

AVIATION WEEK   
**MRO**  
LATIN AMERICA

Worldwide Shipping Instructions  
International Exhibitors

**MRO Latin America 2024**

14 - 15 February

San Jose, Costa Rica

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 2024*.

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

Latest Arrival Dates	
Air - Juan Santamaria International Airport (SJO)	January 22nd
Courier – less than 50kgs.	Not Recommended

Document Deadline Dates	
Prior approval required on all shipments prior to shipping	Send your Commercial Invoice no later than 4 weeks in advance of shipping.

### **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

Issue a Direct Master Airway Bill to:

SERAMAR S.A.  
DE PURDY MOTORS PASEO COLON 250 METROS AL SUR, EDIFICIO DON BOSCO, SAN JOSE, COSTA RICA.

ATT MR GUILLERMO NUNEZ – MOBILE (506) 8598-0117

ATT MR JORGE ROYO – MOBILE (506) 6040-1671



## **PRE-ADVISE**

Please email advance copies of the Airway Bill/Bill of Lading, Commercial Invoice and Pre-Alert to Juan Carlos- email address juancarlos@medintercr.com.

Please note that using a consolidator may delay customs clearance and delivery.

## **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.



## **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.

[IATA Battery Regulations](#)

[IATA Lithium ION Battery Label](#)

[IATA Lithium METAL 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.

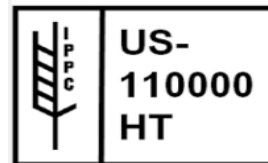


## **SHIPMENTS WITH NON-MANUFACTURED WOOD PACKING**

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 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:

Juan Carlos- [juancarlos@medintercr.com](mailto:juancarlos@medintercr.com)

Please copy in Tyler Hunt- [thunt@twigroup.com](mailto:thunt@twigroup.com)





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