



Delivering First Class Service Every Time



Worldwide Shipping Instructions
International Exhibitors

MRO Latin America 2020

22 – 23 January

Hilton Cartagena Hotel
Cartagena

APPOINTED BY



TWI has been appointed by **Aviation Week Network** as the official transportation coordinator and on site handling agent of equipment and display materials for exhibitors participating in **MRO Latin America 2020**.

On the following pages are specific instructions pertaining to this show, including shipping deadlines and documentations requirements.

Latest Arrival Dates	
Air Freight – (CTG)	05 Jan
Sea Freight – LCL/FCL – (Cartegena Port)	01 Jan / 05 Jan
Document Deadline Dates	
Air Freight Document Deadline	07 Jan
Sea Freight Document Deadline	27 Dec / 31 Dec
Brochures/Catalogues/Radio/Telecomm Document Deadline Date	5 working days before shipment departure

CONSIGNMENT INSTRUCTIONS FOR AIR

All shipments must be sent on a “freight prepaid” basis. A 5% outlay commission will be charged on all “freight collect” consignments

CONSIGNEE (AIRFREIGHT)
Waiver Logistics Colombia SAS

Bogota, Colombia
Contact: Rafael Carvalho
Tel: 900/353-4754
For: MRO Latin America 2020

NOTIFY PARTY
Waiver Logistics Colombia SAS
Operations Waiver – Operations.colombia@waiverlog.com
Tel: +57/1-354-6330



CONSIGNMENT INSTRUCTIONS FOR OCEAN

All consolidated shipments must be issued with a House Bill of Lading or House Airway Bill. A consolidated cargo manifest must also be provided.

CONSIGNEE (SEAFREIGHT)

Waiver Logistics Colombia SAS

Bogota, Colombia

Contact: Rafael Carvalho

Tel: 900/353-4754

For: MRO Latin America 2020

NOTIFY PARTY

Waiver Logistics Colombia SAS

Operations Waiver – Operations.colombia@waiverlog.com

Tel: +57/1-354-6330

PRE-ADVISE

Please email advance copies of the Airway Bill / Express Release Bill of Lading, invoice, and pre-alert to TWI Operations: **TWI OPS REP –Jennifer Padilla - jpadilla@twigroup.com** and our on-site partners at **Waiver Logistics, Rafael Carvalho – Rafael.carvalho@waiverlog.com**.

Please note that using a consolidator may delay customs clearance and delivery. Any deconsolidation charges will be passed on to you at cost plus 5%.

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.



COMMERCIAL INVOICE/PACKING LIST

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

- 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 should be listed on the invoice with HTS codes.
- Electronic copy of each commercial invoice should be sent to TWI Operations: **TWI OPS REP –Jennifer Padilla - jpadilla@twigroup.com** and our on-site partner **Waiver Logistics, Rafael Carvalho - Rafael.Carvalho@waiverlog.com** by the document deadline dates listed on page 2.

Censorship may be required in this country. Please ask your TWI representative for further information.

A copy of your commercial invoice and brochure is required for all shipments into Singapore.

Static Display of the equipment is permissible. Any equipment that transmits radio frequency or sound waves must first seek approval before the equipment is brought in and following information is required:

1. Frequencies
2. Number of Channels being used
3. RF Output Power
4. RF Bandwidth



ATA CARNET

The country of Colombia does not accept ATA Carnets.

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.

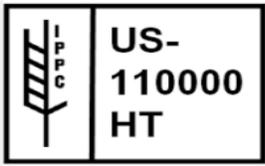


SHIPMENTS WITH NON-MANUFACTURED WOOD PACKING

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](#)

TERMS OF PAYMENT

All TWI / **Waiver Logistics** invoices for this exhibition are for immediate payment. Major credit cards accepted include American Express, Visa, Mastercard and Eurocard.

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).



CONTACTS

To assist you with your shipment please contact:

Waiver Logistics

Rafael Carvalho – Rafael.carvalho@waiverlog.com

Tel: +57/1-354-6330 Mobile: +57/322-275-2275

Operations Waiver

Operations.Colombia@waiverlog.com

TWI GROUP

Sales Department – Sales@twigroup.com

Tel: +1-702-691-9000

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 **MRO Latin America 2020**. If you are shipping from a country that is not listed, please contact us for information of the recommended partner in your area.

LINKS

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

[Terms and Conditions](#)

[Shipping Labels](#)

