

Import Appointment Window Rules

1. TMF will need to be paid 4 hours prior to your appointment time or your appointment will be auto cancelled.(Paid via [Pier Pass](#))
2. Demurrage will need to be paid 2 hours prior to your appointment time or your appointment will be auto cancelled.(Paid via [Tops](#))
3. Appointments cannot be cancelled or changed 30 prior to appointment window start.
4. Trucking companies are responsible for managing their appointments this includes cancelations.
5. Import appointments are released at 2:00 PM Monday through Friday. (see release schedule below)

Day Shift Appointment Windows:

- o 08:00 - 09:00 (07:30 – 09:30)
- o 10:00 - 11:00 (09:30 – 11:30)
- o 13:00 – 14:00 (12:30 – 14:30)
- o 15:00 – 16:00 (14:30 – 16:30)

Night Shift Appointment Windows*:

- o 18:00 – 19:00 (17:30 – 19:30)
- o 20:00 – 21:00 (19:30 – 21:30)
- o 23:00 – 24:00 (22:30 – 00:30)
- o 00:30 – 01:00 (00:01 – 01:30*)

*Please note this appointment window is abbreviated to ensure the last transactions/appointments are completed prior to 02:45 when U.S. Customs ends their shift

Below you will find Appointment windows and appointment release times:

When Appointments are released (with no Saturday gate):

Day	Appointments Released	Appointments & Open Areas Added (If applicable)
MON 2 PM	WED Day/Night will be released and <i>Open Areas</i> outlined	Appointments and Areas for next day/night may be added
TUE 2 PM	THUR Day/Night will be released and <i>Open Areas</i> outlined	Appointments and Areas for following day/night may be added
WED 2 PM	FRI Day will be released and <i>Open Areas</i> outlined	Appointments and Areas for following day/night may be added
THU 2 PM	MON Day will be released and <i>Open Areas</i> outlined	Appointments and Areas for following day/night may be added
FRI 2 PM	TUE Day/Night will be released and <i>Open Areas</i> outlined	Appointments and Areas for following Mon day may be added

When Appointments are released (with Saturday gate):

Day	Appointments Released	Appointments & Open Areas Added (If applicable)
MON 2 PM	WED Day/Night will be released and <i>Open Areas</i> outlined	Appointments and Areas for next day/night may be added
TUE 2 PM	THUR Day/Night will be released and <i>Open Areas</i> outlined	Appointments and Areas for following day/night may be added
WED 2 PM	FRI Day will be released and <i>Open Areas</i> outlined	Appointments and Areas for following day/night may be added
THU 2 PM	SAT Day will be released and <i>Open Areas</i> outlined	Appointments and Areas for following day/night may be added
FRI 2 PM	MON Day/Night will be released and <i>Open Areas</i> outlined	Appointments and Areas for following SAT day may be added
SAT 2 PM	TUE Day/Night will be released and <i>Open Areas</i> outlined	Appointments and Areas for following MON day/night may be added

Yard Locations/ Import Rows vs. Non-Delivery Rows:

(Please note loads in non-delivery areas will require additional time to make available and coordination with our customer service team; contact Pier400imports@apmterminals.com / 310-221-4496)

IMPORT ROWS	NON-DELIVERY ROWS
F	A
	B
H	C
J	D
K	E
L	M1
M3 through M8	N
P	W
R	X
S	Y