

# Shipping Manual

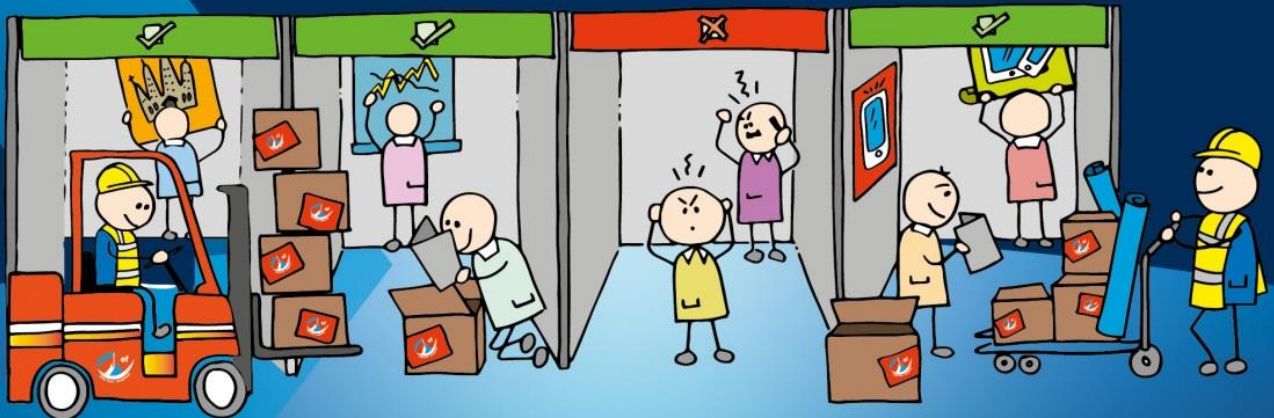


Future Travel Experience (FTE) Global 2023

19<sup>th</sup> – 20<sup>th</sup> September 2023

Long Beach Convention Center, California

Los Angeles, USA



**Roger Bowman**

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ESSA | Event Supplier and Services Association





**FUTURE TRAVEL EXPERIENCE (FTE) GLOBAL 2023**  
**19<sup>th</sup> – 20<sup>th</sup> September 2023**  
**Long Beach Convention Center, Los Angeles, California**

**INTERNATIONAL SHIPPING INSTRUCTIONS**

**Exhibition Freighting G.S.M. Limited** are the Sole official Freight Forwarder and Customs broker for the **Future Travel Experience Global 2023**.

Due to strict customs formalities, Exhibition Freighting G.S.M. Limited, working in conjunction with local partner Freeman, are pleased to share their International freight and local customs formalities experience to ensure your exhibits reach your stand for the right date and time.

**Exhibition:** Future Travel Experience Global 2023  
**Venue:** Long Beach Convention Center  
**Hall:** Hall C  
**Organiser:** FTE

**Build-up 17<sup>th</sup> September 2023:** Freeman move-in

**Build-up 18<sup>th</sup> September 2023:**

Exhibitor installation – Space only access: 08:00 – 19:00 h  
Exhibitor installation – Shell scheme access: 15:00 – 19:00 h

**Event open:** **19<sup>th</sup> – 20<sup>th</sup> September 2023**

**Break-down 20<sup>th</sup> September 2023:** 19:00 – 22:00 h

**Break-down 21<sup>st</sup> September 2023:** 08:00 – 12:00 h /  
Extended breakdown for space only booths (at request)

**INTERNATIONAL FREIGHT CONTACT DETAILS**

**Exhibition Freighting G.S.M. Limited**

**Attn: Roger Bowman**

Global House  
Unit 5 Station Court, Station Approach  
Borough Green, Kent TN15 8AD  
United Kingdom

Tel: +44 (0) 1732 885131  
Email: [roger@ef-gsm.com](mailto:roger@ef-gsm.com)

Web: [www.ef-gsm.com](http://www.ef-gsm.com)

**APPOINTED USA MATERIAL HANDLING CONTRACTOR / DRAYAGE / ON-SITE HANDLING & DOMESTIC SHIPPING:**

**Freeman**

Contact details: Chris Alonzo  
E: [Chris.Alonzo@freeman.com](mailto:Chris.Alonzo@freeman.com)  
Tel: +1 714 254 3563



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## INTERNATIONAL SHIPPING GUIDELINES

### CONSIGNEE INSTRUCTIONS:

Advanced warehouse address in USA:

Receiving date begins: 22<sup>nd</sup> August 2023

Deadline date is: 12<sup>th</sup> September 2023

TO: Freeman Anaheim  
FOR: FTE GLOBAL 2023 / \*Exhibitor Name / Stand number

EF-GSM C/O Freeman  
3456 E Miraloma Ave  
Anaheim, CA  
92806  
USA

**\*All Items should be labelled clearly with following details:**  
Show Name, Stand Number, Company Name

If shipping under ATA Carnet, please contact Roger Bowman, [roger@ef-gsm.com](mailto:roger@ef-gsm.com)

**\*\* All freight must be sent on prepaid basis, 25% outlay fee will be levied for any Freight collect shipments\*\***

All space only contractors or exhibitors must have prior arrangements with Freeman for offloading into the venue from the loading bay (this is a US specific Rule)

Please note that EF GSM will be working in conjunction with Freeman

EF GSM will be responsible for international shipping and  
Freeman domestic shipping within the US and Canada



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## **DOCUMENTS:**

Please send us copies of all shipping documents for approval in advance and prior to shipping (see contact details on 1st page). Failure to do so will mean that Exhibition Freighting G.S.M. Limited cannot be held responsible for customs fines, additional charges, or non-clearance of goods.

Once documents are approved: Full pre alert to include POA, AWB or Ocean Bill of Lading ( BL ) and Combined Commercial Invoice & Packing List ( CCIPL ) Including Flight or Vessel information to be sent as follows:

**Air freight:** Approved Documents required 48 hours prior to freight arrival

**Ocean-freight:** Approved Documents required at Least 5 Working Days prior to freight arrival

**CCIPL:** Must include detailed description of goods in English language only, country of manufacture, HTS Codes and values per Unit & Total value – Please **contact Roger Bowman, [roger@ef-gsm.com](mailto:roger@ef-gsm.com) for assistance**

**Customs Power of Attorney (POA):** Must be completed and signed by President, CEO, CFO, Owner or Director

**10+2 ISF Form:** Must be completed for all Ocean shipments – ISF must be sent minimum 72 hours prior to vessel departure.

**ATA Carnet:** If you are choosing to export under ATA Carnet, please contact Roger Bowman, [roger@ef-gsm.com](mailto:roger@ef-gsm.com)

**All work carried out is subject to the terms and conditions of the British International Freight Association 2021 edition. Copy available upon request or [www.ef-gsm.com](http://www.ef-gsm.com)**



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