

Worldwide Shipping Instructions  
International Exhibitors  
**EBACE 2017**  
22-24 May  
Geneva Palexpo

EBACE



Appointed by:  NBAA

- Air
- Truck
- Pre-Advise
- Commercial Invoice
- Packing
- ATA Carnet
- Insurance
- Wood Shipments
- Terms of Payment
- Contacts
- Checklist

TWI Group has been appointed by **NBAA** as the official worldwide overseas transportation coordinator for all exhibitors participating in **EBACE 2017**.

LATEST ARRIVAL DATES	
Air - Geneva (GVA)	17 May
Sea Freight – Rotterdam/Antwerp	14 Days Prior Requested Delivery to Stand
Truck Freight	19 May

### ***CONSIGNMENT INSTRUCTIONS FOR AIR***

All air cargo must be sent freight prepaid to GVA as follows:

**INTER EXPOLOGISTICS LTD.**  
**PALEXPO**  
**CH-1218 GRAND – SACONNEX, GENEVA, SWITZERLAND**  
**ATTN: MR. MANUEL MAZZINI– FOR EBACE 2017**  
 NOTIFY: \_\_\_\_\_  
**EXHIBITOR’S NAME/ BOOTH #**

### **COURIER SERVICES (UPS, DHL, FED EX, TNT, ETC)**

**INTER EXPOLOGISTICS LTD.**  
**30 route François Peyrot**  
**CH-1218 Grand Saconnex / Switzerland**  
**(Ph +41 22 798 1328) - Attn Manuel MAZZINI**  
**Notify : EBACE 2017 – Exhibitor’s Name - Stand Number**  
**Onsite Representative’s name and phone number**

PLEASE NOTE: Courier Companies are not able to clear customs and deliver goods to your stand inside the PALEXPO. They will only deliver to the Geneva Airport or PALEXPO site. You can expect service charges for customs clearance, handling, and delivery to stand. We strongly advise you to consign your goods to INTER EXPOLOGISTICS at the address listed above to avoid delays.

Air Truck Pre-Advise Commercial Invoice Packing ATA Carnet Insurance Wood Shipments Terms of Payment Contacts Checklist

## **CONSIGNMENT INSTRUCTIONS FOR TRUCK**

All road cargo **MUST** arrive at the PALEXPO. Please be sure that all corresponding invoices and related documentation are attached and consigned as instructed.

\*May 25<sup>th</sup> (during breakdown) is a bank holiday and subject to a driving ban.

All road freight must be sent freight prepaid as follows:

**INTER EXPOLOGISTICS LTD.**  
**PALEXPO**  
**30 ROUTE FRANCOIS PEYROT**  
**CH-1218 GRAND – SACONNEX, GENEVA, SWITZERLAND**  
**ATTN: MANUEL MAZZINI**  
**NOTIFY: EBACE '17**

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**EXHIBITOR'S NAME/ BOOTH #**

**CUSTOMS OFFICE: PALEXPO (CH006521)**

## **CONSIGNMENT INSTRUCTIONS FOR SEA**

Please contact Inter Expologistics Ltd. for shipping instructions.

### ***PRE-ADVISE***

Please email advance copies of the Airway Bill / Express Release Bill of Lading, invoice, and pre-alert to TWI Operations: Jennifer Padilla-[jpadilla@twigroup.com](mailto:jpadilla@twigroup.com) and our on-site partner Inter Expologistics Ltd: Manuel Mazzini - [manuel.mazzini@iel.ch](mailto:manuel.mazzini@iel.ch).

Please note that using a consolidator may delay customs clearance and delivery. Any deconsolidation charges will be passed on to you at cost plus 10%.

Air Truck Pre-Advise Commercial Invoice Packing ATA Carnet Insurance Wood Shipments Terms of Payment Contacts Checklist

## **COMMERCIAL INVOICE/PACKING LIST**

Please prepare the invoice/packing list with the following details:

- Temporary and permanent goods must be listed on separate invoices
- Commercial invoices and packing lists can be combined on one document if they list quantity, description, value of each item, weight and dimensions of each package.
- Your company's Federal Employer Identification Number and any applicable license numbers.
- Complete, precise, simple and non-technical description of all items listed on the invoice with their corresponding HTS codes.
- Electronic copy of each commercial invoice in Excel format must be sent to **IEL - Manuel Mazzini at [Manuel.mazzini@iel.ch](mailto:Manuel.mazzini@iel.ch) and TWI - Jennifer Padilla at [Jpadilla@twigroup.com](mailto:Jpadilla@twigroup.com)**

## **PACKING**

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.

Air Truck Pre-Advise Commercial Invoice Packing ATA Carnet Insurance Wood Shipments Terms of Payment Contacts Checklist

## ***ATA CARNET***

An ATA Carnet is recommended if you plan to send equipment to multiple countries or if you plan to send highly valued equipment.

## ***INSURANCE***

It is recommended that exhibitors provide insurance coverage for their goods from point of departure through to final destination. It is further recommended that such insurance coverage be provided for the transit period and while on-site at the exhibition (including move-in and dismantling periods).

## ***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.

## ***TERMS OF PAYMENT***

All TWI / Inter ExpoLogistics Ltd invoices for this exhibition are for immediate payment. Major credit cards accepted include American Express, Visa, Mastercard and Eurocard.

Air

Truck

Pre-Advise

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## CONTACTS

### INTERNATIONAL SHIPMENTS INTER EXPOLOGISTICS LTD.

Palexpo  
1218 Grand-Saconnex  
Geneva, Switzerland  
Telephone: 41/22/ 798 1328  
Fax: 41/22/ 798 1387

**Manuel Mazzini**

[Manuel.mazzini@iel.ch](mailto:Manuel.mazzini@iel.ch)

### NORTH AMERICAN SHIPMENTS TWI LAS VEGAS, NV - HEADQUARTERS

4480 South Pecos Road  
Las Vegas, NV 89121  
Telephone: 702/691-9000  
Fax: 702/691-9045

**Bryce Larkin**

[blarkin@twigroup.com](mailto:blarkin@twigroup.com)

## INTERNATIONAL AGENT LIST

Attached you will find a list of TWI's network of worldwide preferred agents who can provide forwarding services for the movement of your freight to EBACE 2017. If you are shipping from a country that is not listed, please contact us for information of the recommended partner in your area.

[Air](#)

[Truck](#)

[Pre-Advise](#)

[Commercial Invoice](#)

[Packing](#)

[ATA Carnet](#)

[Insurance](#)

[Wood Shipments](#)

[Terms of Payment](#)

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[Checklist](#)

Click on the links below to access the appropriate forms required.

[Terms and Conditions](#)

[Shipping Labels](#)

[Return Shipping Instructions](#)



AUSTRIA  
SCHENKER & CO AG  
TELEPHONE: 43/57/68621 1522  
CONTACT: MATTHIAS HOLEK  
MATTHIAS.HOLEK@DBSCHENKER.COM

AUSTRALIA  
SCHENKER & CO. (AUST) PTY  
TELEPHONE: 61/3/9344 9657  
CONTACT: BEN WILSON  
BEN.WILSON@DBSCHENKER.COM

BELGIUM  
ZIEGLER EXPO LOGISTICS  
TELEPHONE: 32/2/475 4545  
CONTACTS: JEAN-MARC SALMON  
JEAN-MARC\_SALMON@ZIEGLERGROUP.COM

BRAZIL  
FULSTANDIG SHOWS & EVENTS  
TELEPHONE: 55/11/2207 7650  
CONTACT: MARIANE EWBANK  
MEWBANK@FULSTANDIG.COM.BR

CANADA  
TWI GROUP, INC.  
TELEPHONE: 905/812 1124  
CONTACT: SANDI TROTTER  
STROTTER@TWIGROUP.COM

CHINA  
APT SHOWFREIGHT  
TELEPHONE: 86/21/6124 0090  
CONTACT: SHIRLEY XING  
SHIRLEY.XING@APTSHOWFREIGHT.COM

CZECH REPUBLIC  
SCHENKER SPOL S.R.O.  
TELEPHONE: 42/02/4240 5160  
CONTACT: PETR SLABY  
PETR.SLABY@SCHENKER.CZ

DENMARK  
ON-SITE DENMARK APS  
TELEPHONE: 45/3/282 0210  
CONTACT: LARS SKOVHOJ  
LARS@ONSITEGROUP.DK

EGYPT  
OVERSEAS INTERNATIONAL SERVICES  
TELEPHONE: 20/2/2906 247  
CONTACT: BASMA NASSAR  
OVERSEASELZEKI@OVERSEASS.COM

FINLAND  
SUOMEN MESSULOGISTIKKA OY  
TELEPHONE: 358/10/309 6622  
CONTACT: DAVID PALOMO-SANCHEZ  
DAVID.PALOMO@SMLOG.FI

FRANCE  
SCHENKER SA  
TELEPHONE: 33/1/6021 4008  
CONTACT: YANN CORNIQUEL  
YANN.CORNIQUEL@DBSCHENKER.COM

GERMANY  
PRO MESSE - SERVICE GMBH  
TELEPHONE: 49/82/7180 1424  
CONTACT: NORBERT KASTL  
N.KASTL@PRO-MESSE.DE

GREECE  
MTS EXPOLOGISTICS  
TELEPHONE: 30/21/3038 1085  
CONTACT: MANOS TSANTES  
MTSANTES@MTSEXPOLOG.COM

HONG KONG  
APT SHOWFREIGHT LTD.  
TELEPHONE: 85/2/2877 0511  
CONTACT: LIZA SUEN  
LIZA.SUEN@APTSHOWFREIGHT.COM

HUNGARY  
MASPED LOGISZTIKA KFT  
TELEPHONE: 36/1/278 0591  
CONTACT: TIBOR DANKO  
DANKO.TIBOR@MASPED.HU

INDIA  
R.E. ROGERS INDIA PVT LTD  
TELEPHONE: 91/11/2694 9801, 02  
CONTACT: SUSHIL UPADHYAY  
SUSHIL@ROGERSWORLDWIDEINDIA.COM

IRELAND  
INTERFLOW LOGISTICS  
TELEPHONE: 35/36/4662 0008  
CONTACT: NIAL THOMPSON  
NIAL@INTERFLOW.IE

ISRAEL  
UTI LOGISTICS  
TELEPHONE: 972/8/914 6329  
CONTACT: REVITAL HALFON  
REVITALH@GO2UTI.CO.IL

ITALY  
EXPOTRANS  
TELEPHONE: 39/06/6500 4846  
CONTACT: ADRIANO PASQUALI  
ADRIANO.PASQUALI@EXPOTRANS.IT

JAPAN  
ISHIKAWA-GUMI LTD.  
TELEPHONE: 81/3/3474 8102  
CONTACT: ANTON SHIGETA  
T\_SHIGETA@ISHIKAWA-GUMI.CO.JP

JORDAN  
KUEHNE & NAGEL JORDAN  
TELEPHONE: 962/65/664 128  
CONTACT: RAMZY NABER  
RAMZY.NABER@KUEHNE-NAGEL.COM

LITHUANIA  
PAN-LITSERVICE  
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VAIDAS@PLS.LT

LUXEMBOURG  
EUROPEAN LOGISTICS PARTNERS  
TELEPHONE: 35/2/263 4251  
CONTACT: THEO WEIRIG  
WEIRIG@ELP.LU

MALAYSIA  
R.E. ROGERS MALAYSIA SDN BHD  
TELEPHONE: 603/5510 8611  
CONTACT: RASYID ABDULLAH  
RASYID@ROGERS-ASIA.COM

MEXICO  
CARGOLIVE, S. DE R.L. DE C.V.  
TELEPHONE: 52/55/5280 1279  
CONTACT: RAUL JUAREZ  
RAUL.JUAREZ@CARGOLIVELOG.COM

NETHERLANDS  
CEVA LOGISITICS  
TELEPHONE: 31/26/319 5204  
CONTACT: BASTIAAN WIGMAN  
BASTIAAN.WIGMAN@CEVALOGISTICS.COM

NORWAY  
ON-SITE NORWAY AS  
TELEPHONE: 47/2/273 8300  
CONTACT: IRENE JOHANSEN  
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NETLOG POLSKA SP Z.O.O  
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CONTACT: DARIUSZ AKONOM  
DARIUSZ.AKONOM@NETLOG.ORG.PL

PORTUGAL  
RNTRANS ACTIVIDA DES TRANSITARIAS S.A.  
TELEPHONE: 35/12/1324 6202  
CONTACT: JOAO PRATAS  
JOAO.PRATAS@RNTRANS.PT

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SCHENKER ROMTRANS  
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RUSSIA  
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SINGAPORE  
APT SHOWFREIGHT (S) PTE.LTD.  
TELEPHONE: 65/6499 8960  
CONTACT: DANNY KHOR  
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TELEPHONE: 38/6/4206 2810  
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MIRKA.HAFNER@INTEREUROPA.SI

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KEMI-LEE CO. LTD.  
TELEPHONE: 82/2/565 3727  
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CHRIS\_OH@KEMI-LEE.CO.KR

SPAIN  
COMARFEX LOGISTICA DE FERIAS S.L.  
TELEPHONE: 34/93/319 1269  
CONTACT: JUAN CARLOS PEREZ  
JCPEREZ@COMARFEX.COM

SWEDEN  
ON-SITE EXHIBITIONS AB  
TELEPHONE: 46/31/707 3075  
CONTACT: Goran Magnusson  
GORAN@ONSITEGROUP.SE

SWITZERLAND  
INTER EXPLOGISTICS LTD.  
TELEPHONE: 41/22/798 1328  
CONTACT: MANUEL MAZZINI  
MANUEL.MAZZINI@IEL.CH

TAIWAN  
TRANS-LINK EXHIBITION  
TELEPHONE: 88/62/2581 1133  
CONTACT: FRANCES LIN  
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