



# SHIPPING INSTRUCTIONS

for

## National Restaurant Association 2024

### 18 May - 21 May

### McCormick Place

TWI has been appointed by National Restaurant Association as the preferred Customs Broker and International Freight Forwarder for delivery of international shipments destined for National Restaurant Association 2024. The following pages contain information to help ensure the successful arrival, clearance, and timely delivery of your shipment of NON-FOOD/BEVERAGE shipments. Please contact TWI for assistance with and deadlines for importing food & beverages.

The following pages contain information to help ensure the successful arrival, clearance, and timely delivery of your shipment.

#### TWI IMPORT SERVICES CONTACTS:

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TWI Import Services  
6425 Montessori St - Ste 200  
Las Vegas, NV 89113  
Tel: +1 (702) 691-9000

## Arrival Deadlines

	Port	Delivery to ADVANCED WAREHOUSE	Delivery to VENUE
Air Freight	Chicago - O'Hare Int. (ORD)	24 April	10 business days prior to requested delivery date
Ocean Freight FCL	Chicago, IL, US (USCHI)	17 April	15 business days prior to requested delivery date
Ocean Freight LCL	Chicago, IL, US (USCHI)	17 April	15 business days prior to requested delivery date

## Advance Warehouse Information

- The advanced warehouse receiving deadline is: **3 May**. This date is subject to change at the discretion of the drayage contractor. Please verify dates prior to exporting your freight.
- Please note that U.S. Customs is closed on all U.S. Federal Holidays. Make sure to check the [U.S. Federal Holiday](#) calendar prior to shipping.

Shipping labels should read:

**National Restaurant Association 2024**  
**McCormick Place**  
**2301 South Lake Shore Dr.**  
**Chicago , Illinois 60616**

**For: (Name of Exhibitor)**  
**Booth Number: Carton No. \_\_\_\_\_ of \_\_\_\_\_**  
**Gross Weight: \_\_\_\_\_ kgs**

### **FDA (Food & Beverages)**

Additional information is required when shipping food items USA. All commercial invoices and documentation need to be e-mailed to your TWI representative a minimum of 2 weeks prior to departure for approval. The deadlines below are specifically for shipments that require FSVP Importer of record and/or FDA registration. Please review the following link for additional information [FDA Guidelines](#)

Importer and Customs deadlines for FDA regulated shipments are as follows:

**January 5, 2024:** Begin the FSVP process if you do not have an FSVP importer of record. This process can take several months to complete and exhibitors who wait may find that there is not sufficient time for the evaluation and verification efforts required to verify that the imported food meets US food safety standards.

**March 4, 2024:** Notify TWI or TWI overseas agent of any intended sea freight shipment and ETA. Email documents for review and approval. ISF Form must be completed and provided to TWI 72 hours prior to export of sea freight shipments.

**April 2, 2024:** Notify TWI or TWI overseas agent of any intended air freight shipment and ETA. Email documents for review and approval.

**April 15, 2024:** Deadline for exhibitors to apply for FDA Facility Registration services.

### **PACKING AND LABELING**

Temporary and permanent items must be shipped on separate HAWB's. Failure to separate items and not send on individual HAWB's will result in a permanent, duty paid customs entry with all duties/taxes billed back to you.

### **CONSIGMENT INSTRUCTIONS**

For all direct SEAFREIGHT or AIRFREIGHT SHIPMENTS, send as "Freight prepaid" consigned as follows:

**Consignee:**

C-Air Customhouse Brokers-Forwarders Inc. - JFK  
(Name of Exhibitor)  
(Booth #)  
National Restaurant Association 2024  
McCormick Place  
2301 South Lake Shore Dr.  
Chicago , Illinois 60616

**Notify Party:**

TWI Import Services c/o  
C-Air Customhouse Brokers-Forwarders Inc. - JFK  
Attn: usa@twigroup.com  
Tel: +1 (702) 691-9000

For all consolidated SEAFREIGHT or AIRFREIGHT SHIPMENTS, send as "Freight prepaid" consigned as follows:

**Master Consignee:**

TWI Import Services  
c/o C-Air Customhouse Brokers-Forwarders Inc. - JFK  
Tel: +1(702)691-9000  
usa@twigroup.com

**Notify Party:**

TWI Import Services c/o  
C-Air Customhouse Brokers-Forwarders Inc. - JFK  
Attn: usa@twigroup.com  
Tel: +1 (702) 691-9000

**House Consignee:**

HAWB/HBL & AMS ENTRY:  
C-Air Customhouse Brokers-Forwarders Inc. - JFK  
For: TWI Import Services/(Name of Exhibitor)  
National Restaurant Association 2024  
McCormick Place  
2301 South Lake Shore Dr.  
Chicago , Illinois 60616

### **PRE-ALERT REQUIREMENTS**

Pre-alerts must be e-mailed to your TWI representative and [USA@twigroup.com](mailto:USA@twigroup.com) a minimum of 3 working days prior to your shipment arrival and should include:

- Master AWB or Bill of Lading
- House AWB or Bill of Lading (if applicable)
- Commercial invoice/packing list in Excel format
- Any other necessary Customs documentation

### **MANDATORY ISF FILING (OCEAN SHIPMENTS ONLY)**

An ISF form **MUST** e-mailed to [USA@twigroup.com](mailto:USA@twigroup.com) or your sales rep 7 (seven) days prior to the vessel's departure. U.S. Customs has begun imposing fines for non-compliance of up to **\$20,000.00**. Please contact your TWI representative for further assistance or questions regarding ISF filing.

**DO NOT TENDER SHIPMENTS TO THE CARRIER WITH OUT PRIOR APPROVAL FROM TWI. YOU WILL RECEIVE AN ISF TRANSACTION NUMBER.**

[ISF Form](#)

### **INFORMATION FROM OUR CUSTOMS BROKER CONCERNING CUSTOMS ENTRY AND OTHER GOVERNMENT AGENCIES:**

### **COMMERCIAL INVOICE AND COMPLETION**

A separate commercial invoice/packing list must be created for temporary and permanent items (which must also ship on separate HAWB's). Please Note: Stand materials are not eligible for a temporary import in the U.S. You can contact your TWI rep for additional information and assistance in reviewing your paperwork.

[Commercial Invoices](#)

### **TYPES OF CUSTOMS ENTRIES**

1. Consumption duty-paid entry: This is the most common method of entry and must be used for all stand fittings.
2. Temporary Import Bond: This entry can only be used for product samples; U.S. Customs will not allow stand fittings to be entered as a TIB.
3. ATA Carnet: U.S. Customs accepts ATA Carnets.

[Customs Entry](#)

## **OTHER GOVERNMENT AGENCIES**

**FDA (lasers components):** A Radiation Control Form must be submitted for any item containing a laser diode, including laser devices, LED, x-rays, etc.)

**FDA (Food & Beverages):** Additional information is required when shipping food items USA. All commercial invoices and documentation need to be e-mailed to your TWI representative 2 weeks prior to departure for approval. Please review the following link for additional information:

[FDA GUIDELINES](#)

## **SOLID WOOD PACKING MATERIALS**

Solid wood packing material must be heat treated in compliance with IPPC standards and stamped accordingly. Please note that if pallets brought into the U.S. are not treated, we will need to re-palletize with treated pallets for re-export and this will be an additional cost.

[Import & Export Requirements for Wood Packaging Materials into the U.S.](#)

## **OTHER SOLID WOOD MATERIALS AND THE LACEY ACT**

The U.S. Department of Agriculture enforces federal laws protecting wildlife, including enforcing civil and criminal penalties for the illegal trade of animals and plants, including wood. Any products made of wood, especially furniture, are subject to Lacey Act requirements and a Plant and Plant Product Declaration Form must be completed.

[Lacey act form](#)

## **INSURANCE**

TWI is **NOT** responsible for any loss, theft or damage while goods are left unattended. We strongly recommend that each exhibitor secure insurance coverage for their goods throughout the entire shipping process. Freight left at the booth at the close of the exhibition may be unattended for a period of several hours or days. TWI can offer total insurance coverage. Please contact your TWI representative for details.

## **PAYMENT OF CHARGES**

Our terms and conditions require that all transportation, customs clearance and delivery charges be paid within 30 days of the movement.

[Terms & Conditions of Service](#)

## **THE FOLLOWING LINKS CONTAIN ADDITIONAL INFORMATION AND/OR FORMS:**

[Commercial Invoices and Custom Entry](#)

[Military and Dual Use Items](#)

[Lacey Act Classifications](#)

[ISF Form – Mandatory For Ocean Shipments](#)

[Outbound Show Instructions](#)

[All TWI Forms](#)

[TSCA Form](#)

[FDA Guidelines](#)

[Lacey Act Form](#)

[FDA Radiation Control For Laser Devices](#)

[Return Shipping Instructions for U.S. Shows](#)