolidation point

Please notify your TWI representative:

- 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

Please ensure that your shipment is **NOT** skidded. It must be packed in separate boxes and individually labeled.

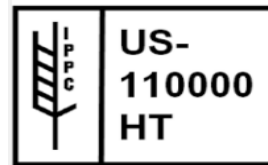
Due to multiple handling of freight cases TWI urges exhibitors to use strong wooden cases. Bolted returnable types of cases that offer protections from the elements are ideal. If your cases are secured with a lock or combination please provide the key or combination for Customs purposes.

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.

[Frequently Asked Questions](#)



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), 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. 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. This cannot be a toll-free number.

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.

[IATA Battery Regulations](#)

[IATA Lithium ION Battery Label](#)

[IATA Lithium METAL Battery Label](#)

TWI CONTACT

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Documentation Checklist

- [TWI Terms and Conditions](#)

Documents Required for Your Company's Profile

- [TWI Credit Card Authorization Form](#)
- Import Power of Attorney

Documents Required for Your Company's Shipment

- [Commercial Invoice](#)
- [Return Shipping Instructions](#)
- [Insurance Application](#)
- [Possible Country Specific Documentation](#)

Additional documents are required for the following commodities:

Batteries

Weapons

Telecommunication Equipment

Toys

Food/Alcohol/Beverage

Medical Devices

If you plan to ship any of these items please contact your TWI Representative for additional information.