

AIRPORT / Air Shipments Instructions

In order to pick up your shipment, we need the following:

- A Customs <u>cleared</u> Delivery Order from YOUR Custom's Broker
 - o We do not have the capabilities to clear (customs) shipments.
- All air-freight / airport fees <u>prepaid</u> by your Customers Broker
 - We cannot pay any charges at the airport.
 - Our drivers do not carry any cash, please have everything prepaid.
- An **Email sent** to the below contacts with the following information
 - Company name & booth number
 - How much product
 - Type of product (Frozen, Fresh, non-perishable)
 - o When your product will be available for pickup
 - o The Delivered Order attached to the email
- J&D Trans and Araho will be working together, so it is very important to email any and all paperwork to all <u>4 contacts</u> noted below at J&D and Araho.
 - o Jennifer Currier, J&D Trans: jen@jdtrans.com
 - o Paul (Mac) McAleney, Araho: pmcaleney@arahotransfer.com
 - Brandon Scott, bscott@arahotransfer.com
 - Stephen Krasco, Araho: skrasco@arahotransfer.com

Additional steps to ensure delivery to the Boston Convention Center

- ALL bills of lading (Airway Bill's) MUST have the following info:
 - Company name
 - Booth number
 - o Descriptions: Frozen, Fresh, Dry
- <u>Prior</u> to shipping your product, every cases/box must be marked on
 <u>ALL 4 sides</u> with:
 - o Booth number of the cases/box or shrink-wrapped pallet
 - Descriptions of: Frozen, Fresh or Dry

This must be done before product is shipped.

Box descriptions cannot be done at the consolidation point or after.

Shipments are consolidated on the trucks; therefore, any unmarked packages may not be delivered as required.

All UNMARKED cases will be put in the freezer!!!

J&D cannot stress the importance of proper paperwork and communication.

We cannot be held accountable for avoidable mix-ups.

After Delivery to the Boston Convention Center

- Your product is delivered into the designated storage area at the Convention Center.
- Any frozen or refrigerated product will be in designated trailers on the loading dock.
- Freeman will have a booth set up on the dock and instruct you where to find your product.
- Someone from your company must claim your product on loading dock.
- J&D cannot deliver any product to your booth ourselves.

Additionally, the show is located in Boston and weather can be unpredictable, we always suggest to ship earlier than later due to inclement weather that may affect deliveries.

J&D will do everything and anything we can ensure all goes smoothly!

J&D Transportation, Inc appreciates your business and looks forward to providing you services to the Seafood Expo North America.