



DELIVERY INSTRUCTIONS

FREEMPORT, TEXAS



AMPORTS
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Freeport, Texas 77541



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POC: Lisa Grivette / Customer Service Manager



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Hours of Operation: Monday to Friday, 8:00am – 12:00pm; 1:00pm - 4:00pm

Vehicle Delivery/ Title Processing Paperwork Requirements:

1. Vehicles will **NOT** be accepted to terminal without a Title or Bill of Sale.
2. Appointments should be made **24 hours in advance** when service handling (forklift / crane, etc.) are required for cargo receipt/delivery.
3. No appointment is needed for self-propelled POVs and other HH units.
4. TWIC is now required for dropping off and picking up units including but not limited to rolling stock, trailers, static, etc. EXCEPT for POVs. POV drop off does not require a TWIC.
5. Units and all documentation (including validated title copies) must be presented by cutoff date listed on LGL sailing schedule.
6. Titles / Documentation **SHOULD NOT** be left inside vehicles, inside glove box, etc. It is against terminal policy to retrieve ANY items from inside vehicles once delivered for liability reasons.
7. Motorhomes and yachts accompanied by a propane tank **MUST** meet the following requirements in order to be accepted by the terminal. (Non-compliance will result in the unit being cut from loading and additional costs on the shippers account):
 - a. **Factory new** tanks need to be accompanied by a statement, in English, from OEM/Shipper, stating that the tank is new and has not been exposed to any dangerous substances and therefore declared gas-free.
 - b. **Used Portable** tanks, regardless of previous content, must be accompanied with a certificate stating that the tank has been cleaned and gas-free, to be presented before receiving. Only a certified service provider can do the cleaning and gas freeing of portable tanks.
8. After Free Time expires, units on ground will incur storage charges on the below schedule:

- a. \$3.50 per unit per day for all POVs (self-propelled, forklift, and non-running)
- b. \$13.50 per unit per day for all High Heavy cargoes (rolling and static)

FREE TIME AT HORIZON TERMINAL IS 21 DAYS

Mandatory Documents for US Customs & Agents:

1. Dock Receipt including the below information:
 - a. Booking number
 - b. Vessel/Voyage
 - c. AES/ITN #
 - d. **Value of the cargo**
 - e. Weight of the cargo
 - f. Correct Port of Load and Port of Discharge
2. Original Title or Bill of Sale
3. If title has a lien, Original Lien release, Reassignments, Repo document are required.

Please note that units must be cleared through customs at Freeport locally with all documents above being presented. **No units can be self-cleared.**

Handling of keys for locked containers/boxes/trailers/non self-propelled cargo: With immediate effect, when shipping containers, boxes, trailers, or any non-self-propelled cargo that is required to be locked during while in LGL's custody....

- Customers will be required to include a DUPLICATE SET of keys with the shipment in the event that local port authorities (ie...customs, police, military, etc...) request to inspect the cargo while in transit.
- ORIGINAL keys must be sent to the consignee/receivers.
- LGL will NOT be responsible for lost keys.
- If DUPLICATE KEYS are not included with the shipment, LGL will NOT be responsible for damaged locks or the expense of a locksmith in the event that local authorities request to inspect cargo while in transit.