



# OFFICIAL SHIPPING MANUAL

## MWC23 LAS VEGAS

### INTERNATIONAL SHIPPING CONTACT:

Sole International Freight Forwarder and Customs Broker  
Exhibition Freighting G.S.M

**T: +44 (0)1732 885 131**  
**F: +44 (0)1732 886 689**

**Michael Armitage**  
[michael@ef-gsm.com](mailto:michael@ef-gsm.com)

### US SHIPPING CONTACT

**T: +1 714 7684145**  
**Kym Marmolejo**  
[kym.marmolejo@dsv.com](mailto:kym.marmolejo@dsv.com)



**OFFICIAL FREIGHT FORWARDER AND CUSTOMS BROKER**

We are pleased to confirm that Exhibition Freighting GSM Ltd has been appointed as the Sole Official Freight Forwarder and Customs Broker for MWC Las Vegas 2023. The services we will be providing include the following:

- International and US domestic shipping and transportation services from door to venue and vice versa
- US customs brokerage
- US Temporary Import Bond
- On-site support

**INTERNATIONAL SHIPPING INSTRUCTIONS**
**ARRIVAL DATES**

<i>PLACE OF ARRIVAL</i>		<i>ARRIVAL DEADLINE</i>
<i>WHEREVER POSSIBLE WE RECOMMEND DELIVERY OF CARGO TO THE EVENT ADVANCE WAREHOUSE. WAREHOUSE ARRIVAL DEADLINE / LATEST DELIVERY DATE IS 14<sup>th</sup> SEPTEMBER</i>		
<b>AIRFREIGHT</b>	LAS (Non-Carnet Shipments	10 WORKING DAYS PRIOR TO
	Only)	REQUIRED DELIVERY DATE
	LAX (ATA Carnet Shipments	14 WORKING DAYS PRIOR TO
	Must be sent to LAX)	REQUIRED DELIVERY DATE

**DOCUMENT DEADLINES**

Airfreight: Please send your documents for approval prior to shipping. We need the following:

- Copy of commercial invoice / packing list
- Copy of Airwaybill
- Completed service order form

Please send all documents to [michael@ef-gsm.com](mailto:michael@ef-gsm.com) for approval prior to shipping.

**CASE MARKINGS**

The shipping mark for all cases must be as follows:

For shipments being sent to the Advance Warehouse, the shipping mark for all cases is as follows:

**Exhibiting Company Name / Booth #**

MWC LAS VEGAS 2023  
C/O FREEMAN  
6675 W SUNSET RD  
LAS VEGAS, NV 89118  
USA

For shipments being sent direct to Show site, the shipping mark for all cases is as follows:

**Exhibiting Company Name / Booth #**

MWC LAS VEGAS 2023  
FREEMAN  
LAS VEGAS CONVENTION CENTER  
300 CONVENTION CENTER DR  
LAS VEGAS, NV 89109

**CONSIGNMENT INSTRUCTIONS****AIRFREIGHT**

All Airwaybills must be consigned as follows:

**CONSIGNEE:**

EXHIBITION FREIGHTING GSM LTD  
3150 PARADISE RD  
LAS VEGAS, NV 89109, USA

**NOTIFY:**

DSV C/O PFC  
CTC: CATHY NGUYEN  
TEL: +1 424 6750986  
EMAIL: [Cathy.Nguyen@dsv.com](mailto:Cathy.Nguyen@dsv.com)

**ROADFREIGHT / COURIER SHIPMENTS**

We don't recommend using courier companies to send international shipments to the event, due to the possibility of delays and issues with US customs clearance. In the event you do elect to use your own courier company to ship to the event, we would recommend you arrange to send the shipment to the Freeman Advance Warehouse Location.

**DOCUMENTATION REQUIRED FOR CUSTOMS CLEARANCE**

A Commercial Invoice / Packing List must be raised for any shipment originating from outside the USA, for customs clearance purposes.

Invoices should be addressed as follows:

EXHIBITION FREIGHTING GSM LTD  
MWC23 LAS VEGAS  
C/O **EXHIBITOR NAME**  
3150 PARADISE RD  
LAS VEGAS, NV 89109, USA  
BOOTH NO.....

The commercial invoice should clearly indicate which items will return to origin (temporary import) and items for giveaway/distribution (permanent import).

The invoice/packing list must also include the following information:

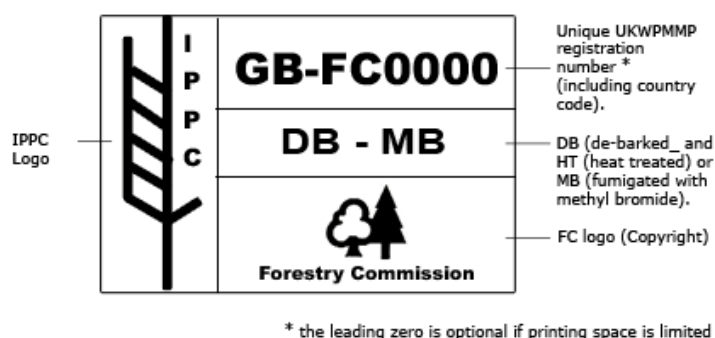
- Description of each item
- Serial number of each item (if applicable)
- Model number of each item (if applicable)
- Harmonised tariff code for each item
- Values for each item
- Country of manufacture
- Any textile material should include fabric content and confirmation of whether knit or woven or died or printed

## TEXTILES

When shipping textiles or apparel of any kind, it is very important that detailed descriptions of the merchandise be provided for each item, e.g. long sleeve T-shirts, 100% cotton, white with blue stripes, size: large, quantity 8. Indicate if textiles are woven or knitted. It is important to state the Country of Origin and the merchandise must be labeled as such. Please explain if the textile is died or printed and please be sure to describe how each material is being shipped, e.g. roll or swatch. Please indicate the dimensions of each piece.

## WOODEN PACKING MATERIAL REQUIREMENTS

Any wooden packing material must be ISPM compliant for importation into the USA and must bear the following IPPC marking.



Any wooden packing material arriving without this marking is liable for either immediate re-export to origin or destruction, both at the cost of the shipper.

## MATERIAL HANDLING CONTRACTOR / ADVANCE WAREHOUSE / DIRECT DELIVERIES TO VENUE

Freeman are appointed as the official material handling / drayage contractor for this event. Freeman will be offering an advance receiving warehouse for for the event and will be responsible for freight handling on-site at the Las Vegas Convention Center and will charge for this service. Exhibitors will be responsible for settling material handling / drayage charges directly with Freeman and all such charges are excluded from our tariff.

## OTHER INFORMATION

### Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that EF-GSM Limited do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. EF-GSM Limited is not liable for any losses, theft or pilferage.

### Late arrival surcharges

Any shipments arriving after our deadlines will be subject to a late arrival surcharge of an additional 30% of our official tariff.

### Basic Conditions of Contract

All work undertaken is subject to the BIFA (British International Freight Association) terms and conditions (2021 Edition).

Our invoices will be due immediately after issue without any further notice. New customers or those with whom we have not agreed terms of payment will be asked to pay charges prior to the start of the event, on-site during the event or before return shipping of their exhibits. All charges levied will be in accordance with the official exhibition tariff.