

**ARCHERY TRADE ASSOCIATION
JANUARY 11-13, 2018
INDIANA CONVENTION CENTER
INDIANAPOLIS, INDIANA**

INTERNATIONAL SHIPPING INSTRUCTIONS

ML International has been appointed the Preferred Freight Forwarder for **ARCHERY TRADE ASSOCIATION 2018** by Shepard Exposition Services. Please find important instructions on the following pages, including shipping deadlines and documentation requirements for the importation of your exhibition materials to the USA.

AIR FREIGHT – DESTINATION: INDIANAPOLIS INTERNATIONAL AIRPORT (IND)

IATA/DIRECT AWB:

Exhibitor Name

Indiana Convention Center
100 S. Capitol Ave.
Indianapolis, IN 46225

Notify Party

ML International/Airways Freight Corp.
Tel: 800-643-3525
Attn: Air Dept.
Archery Trade Association 2018
Exhibitor Name: _____
Booth# _____

Pre-alerts:

Please e-mail pre-alerts to:
Cassia Tuggle
ctuggle@mlintl.net

Phone: 1-630-355-5911



Ocean Freight - Please route all ocean freight through **INDIANAPOLIS, IN CFS**

Bill of Lading Consignee

Exhibitor Name:

Archery Trade Association 2018
Indiana Convention Center
100 S. Capitol Ave.

Notify Party

ML International Expo Logistics
280 Shuman Blvd.
Ste. 105
Naperville, IL 60563
Archery Trade Association 2018
Exhibitor Name: _____
Booth# _____

Pre-alerts:

Fax or e-mail a copy of the B/L to the Naperville, IL office.
Please e-mail pre-alerts to: ctuggle@mlintl.net
Phone: 1-630-355-5911

Original documents: Please courier Express B/L and commercial invoices to the following address:

ML International Expo Logistics
280 Shuman Blvd.
Suite 105
Naperville, IL 60563



Marks and Packing: All cases, crates or cartons must be clearly marked on two sides as shown below skidded or containerized cargo should be individually labeled with these same marks:

For shipments that are going to advance warehouse.

Advance Warehouse shipping address:

Exhibiting Company Name / Booth # _____

UPSF

C/O Shepard Exposition Services

6101 West 80th Street

Indianapolis, IN 46254

Delivery Hours: M-F, 8-4:30 PM

For: Archery Trade Association 2018

First day freight can arrive W/O a surcharge is:

December 14, 2017

Last day freight can arrive W/O a surcharge is:

January 5, 2018

For shipments that are going direct to the show site.

Direct to Show Site:

Exhibiting Company Name / Booth # _____

C/O SHEPARD EXPOSITION SERVICES

Indiana Convention Center

100 S. Capitol Ave.

Indianapolis, IN 46225

For: Archery Trade Association 2016

EXHIBITOR MOVE IN

Tuesday, January 9

8:00 am – 8:00 pm

Wednesday, January 10

8:00 am – 8:00 pm

EXHIBITOR MOVE-OUT

Saturday, January 13

4:00 pm – 11:00 pm

Sunday, January 14

8:00 am – 4:00 pm

Deadlines:

AIRFREIGHT:

FOR ADVANCE WAREHOUSE

Documents: December 26, 2017

Freight: January 1, 2018

For delivery to Advance Warehouse by December 30, 2017

FOR DIRECT TO SHOW SITE:

Documents: December 27, 2017

Freight: January 5, 2018

For delivery to show site on January 9, 2018

OCEAN FREIGHT:

ALL LCL SHIPMENTS WILL BE DELIVERED TO ADVANCE WAREHOUSE.

Documents: December 9, 2017

LCL Freight: December 16, 2017

For delivery to Advance Warehouse by December 30, 2017

DIRECT TO SHOW SITE:

FCL Freight contact ML International for arrival dates. Due to holidays and show location FCL shipments will need to be handled individually.

ISF – it is the responsibility of the shipper to have all ISF filed prior to sailing and confirmed with customs. ML International is not responsible for ISF not being filed on time.

If you plan on shipping items with ION Batteries, please advise prior to shipping. If you plan on shipping video monitors or other items, please advise us so proper FDA and FCC forms can be filed out in advance.

FOR ADDITIONAL INFORMATION AND ASSISTANCE:

Contact the following:

John Chadwick

jchadwick@mlintl.net

479-200-0665

Mark Lopata

mlopata@mlintl.net

630-355-5911

