



## Shipping Instructions

### MRO Asia 2024

24 - 26 September

Singapore Expo

#### IMPORTANT DEADLINES

General Air Freight Cut-Off:	20 Aug
Delivery Date:*	22 Sep

\*unless otherwise requested



TWI has been appointed by **Aviation Week Network Events** as the official transportation coordinator and on site handling agent of equipment and display materials for exhibitors participating in **MRO Asia 2024**.

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

<b>Latest Arrival Dates</b>	
<b>Air- Singapore – (SIN)</b>	<b>11 – 13 September</b>
<b>Sea Freight – LCL/FCL – (SIN)</b>	<b>04 – 06 September</b>
<b>Courier Consignment</b>	<b>11 – 13 September</b>
<b>Document Deadline Dates</b>	
<b>Air Freight Document Deadline</b>	<b>4 September</b>
<b>Sea Freight Document Deadline</b>	<b>28 August</b>
<b>Brochures/Catalogues/Radio/Telecomm Document Deadline Date</b>	<b>26 August</b>

## ***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)**

APT Showfreight (S) Pte Ltd  
10 Bukit Batok Crescent, The Spire  
#08-05, Singapore 658079  
For: MRO ASIA PACIFIC 2024  
Attn: Joe Tan (Mr)  
Tel: +65 6499 8975

### **NOTIFY PARTY**

ASPAC Aircargo Services Pte Ltd  
Attention: Import Dept.  
Tel: +65 65425266



## **CONSIGNMENT INSTRUCTIONS FOR OCEAN – Singapore Port**

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)**

APT Showfreight (S) Pte Ltd  
10 Bukit Batok Crescent, The Spire  
#08-05, Singapore 658079  
For: MRO ASIA PACIFIC 2024  
Attn: Joe Tan (Mr)  
Tel: +65 6499 8975

### **NOTIFY PARTY**

"Same as Above"

## **COURIER CONSIGNMENT**

All duties and taxes for courier consignments must be paid by sender **PRIOR** export. Pre-alert which includes a copy of the airway bill, commercial invoice, name of the exhibition and your contact details must be sent to us prior export.

Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% outlay fee.

### **CONSIGNEE**

APT Showfreight (S) Pte Ltd  
10 Bukit Batok Crescent, The Spire  
#08-05, Singapore 658079  
For: MRO ASIA PACIFIC 2024  
Attn: Joe Tan (Mr)  
Tel: +65 6499 8975



## ***PRE-ADVISE***

Please email advance copies of the Airway Bill / Express Release Bill of Lading, invoice, and pre-alert to **Mr Joe Tan - [joe.tan@aptshowfreight.com](mailto:joe.tan@aptshowfreight.com) & Jennifer Padilla - [jpadilla@twigroup.com](mailto:jpadilla@twigroup.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](mailto:jpadilla@twigroup.com) and our on-site partner **APT Showfreight** – Mr. Joe Tan – [joe.tan@aptshowfreight.com](mailto:joe.tan@aptshowfreight.com) by the document deadline dates listed on page 2.



## ***RADIO/TELECOMMUNICATION GOODS -***

A copy of your commercial invoice and brochure is required for all shipments into Singapore.

Static Display of the equipment is permissible. Any equipment that transmits radio frequency or sound waves must first seek approval before the equipment is brought in and following information is required:

1. Frequencies
2. Number of Channels being used
3. RF Output Power
4. RF Bandwidth

## ***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.

## ***FLOOR LOADING CAPACITY***

Based on requirements by the venue owners, all exhibits with individual net weight of 1,000kg and more with the following information are to be forwarded to us by latest **20 August 2024** to obtain approval:

- Dimensions of individual machines
- Nett weight of the machine
- Functional – Whether machine is operating during show. If affirmative, provide dynamic loading when machine is operating. If not to provide the static loading
- Footprint of all machines. Is the machine base flat or on castors/legs? If on castors/legs, please provide footprint of the castors/legs. To check the loading on venue floor slab, the dimensions that are in contact with the floor is of most importance.
- Provide catalogue/specification/drawings
- Booth design(layout) indicating position of machines on the booth as well as booth number  
If steel plate is required to be provided at the venue for the exhibits and/or a Professional Engineer Certification is required.



**Censorship** may be required in this country. Please ask your TWI representative for further information.

*\*Publication materials, the Importation of Films, Video Tapes or Disc are subject to censorship by the Media Development Authority.*

## 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.

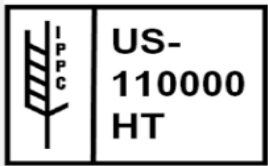


**SHIPMENTS WITH NON-MANUFACTURED WOOD PACKING**

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.



**TERMS OF PAYMENT**

All TWI / Apt Showfreight 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:

### **APT Showfreight**

Joe Tan – [joe.tan@aptshowfreight.com](mailto:joe.tan@aptshowfreight.com) Tel: (65) 6499 8975

### **TWI GROUP**

Tyler Hunt– [thunt@twigroup.com](mailto:thunt@twigroup.com) Tel: +1-702-691-9000

