



Fairs & Events USA

AAB SHOW
NEW YORK

OCTOBER 21-22, 2026
NEW YORK, NY

INTERNATIONAL SHIPPING INSTRUCTIONS





Introduction

Contact Details

Introduction

DSV Fairs & Events has been appointed by show management as the Official International Freight Forwarder and Customs Broker for the **2026 NAB Show New York**.

It's time to plan your shipping, so let our exposition freight experts assist you with all of your international transportation needs, including:

- Shipping of international exhibits to the show
- Customs clearance procedures
- Delivering your cargo to the appointed site handling contractor
- Re-exporting your freight at the conclusion of the show.

Contact Details

Please [CONTACT US](#) to request a quotation for our services:

Lead Project Manager: Brody Kraft
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Import Operations Manager: Pat Vidal
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Operations Director: Anamitra Mukherjee
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Toll Free: + 1 866 298 3422

Import Sales Manager: Kelly O'Neill
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Mobile: + 1 404-432-8835

To find a local DSV Fairs & Events agent office in your country please [CONTACT US](#).





Consignment Instructions & Arrival Deadlines



Consignment Instructions

CONSIGNEE:

Jacob K. Javits Convention Center
655 W. 34th Street
New York, NY 10001 USA

NOTIFY PARTY:

2026 NAB Show New York
c/o DSV Fairs & Events
E-mail: US-Exhibitions@dsv.com
Office: + 1 786 577 6750



Arrival Deadline - LCL Sea Freight to New York

Freight for **advance warehouse** delivery should arrive by **September 21st**.

Freight for **direct to show delivery** should arrive **15 business days** before assigned target move-in date.



Arrival Deadline - FCL Sea Freight to Newark Port, NJ

Freight for **advance warehouse** delivery should arrive by **September 25th**.

Freight for **direct to show delivery** should arrive **10 business days** before assigned target move-in date.



Arrival Deadline - Air Freight to New York (JFK)

Freight for **advance warehouse** delivery should arrive by **September 28th**.

Freight for **direct to show delivery** should arrive **10 business days** before assigned target move-in date.



Preshow / Post-show Warehouse Handling

If you wish to use our preshow / post-show warehouse handling service, please contact our show manager for details and instructions.



Customs Documentation

Pre-Alert Requirements for All Air Freight & Sea Freight

Complete pre-alert with all documents must be emailed to DSV Fairs & Events USA before it departs the country of origin.

BASIC DOCUMENTATION: All pre-alerts must include basic documents that are required for all air and ocean import shipments.

- Pre-alert form – detailed instructions including shipment details, import entry type and delivery requirements
 - Commercial invoice / packing list – in English, detailing the shipment contents with HTS code and value
 - Air waybill or Ocean bill of lading – with the shipment transport and vessel details
 - US Customs Power of Attorney – authorizing DSV to file the import entry on behalf of the shipper or consignee
 - Customs Form 5106 - required to register or update the identification information of importers and consignees
- Contact DSV Fairs & Events for the correct Customs POA Form, Non-Resident Form and Form 5106 for your shipment.

ADDITIONAL DOCUMENTS: May be required for the import and / or export, depending on the commodity and entry type.

- ISF Guidelines / Worksheet - required to complete an Importer Security Filing for ocean imports, plus blank ISF form
- Re-Export FPPI - required for all shipments that are being re-exported after the show / exhibition
- Textile Declaration & MID (identification code) – required for importing any textiles, apparel, or fabrics
- Toxic Substances Control Act (TSCA) Form - required for any shipment that contains a chemical. Required for pens.
- Lacey Act Form - required for any product that is made of wood, or shipments that contain plants or wildlife
- FDA / FCC Forms – required for certain electronic devices and other items
- DOT / EPA Waivers – required for motorized vehicle imports that are not DOT / EPA authorized

Temporary Import Entries

TIB TEMPORARY IMPORT: Can only be used to import goods that are manufactured or produced by the shipper or importer, for the purpose of display & taking orders. All items imported under TIB must be fully re-exported within one year of import. Failure to re-export in full within one year will incur 2X duty + tax PLUS penalty fees determined by US Customs.

ATA CARNET IMPORT: The Carnet must be shipped to DSV Fairs & Events via courier. Do not include with airline documents. Contact DSV to confirm the delivery address for the courier. No permanent import items (ex – brochures, giveaways) can be included on the general list of the carnet.

TRADE FAIR IMPORT: Permits temporary import for trade show purposes only. Trade fair entry must be cancelled out for all items on the commercial invoice within 90 days of the initial import, by either immediate re-export or permanent import by sale concluded before the end of the show. Permanent import documents must be approved before the end of the show.

Permanent Import Entries

REQUIRED: Certain commodities can only be imported on a duty-paid, permanent basis. Some examples are –

- Brochures
- Giveaways
- Textiles

Case Markings

Exhibits and cargo should be well packed and designed with internal padding and battens, suitable to the nature of the goods and the mode of transportation intended. The packaging should be able to withstand the entire journey, in case of temporary import the return journey also. It should be capable of easy unpacking and re-packing; the use of screws and clips is highly recommended instead of nails which normally damage the packaging.

All AIR and LCL SEA freight must be securely packed in a crate or shrink-wrapped pallet, no loose cartons. All packages, including individual pieces within a shrink-wrapped pallet, should be marked as follows:

"Exhibiting Company Name"
c/o 2026 NAB Show New York
Booth # ____
Jacob K. Javits Convention Center
New York, NY USA
Made in (country of origin)



Insurance

Terms and Conditions

Payment Terms & Bank Details

Insurance

Adequate insurance coverage must be secured at origin, before departure for the event in the USA. Be sure to cover the value of your exhibit to the USA, during the event, and from your event to the next destination.

Terms and Conditions

All services provided by DSV are subject to and governed by the DSV Standard Terms and Conditions.

<https://www.dsv.com/en-us/about-dsv/terms-and-conditions>

Payment Terms & Bank Details

Payment is due upon US Customs release, prior to final delivery.

ELECTRONIC PAYMENT: Please transfer funds to JPMorgan Chase

Account Name: DSV Contract Logistics

Bank Name: JPMorgan Chase New York, NY 10017

Account Number: 702208391

ABA Routing Number: 021000021

SWIFT Code: CHASUS33

Remittance details for electronic payments should be emailed to:

mandy.henry@dsv.com and L902remittance@us.dsv.com.

Please indicate your company name, your DSV customer number, and total payment amount in the subject line. The body of the email should provide the payment details: invoice number(s), invoice date(s), and amount(s) paid per invoice.

CREDIT CARD PAYMENT: Please contact your DSV Fairs & Events Project Manager directly. All credit card transactions are subject to a 3.5% banking fee + \$5.00 processing fee.

Please contact us should you have any questions.



Global Transport and Logistics



Global Contacts

DSV Fairs & Events has an agent office in most countries. If you do not see your country listed below, then please contact DSV F&E USA, so that we can provide local contact info for our representative closest to you.

Austria

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Austria
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Brazil

Fink Mobility
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Canada

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Hong Kong

DSV Fairs & Events
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India

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Global Contacts

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