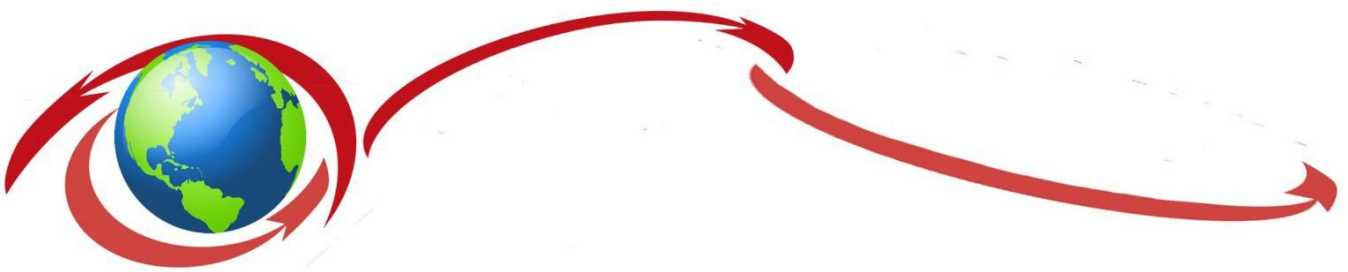


Worldwide Shipping Instructions  
International Exhibitors  
**MRO Europe 2024**  
22 - 24<sup>th</sup> October

Barcelona, Spain

AVIATION WEEK   
**MRO**  
EUROPE



Appointed by:



 Air /Ocean Freight

 Consolidation Air

 Consolidation Ocean

 Pre-Advise

 Commercial Invoice

 Packing

 ATA Carnet

 Insurance

 Wood Shipments

 Terms Payment

 Contacts

 Int'l Agents List

 Links

TWI Group has been appointed by **Aviation Week Network** as the official transportation coordinator and onsite handling agent for exhibitors participating in **MRO Europe 2024**.

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 Spain.

#### LATEST ARRIVAL DATES


Aeropuerto de Barcelona (BCN)	09 October
Sea Freight-LCL- Barcelona	09 October
Sea Freight FCL - Barcelona	09 October
Road Freight FIRA OF BARCELONA	Please Email regarding truck shipments: jcperez@comarfex.com & fairs@comarfex.com

#### CONSIGNMENT INSTRUCTIONS FOR AIR

All consignments must be sent freight prepaid to Aeropuerto de Barcelona (BCN) consigned to:

Comarfex Logistica de Ferias, S.L.  
C/ Fontanella 21 – 23, 2º 5ª  
08010 Barcelona, Spain  
TEL.: + 34 93 3191269

Email: jcperez@comarfex.com & fairs@comarfex.com

 Air /Ocean Freight Consolidation Air Consolidation Ocean Pre-Advise Commercial Invoice Packing ATA Carnet Insurance Wood Shipments Terms Payment Contacts Int'l Agents List Links

## ***CONSIGNMENT INSTRUCTIONS FOR OCEAN***

All consignments must be sent freight prepaid to Port of Barcelona consigned to:

Comarfex Logistica de Ferias, S.L  
C/ Fontanella 21 – 23, 2º 5 ª  
08010 Barcelona, Spain  
TEL.: + 34 93 3191269

Notify:MRO EUROPE 2024

Exhibitor Name  
Hall / Stand Number  
Fira Barcelona  
+ 34 93 3191269

Email: [jcperez@comarfex.com](mailto:jcperez@comarfex.com)

## ***CONSIGNMENT INSTRUCTIONS FOR EU ROADFREIGHT***

TVS SCS International Freight SLU  
C/O Comarfex Logistica de Ferias, S.L  
Calle N.º 113, 4 – 8  
Pol. Ind. Pratense  
08820 El Prat de Llobregat (Barcelona) Spain

## ***CONSIGNMENT INSTRUCTIONS FOR NON-EU ROADFREIGHT***

*TVS SCS International Freight SLU  
C/O Comarfex Logistica de Ferias, S.L  
Calle N.º 113, 4 – 8  
Pol. Ind. Pratense  
08820 El Prat de Llobregat (Barcelona) Spain*

## ***PRE-ADVICE***

Please email advance copies of the Airway Bill / Bill of Lading, invoice, and pre-alert to

TWI Operations: Jennifer Padilla- [jpadilla@twigroup.com](mailto:jpadilla@twigroup.com)

and our on-site partner ComarFex:

Juan Carlos Pérez Mármol – [jcperez@comarfex.com](mailto:jcperez@comarfex.com) &  
[fairs@comarfex.com](mailto:fairs@comarfex.com)

Using a consolidator may delay customs clearance and delivery. Any deconsolidation charges will be passed on to you at cost plus 10%.

 Air /Ocean Freight

 Consolidation Air

 Consolidation Ocean

 Pre-Advise

 Commercial Invoice

 Packing

 ATA Carnet

 Insurance

 Wood Shipments

 Terms Payment

 Contacts

 Int'l Agents List

 Links

## 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 Identification Number and any applicable licensenumbers.
- Complete, precise, simple and non-technical description of all items listed on the invoice.
- Electronic copy of each commercial invoice in Excel format sent to TWI Operations: Andrea Lawson - [jpadilla@twigroup.com](mailto:jpadilla@twigroup.com) and our on- site partner ComarFex – Juan Carlos Pérez Mármol [jcperez@comarfex.com](mailto:jcperez@comarfex.com) & [fairs@comarfex.com](mailto:fairs@comarfex.com)


## 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.

 [Air /Ocean Freight](#)

 [Consolidation Air](#)

 [Consolidation Ocean](#)

 [Pre-Advise](#)

 [Commercial Invoice](#)

 [Packing](#)

 [ATA Carnet](#)

 [Insurance](#)

 [Wood Shipments](#)

 [Terms Payment](#)

 [Contacts](#)

 [Int'l Agents List](#)

 [Links](#)

## ***ATA CARNET***

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

## ***CE EUROPEAN UNION CONFORMITY DECLARATION***

ALL PERMANENT entries (including give-aways) of toys, machineries, electronics, auto parts, computers, medical devices, phones, some equipment, etc. require a CE trademark (certificate of conformity).

## ***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/ComarFex invoices for MRO Europe 2024 are for immediate payment. Major credit cards accepted include American Express, Visa, Mastercard and Eurocard.

 Air /Ocean Freight Consolidation Air Consolidation Ocean Pre-Advise Commercial Invoice Packing ATA Carnet Insurance Wood Shipments Terms Payment Contacts Int'l Agents List Links

## CONTACTS

### INTERNATIONAL SHIPMENTS

Comarfex Logistica de Ferias, S.L.  
C/ Fontanella 21 – 23, 2º 5ª  
08010 Barcelona, Spain  
TEL.: + 34 93 3191269

**Juan Carlos Pérez Mármol**     [jcperez@comarfex.com](mailto:jcperez@comarfex.com)

### NORTH AMERICAN SHIPMENTS

#### TWI LAS VEGAS, NV - HEADQUARTERS

4480 South Pecos Road  
Las Vegas, NV 89121  
Telephone: 702/691-9000  
Fax: 702/691-9045

**Tyler Hunt**     [thunt@twigroup.com](mailto:thunt@twigroup.com)

### INTERNATIONAL AGENT LIST

Attached you will find a list of TWI's network of worldwide preferred agents for MRO Europe 2024. If you are shipping from a country that is not listed, please contact ComarFex 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.