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Worldwide Shipping Instructions  
International Exhibitors

## **MRO Regional BEER 2019**

Baltic, Eastern Europe and Russia

21 – 22 May

Radisson BLU Hotel Lietuva  
Vilnius, Lithuania

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 Regional BEER 2019**.

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

Latest Arrival Dates	
Air Freight - Vilnius – (VNO)	15 May 2019

### **CONSIGNMENT INSTRUCTIONS FOR AIR FREIGHT**

All shipments must be sent on a “freight prepaid” basis. A 5% outlay commission will be charged on all “freight collect” consignments

CONSIGNEE FOR AIRFREIGHT MUST BE ON PROFORMA-INVOICE:

**PAN-LITService**

C/o: MRO BEER 2019

Laisves Ave 5,

LT-04215 Vilnius, Lithuania.

For: **Exhibitor Name**

Hall No.: \_\_\_\_\_ Booth No.: \_\_\_\_\_

NOTIFY PARTY:

Rimas Griceniuk, tel.: +370-672-76772

The same consignee must be on transport documents CMR, AWB or B/L.

NOTIFY: PAN-LITService, Rimas Tel.: +370 672 76772.



## ***INSTRUCTIONS FOR OCEAN – \*Please contact your Sales rep.***

All consolidated shipments must be issued with a House Bill of Lading or House Airway Bill. A consolidated cargo manifest must also be provided.

### ***PRE-ADVISE***

Please email advance copies of the Airway Bill / Express Release Bill of Lading, invoice, and pre-alert to TWI Operations: Andrea Latchman, email [ALatchman@twigroup.com](mailto:ALatchman@twigroup.com) and our on-site partners at "PAN-LITService", Tel. +370 52445677, Fax: +370 5 2445803, e-mail: [rimas@pls.lt](mailto:rimas@pls.lt) and [info@pls.lt](mailto:info@pls.lt).

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.



## **PROFORMA INVOICE/PACKING LIST**

Please prepare the Proforma invoice/packing list with the following details:

- Commercial Invoices (Proforma 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 Proforma invoice should be sent to TWI Operations: Andrea Latchman, email [ALatchman@twigroup.com](mailto:ALatchman@twigroup.com) and our on-site partners at "PAN-LITService", Tel. +370 52445677, Fax: +370 5 2445803, e-mail: [rimas@pls.lt](mailto:rimas@pls.lt) and [info@pls.lt](mailto:info@pls.lt)
- Temporary importation (items to be returned to origin or other countries after event). Please issue PROFORMA INVOCIES for these goods and mention: TO BE RE-EXPORTED AFTER THE END OF THE FAIR.
- Definitive importation (brochures, give-aways, samples, other goods to be consumed during exhibition). For these goods INVOICE is requested. Please mention on the bottom of invoice: NO COMMERCIAL VALUE, VALUE FOR CUSTOMS PURPOSE ONLY. THESE GOODS FOR FREE DISTRIBUTION DURING THE FAIR. A separate declaration will be made by us on which we will pay import taxes and duties (to be charged to your company).

## **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.

These are valid for temporary importation of exhibit material. Literature, brochures, consumable, give-away items are not to be included on the ATA Carnet.



## 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.

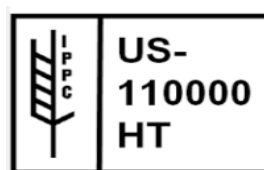


## ***SHIPMENTS WITH NON-MANUFACTURED WOOD PACKING***

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 / PAN-LIT Service 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:

Local on-site Agent in Lithuania:

### **PAN-LITService**

Lasives Ave. 5,  
LT-04215 Vilnius, Lithuania.

Director: Vaidas Beniušis - Tel.: +370 5 2168243 E-mail: vaidas@pls.lt

Project manager: Rimas Griceniuk - Tel.: +370 5 2445677 E-mail: rimas@pls.lt

Fax: +370 5 2445803 E-mail: info@pls.lt

## **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 Regional BEER 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  
SHIRLEY.XING@APTSHOWFREIGHT.COM

**CZECH REPUBLIC**  
SCHENKER SPOL S.R.O.  
TELEPHONE: 42/02/4240 5160  
CONTACT: PETR SLABY  
PETR.SLABY@SCHENKER.CZ

**DENMARK**  
ON-SITE DENMARK APS  
TELEPHONE: 45/3/282 0210  
CONTACT: LARS SKOVHOJ  
LARS@ONSITEGROUP.DK

**FINLAND**  
SUOMEN MESSULOGISTIKKA OY  
TELEPHONE: 358/10/309 6622  
CONTACT: DAVID PALOMO-SANCHEZ  
DAVID.PALOMO@SMLOG.FI

**FRANCE**  
SCHENKER SA  
TELEPHONE: 33/1/6021 4008  
CONTACT: YANN CORNIQUEL  
YANN.CORNIQUEL@DBSCHENKER.COM

**GERMANY**  
PRO MESSE - SERVICE GMBH  
TELEPHONE: 49/82/7180 1424  
CONTACT: NORBERT KASTL  
N.KASTL@PRO-MESSE.DE

**HONG KONG**  
APT SHOWFREIGHT LTD.  
TELEPHONE: 85/2/2877 0511  
CONTACT: LIZA SUEN  
LIZA.SUEN@APTSHOWFREIGHT.COM

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

**JAPAN**  
ISHIKAWA-GUMI LTD.  
TELEPHONE: 81/3/3474 8102  
CONTACT: ANTON SHIGETA  
T\_SHIGETA@ISHIKAWA-GUMI.CO.JP

**JORDAN**  
KUEHNE & NAGEL JORDAN  
TELEPHONE: 962/65/664 128  
CONTACT: RAMZY NABER  
RAMZY.NABER@KUEHNE-NAGEL.COM

**LUXEMBOURG**  
EUROPEAN LOGISTICS PARTNERS  
TELEPHONE: 35/2/263 4251  
CONTACT: THEO WEIRIG  
WEIRIG@ELP.LU

**MALAYSIA**  
R.E. ROGERS MALAYSIA SDN BHD  
TELEPHONE: 603/5510 8611  
CONTACT: RASYID ABDULLAH  
RASYID@ROGERS-ASIA.COM

**MEXICO**  
CARGOLIVE, S. DE R.L. DE C.V.  
TELEPHONE: 52/55/5280 1279 EXT. 233  
CONTACT: JOHANNA ROMERO  
JOHANNA.ROMERO@CARGOLIVELOG.COM

**NETHERLANDS**  
CEVA LOGISITICS  
TELEPHONE: 31/26/319 5204  
CONTACT: BASTIAAN WIGMAN  
BASTIAAN.WIGMAN@CEVALOGISTICS.COM

**NORWAY**  
ON-SITE NORWAY AS  
TELEPHONE: 47/2/273 8300  
CONTACT: IRENE JOHANSEN  
IRENE@ONSITEGROUP.NO

**POLAND**  
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: 35/12/1324 6202  
CONTACT: JOAO PRATAS  
JOAO.PRATAS@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  
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OLGA.SERJANTOVA@EXPOTRANS.NET

**SINGAPORE**  
APT SHOWFREIGHT (S) PTE.LTD.  
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GHANI@APTSHOWFREIGHT.COM

**SLOVENIA**  
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TELEPHONE: 38/6/4206 2810  
CONTACT: MIRKA HAFNER  
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**SOUTH KOREA**  
KEMI-LEE CO. LTD.  
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FRANCES@TRANS-LINK.COM.TW

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**UNITED KINGDOM**  
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**UKRAINE**  
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