



OFFICIAL EXHIBITION LOGISTICS PARTNERS



**ISPD 2010
AMSTERDAM RAI CENTER
JULY 11th -14th**

INTERNATIONAL EVENT SHIPPING INSTRUCTIONS

AIRWAYS CONTACT INFORMATION

AIRWAYS FREIGHT: LAND.AIR.SEA

3849 W. Wedington Drive, Fayetteville, AR 72702

Tel: 1.800.643.3525 or 1.479.442.6301

Fax: 1.479.442.6080

Tony Dawes – Project Manager tonyd@airwaysfreight.com Tel ext 103

Bob Stinson - International Tradeshow manager bobs@airwaysfreight.com Tel ext 140

Hunter Waddle - International projects hunterw@airwaysfreight.com Tel ext 141

NETHERLANDS NOMINATED TRADESHOW PARTNER

Our following partner has been nominated for all clearance, delivery services and site service for Amsterdam, Netherlands:

FAIREXX AMSTERDAM 

De Trompet 1450

1967 DB Heemskerk

The Netherlands

Tel: 011 31 251 250063 **Fax:** 011 31 251 250065

Contact: Rene Vissie

E-mail: Rene.Vissie@fairexx.nl

IMPORTANT NOTE TO EXHIBITORS OUTSIDE OF USA

For Exhibitors outside the United States or Canada, Fairexx Amsterdam will be providing contact information. Exhibitors should simply contact us with requests and we can place you in contact within your respective country representative.



USA PICK UP / ARRIVAL DEADLINE TO DUTCH CFS / AMS AIRPORT

LCL OCEAN CONSIGNMENTS: Pickups - **MAY 28th, 2010**

AIR CONSIGNMENTS: Pickups - **JUNE 28th, 2010**

ARRIVAL DEADLINES:

LCL Ocean to CFS AMS arrival by: **JUNE 28th, 2010**
AMS – AMSTERDAM AIRPORT arrival by: **JULY 5th, 2010**

EVENT SET UP / DISMANTLE DATES

SET UP: **JULY 11th, 1pm – 4:30pm, 2010**
DISMANTLE: **JULY 14th, 2:30 - 6:00pm, 2010**

CUSTOM ARRANGEMENTS

There are **three ways** to custom clear your shipments upon AMSTERDAM arrival. Based on your items to be shipped, the best method should be assessed please between your company and Airways International trade shows.

- **ATA CARNET** – Recommended for high values. All Carnet items **must** be re-exported. If required however, carnet items may remain within the country exported to for up to one year. Carnet goods cannot be sold. Invoices are not required for a carnet export but the following information must be included on your carnet:

- **Serial #'s / part #'s**
- **Booth sizes / manufacture info**
- **Item country of Manufacture**
- **Shipper EIN#**
- **All pertinent company details (address, tel, fax etc)**

Please note that if requested, Airways is able to file for a carnet on exhibitors behalf. Please simply contact Airways International to discuss your carnet requirements.

- **TEMPORARY ENTRY** – for all goods to be re-exported after your event.
- **PERMANENT DUTY PAID ENTRY** –for all goods which will remain in Italy and will not be Re-exported. This includes all giveaway items such as brochures and samples.

IMPORTANT TO NOTE:

****Please note that separate invoice sheets should be used for Permanent vs. Temporary items being shipped. This will facilitate the customs process into The Netherlands. Temporary items for return to USA and Permanent items for giveaways or sale in The Netherlands should also be packed in separate boxes to facilitate Dutch customs clearance****



PACKING

We strongly advise exhibitors to use strong exhibition cases for their transportation. Bolted, returnable types of cases are best suited for exhibit properties and equipment. **All wooden packaging materials** (new and used coniferous non-manufactured wood like pine, fir and spruce) must conform with the new treatment regulations in effect in the EU countries. Complete details on these regulations can be found at www.aphis.usda.gov Crates and wooded pallets are included in these regulations. Airways staff will also be happy to explain these regulations to you.

<table border="1"><tr><td data-bbox="230 972 842 1035"><p>Marking & Labeling your materials Please mark goods clearly as follows</p></td></tr><tr><td data-bbox="230 1066 842 1218"><p>ISPD 2010 COMPANY NAME / ASSIGNED STAND # RAI EXHIBITION CENTER EUROPAPLAIN 1070 AMSTERDAM, THE NETHERLANDS</p></td></tr></table>	<p>Marking & Labeling your materials Please mark goods clearly as follows</p>	<p>ISPD 2010 COMPANY NAME / ASSIGNED STAND # RAI EXHIBITION CENTER EUROPAPLAIN 1070 AMSTERDAM, THE NETHERLANDS</p>	<table border="1"><tr><td data-bbox="932 972 1500 1003"><p>Documentation</p></td></tr><tr><td data-bbox="932 1066 1500 1470"><p>To clear your goods through Customs we will need the following documents provided to Airways Freight International Trade Shows:</p><ul style="list-style-type: none">• For permanent or temporary items 3 copies of your Commercial invoices (in English) fully describing each item plus its value.• Documents must accompany air shipments hence any paperwork should go to Airways Freight via e-mail or fax. Intl Division fax @ 1.479.442.6080 or e-mail: tonyd@airwaysfreight.com or hunterw@airwaysfreight.com</td></tr></table>	<p>Documentation</p>	<p>To clear your goods through Customs we will need the following documents provided to Airways Freight International Trade Shows:</p> <ul style="list-style-type: none">• For permanent or temporary items 3 copies of your Commercial invoices (in English) fully describing each item plus its value.• Documents must accompany air shipments hence any paperwork should go to Airways Freight via e-mail or fax. Intl Division fax @ 1.479.442.6080 or e-mail: tonyd@airwaysfreight.com or hunterw@airwaysfreight.com
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**ANY IMMEDIATE QUESTIONS SHOULD PLEASE BE DIRECTED TO AIRWAYS INTERNATIONAL TRADESHOWS.
WE LOOK FORWARD TO SUPPORTING YOUR NEEDS!**