

AIRWAYSFREIGHT[®]

LAND • AIR • SEA

Delivering Performance

IN PARTNERSHIP WITH: **T3expo[®]**

35+ years in the Trade Show Industry
24/7/365 Experienced Service
Next day, 2-day, Deferred Options
Available via LAND - AIR - SEA!



USA & CANADA
800.643.3525

www.airwaysfreight.com

MikeHoganjr@airwaysfreight.com



NeurIPS 2022
Ernest N. Morial Convention Center
November 28 – December 1

International Air, Ocean, Ground & Customs Clearance Services
International Shipping Instructions

Airways Freight Corporation is pleased to be the preferred international forwarder for **NeurIPS 2022**. It is our goal to simplify international exhibitors' exhibit experience by providing seamless, one stop international logistics services to exhibitors. We will accomplish this by providing comprehensive customs clearance facilities, an array of transportation options, pre-and post-show storage options, and on-site assistance services for exhibitors. Two of the keys to successful exhibition are early logistical planning and attention to detail. We therefore encourage you to take note of the key information contained in these instructions and start your successful planning now!

<u>KEY DATES:</u>	Show Dates:	November 28, 2022: 9am – 8pm November 29, 2022: 9am – 5pm November 30, 2022: 9am – 5pm December 1, 2022: 9am – Noon
	Move In:	November 26, 2022: 2pm – 6pm (Nov 26 FREIGHT ONLY / No exhibitors) November 27, 2022: 8am – 5pm
	Advance receiving:	October 21 – November 18: 2022
	Move Out:	December 1, 2022: Noon – 5pm December 2, 2022: 8am – Noon

ARRIVAL DEADLINES:	Air Shipments must arrive to New Orleans (MSY) Airport no later than:	Adv Warehouse: Nov 11 Direct Delivery: Nov 18
	Ocean Shipments	See Notes below

FINAL DESTINATION:	Air Shipments	New Orleans (MSY)
	Ocean Shipments	See Notes below

****Port Congestion and freight backlogs are creating many untenable transit times; Ocean transport is therefore discouraged. If this is your only option, please seek instruction from Airways at below address to secure acceptable routings. ****

CONSIGNMENT INSTRUCTIONS (for ocean bill of lading, truck bill of lading, and air waybills):

Airways Freight Corp. , 3849 W. Wedington Dr. , Fayetteville, AR 72704 USA T:800.643.3525 T: 479.442.6301 F: 479.442.6522

FOR DELIVERY DIRECT TO SHOW SITE:		
Exhibitor Name, Booth # _____ NeurIPS 2022 Ernest N. Morial Convention Center 900 Convention Center Blvd. New Orleans, LA 70130	Notify:	Notify on arrival: Airways Freight Corp. PH 800-228-4220 intshows@airwaysfreight.com

MARKING INSTRUCTIONS:

All pieces or shipping crates must be clearly marked as shown below: Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM 15 standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp.

Direct to show site delivery address:

NeurIPS 2022	CASE _____ OF _____
Ernest N. Morial Convention Center	GROSS WT: _____ KGS
900 Convention Center Blvd, New Orleans, LA 70130	
EXHIBITOR: _____	LIFTING POINTS:
BOOTH NO: _____	MADE IN: (COUNTRY OF ORIGIN)

CUSTOMS CLEARANCE

Airways Freight Corp. , 3849 W. Wedington Dr. , Fayetteville, AR 72704 USA T:800.643.3525 T: 479.442.6301 F: 479.442.6522

Airways Freight Corporation will arrange for all customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales, or consumption, will be cleared as dutiable entries. For goods that will be re-exported, we recommend use of an ATA Carnet. If a Carnet cannot be obtained, temporary entries can be made. *Please, however, insure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported.* A template of this document is included in this attachment for your reference. All commercial invoices should be sent to us prior to shipment for our review at: intshows@airwaysfreight.com

IMPORTANT US CUSTOMS RULES AFFECTING SEA FREIGHT SHIPMENTS:

10+2 Importer Security Filings are mandatory for any ocean shipment entering the United States through any US Seaport. This rule is in effect and being strictly enforced by US Customs and Border Protection (CBP). Failure to comply 10+2 ISF rules could result in your shipment being delayed and subject you to heavy penalties for late and/or inaccurate data filing. For guidance with proper compliance and/or assistance with your ISF filing, please contact Airways at: intshows@airwaysfreight.com

DOCUMENTARY REQUIREMENTS

- **1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST**
- **1 ORIGINAL AIRWAY BILL OR 1 SEAWAY BILL OF LADING** (EXPRESS RELEASE OCEAN BILL OF LADING)
- **ISF FILING INFORMATION 4 DAYS BEFORE SAILING FROM FOREIGN PORT**

- **Separate commercial invoices should be provided for temporary and consumable entries** (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.
- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information, and customs data, can be gathered, prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- **All shipments must be pre-alerted to Airways Freight Corporation**, 2 days prior to arrival for air freight, and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details, as well as copies of all shipping documents. See note below regarding heavy equipment or out of gauge cargo.
- **COURIER SHIPMENTS:** We would strongly discourage the use of Courier Service for the dispatch of your material to the exhibition. Because of temporary Import Bonds, & importer regulations, we discourage the use of couriers to ship any material from outside US. Courier companies will likely not be able to clear your goods and may have difficulties to deliver in time.
- **Commodities requiring additional documentation, permits, and other governmental agency approval:**
 - Food stuffs & beverages
 - Pharmaceuticals
 - Medical Devices and instruments
 - Military and defense articles
 - Self-powered vehicles/combustion engines
 - Dangerous goods (including lithium powered devices)
 - Perishables
 - Items emitting radiation (including monitors, lasers, etc)
 - Textiles and garments
 - Wood products

If your shipments contain any of these items, please contact us to confirm admissibility requirements prior to dispatch of your shipment.

GETTING TO THE SHOW

Airways Freight Corporation is pleased to offer complete forwarding services for international exhibitors. If you are in need of total transportation services from your door, you may contact us at the contact information below and we will introduce you to a selected partner in your country.

INSURANCE

It is up to the exhibitor to confirm that they have insurance in place with their own provider, and that their policy will extend coverage of their stand and equipment during transit to and from the show, as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods. NOTE- Standard carrier's liability will end at the dock of the convention center, so shipments will be subject to the limits of liability stated in the T3 Expo instructions once they arrive at the dock of show site or advance receiving warehouse.

PAYMENT REQUIREMENTS

A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.

If you choose to use your own forwarder, it is imperative that they follow our instructions closely, and email a pre-advice to the address/number listed below. If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:

EMAIL:	intshows@airwaysfreight.com
USA & CANADA:	800-643-3525 (Toll Free)
INTERNATIONAL PHONE:	479/442-6301
INTERNATIONAL FAX:	479/442-6080

COMMERCIAL INVOICE/PACKING LIST



SHIPPER				CONSIGNEE		SHOW / BOOTH # / EXHIBITOR		IMPORT STATUS	
				Exhibitor name / booth # Ernest N. Morial Convention Center 900 Convention Center Blvd. New Orleans, LA 70130		NeurIPS 2022 Exhibitor: Booth #:		<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY	
CASE #	WEIGHT (LBS)	DIMENSIONS L x W x H	QTY	HARMONIZED TARIFF NO	DESCRIPTION IN ENGLISH OF CONTENTS OF EACH CASE#	COUNTRY OF ORIGIN	VALUE (US\$)		
X _____ AUTHORIZED SIGNATURE OF SHIPPER/AGENT						TOTAL USD \$0.00			
PAGE ____ OF ____									

DEBIT/CREDIT CARD AUTHORIZATION



FOR DEBIT/CREDIT CARD PAYMENT ONLY: Please complete the form below and mail, fax or email to:

Airways Freight Corporation
P.O. Box 1888
Fayetteville, AR 72702

FAX: 479.442.6522

EMAIL:
ARinvoices@airwaysfreight.com
Attention: Accounts Receivable

PAYMENT TYPE



Card number: **4**



Card number: **5**



Card number: **3**

Expiration Date:
mm/yy

/

CVV Code:

Authorized Amount: (USD)

\$

Shipment
Reference
Number

Credit cards incur 3% surcharge

CARDHOLDER INFORMATION

Print Name (exactly as shown on card)

Phone Number:

Fax Number:

CC Billing Address:

Company Name:

Email address:

I hereby promise to pay the authorized amount shown above to Airways Freight Corporation

Cardholder Signature:

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, OCTOBER 21, 2022 TO FRIDAY, NOVEMBER 18, 2022

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: ETS

3761 Louisa Street

New Orleans, LA 70126

Event: **NeurIPS 2022**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, OCTOBER 21, 2022 TO FRIDAY, NOVEMBER 18, 2022

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: ETS

3761 Louisa Street

New Orleans, LA 70126

Event: **NeurIPS 2022**

Booth #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

DIRECT SHIPMENT

ACCEPTED BEGINNING SATURDAY, NOVEMBER 26, 2022

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: New Orleans Ernst N. Morial Convention Center

Halls G - J

900 Convention Center Blvd

New Orleans, LA 70130

Event: **NeurIPS 2022**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING SATURDAY, NOVEMBER 26, 2022

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: New Orleans Ernst N. Morial Convention Center

Halls G - J

900 Convention Center Blvd

New Orleans, LA 70130

Event: **NeurIPS 2022**

Booth #: _____

Piece #: _____ of: _____ pieces