



Worldwide Shipping Instructions
International Exhibitors
EBACE 2018
29-31 May
Geneva Palexpo

Appointed by:



TWI Group has been appointed by **NBAA** as the official worldwide overseas transportation coordinator for all exhibitors participating in **EBACE 2018**.

On the following pages are specific instructions pertaining to this show including shipping deadline dates and documentation requirements for the transportation of your material into Switzerland.

Latest Arrival Dates	
Air freight – Geneva (GVA)	24 May
Sea freight – Rotterdam/Antwerp	14 Days Prior Requested Delivery to Stand
Truck Freight - Palexpo	26 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 2018

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 2018 – 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.

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.

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 MAZZININOTIFY: EBACE '18

EXHIBITOR'S NAME/ BOOTH #

CUSTOMS OFFICE: PALEXPO (CH006521)

CONSIGNMENT INSTRUCTIONS FOR OCEAN

Please contact Inter ExpoLogistics Ltd. for shipping instructions on your ocean shipments.

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 and our on-site partner Inter ExpoLogistics Ltd: Manuel Mazzini - 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%.

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 TWI Operations: Jennifer Padilla- jpadilla@twigroup.com and our on-site partner Inter ExpoLogistics Ltd: Manuel Mazzini -manuel.mazzini@iel.ch.

PACKING

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 for Customs purposes.

ATA CARNET

An ATA Carnet is recommended for temporary import, if you plan to send equipment to multiple countries or if you plan to send highly valued goods.

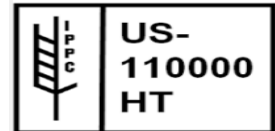
INSURANCE

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 movement 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 invoices for this exhibition are for immediate payment. Major credit cards accepted include American Express, Visa, Mastercard and Eurocard.

CONTACTS

INTERNATIONAL SHIPMENTS

INTER EXPOLOGISTICS LTD.

Palexpo

CH-1218 Grand-Saconnex

Geneva, Switzerland

Telephone: 41/22/ 798 1328 Fax: 41/22/ 798 1387

Manuel Mazzini

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

Sales@twigroup.com

INSTRUCTIONS FOR PUBLICATION BINS ONLY:

For Publication Bins Only:

Airfreight Goods to reach GVA Airport no later than Thursday May 24th 2018 addressed to :
Inter ExpoLogistics Ltd.

PALEXPO

CH-1218 Grand-Saconnex, Geneva, Switzerland

Attn. Mr. Manuel Mazzini – for EBACE '18 – PUBLICATION BINS -Title of magazine

Truck Goods to reach PALEXPO no later than Friday May 25th 2018 addressed to:
Inter ExpoLogistics Ltd.

PALEXPO, 30 route François Peyrot

CH-1218 Grand-Saconnex, Geneva, Switzerland

Attn. Mr. Manuel Mazzini – for EBACE '18 – PUBLICATION BINS -Title of magazine

Customs office : PALEXPO GENEVA (CH 006521)

Shipments arriving at Palexpo before May 20th 2018 will be subject to storage charges.

INTERNATIONAL AGENT LIST

Attached you will find a list of TWI's network of worldwide preferred agents for EBACE 2018. If you are shipping from a country that is not listed, please contact IEL ExpoLogistics for information of the recommended partner in your area.

TWI wishes you a successful show and we will be happy to assist you in any way possible. If you have any questions, special arrangements, or require further information regarding shipping to an international exhibition please contact us at your convenience.

Click on the links below to be connected to the appropriate forms required.

[Terms and Conditions](#)

[Return Shipping Instructions](#)

[Shipping Labels](#)



AUSTRIA
SCHENKER & CO AG
TELEPHONE: 43/57/68621 1522
CONTACT: MATTHIAS HOLEK
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AUSTRALIA
AGILITY - FAIRS & EVENTS
TELEPHONE: 61/3/9330-3303
CONTACT: MONIQUE GAUCI
MGAUCI@AGILITY.COM

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

BRAZIL
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CANADA
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SCHENKER DEUTSCHLAND AG
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NETHERLANDS
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