



Worldwide Shipping Instructions
International Exhibitors

MRO Europe 2019

15 – 17 October

ExCeL Convention & Exhibition Centre
Halls N1 – N11
United Kingdom

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 Europe 2019**.

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

Latest Arrival Dates	
Air Freight – London Heathrow (LHR)	7 Days prior to final booth delivery
FCL Sea Freight – Felixstowe (FLX)	7 Days prior to final booth delivery
LCL Sea Freight – Felixstowe (FLX)	10 Days prior to final booth delivery

Exhibitor Move-in:

SUNDAY, 13TH OCTOBER	12:00 – 19:00	(54sqm or larger)
MONDAY, 14TH OCTOBER	08:00 – 19:00	All Raw Space
TUESDAY, 15TH OCTOBER	08:00 – 19:00	All Exhibitors (raw and shell)

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)

AGILITY LOGISTICS LTD
 UNIT 6 NORTH RADIUS PARK
 FAGGS ROAD, FELTHAM
 MIDDLESEX, TW14 0NG
 For: MRO EUROPE 2019

NOTIFY PARTY

AGILITY FAIRS AND EVENTS
 Attn: MARK DAWSON
 TEL: +44 207 069 5308
 FAX: +44 843 227 2033



CONSIGNMENT INSTRUCTIONS FOR OCEAN – LCL & FCL

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)

AGILITY FAIRS AND EVENTS
ONE WESTERN GATEWAY
ROYAL VICTORIA DOCK
ExCeL London
For: MRO EUROPE 2019

NOTIFY PARTY

AGILITY FAIRS AND EVENTS
Attn: MARK DAWSON
TEL: +44 207 069 5308
FAX: +44 843 227 2033

ROADFREIGHT WAREHOUSE RECEIVING ADDRESS

AGILITY FAIRS AND EVENTS
BAY 22 - 26 SANDSTONE LANE
ExCeL
LONDON E16 1AA

NAME OF EXHIBITION:
EXHIBITOR NAME:
HALL NO:
STAND NO:

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 partners at Agility Fairs & Events, Ltd., Mark Dawson – MDawson@Agility.com & copy in ExcelFairs@Agility.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: Jennifer Padilla – JPadilla@twigroup.com and our on-site partners at Agility Fairs & Events, Ltd., Mark Dawson – MDawson@Agility.com & copy in ExcelFairs@Agility.com.



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.

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.

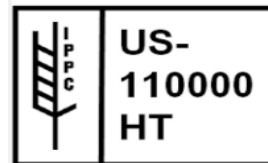


SHIPMENTS WITH NON-MANUFACTURED WOOD PACKING

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 / Agility Fairs & Events 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:

AGENT COMPANY NAME

AGILITY FAIRS AND EVENTS
Attn: MARK DAWSON
TEL: +44 207 069 5308

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 EUROPE 2019. 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](#)





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

AUSTRALIA
AGILITY - FAIRS & EVENTS
TELEPHONE: 61/3/9330-3303
CONTACT: MONIQUE GAUCI
MGAUCI@AGILITY.COM

BELGIUM
ZIEGLER EXPO LOGISTICS
TELEPHONE: 32/2/475 4545
CONTACT: 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
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CZECH REPUBLIC
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TELEPHONE: 42/02/4240 5160
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DENMARK
ON-SITE DENMARK APS
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CONTACT: DAVID PALOMO-SANCHEZ
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FRANCE
SCHENKER SA
TELEPHONE: 33/1/6021 4008
CONTACT: YANN CORNIQUEL
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PRO MESSE - SERVICE GMBH
TELEPHONE: 49/82/7180 1424
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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: NIALL THOMPSON
NIALL@INTERFLOW.IE

ISRAEL
DSV Air & Sea Ltd.
TELEPHONE: 972/8/914 6503
CONTACT: REVITAL HALFON
REVITAL.HALFON@HERMES-EXHIBITIONS.COM

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

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T_SHIGETA@ISHIKAWA-GUMI.CO.JP

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

LUXEMBOURG
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TELEPHONE: 35/2/263 4251
CONTACT: THEO WEIRIG
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TELEPHONE: 603/5510 8611
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MEXICO
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TELEPHONE: 52/55/5280 1279 EXT. 233
CONTACT: JOHANNA ROMERO
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NETHERLANDS
AGILITY FAIRS & EVENTS
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TELEPHONE: 47/2/273 8300
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IRENE@ONSITEGROUP.NO

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NETLOG POLSKA SP Z.O.O
TELEPHONE: 48/22/256 70 52
CONTACT: DARIUSZ AKONOM
DARIUSZ.AKONOM@NETLOG.ORG.PL

PORTUGAL
RNTRANS ACTIVIDA DES TRANSITARIAS S.A.
TELEPHONE: 351 219 738 806
CONTACT: FERNANDO CIRILO
FERNANDO.CIRILO@RNTRANS.PT

ROMANIA
SCHENKER ROMTRANS
TELEPHONE: 40/21/318 8443
CONTACT: DANIELA LUCA
DANA.LUCA@DBSCHENKER-ROMTRANS.COM

RUSSIA
EXPOTRANS
TELEPHONE: 74/95/988 0967
CONTACT: IRINA SUROVA
IRINA.SUROVA@EXPOTRANS.NET

SINGAPORE
APT SHOWFREIGHT (S) PTE.LTD.
TELEPHONE: 65/6499 8960
CONTACT: ABDUL GHANI BIN ZAINOLABIDIN
GHANI@APTSHOWFREIGHT.COM

SLOVENIA
INTEREUROPA D.D.
TELEPHONE: 38/6/4206 2810
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