**Export Appointment Window Rules**:

Appointments are released 48 Hours before vessel first receiving and are offered on a 1-hour time slot basis. You must adhere to your time slot and there is a 30-minute grace period prior and after the time slot. (See Below)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Transaction Types** | **1st Shift Windows** | **2nd Shift Windows** | **3rd Shift Windows** | **Grace Period** |
|  | 08:00-09:00 | 18:00-19:00 |  |  |
|  | 09:00-10:00 | 19:00-20:00 | 03:00-04:00 |  |
| Import Pickup | 10:00-11:00 | 20:00-21:00 | 04:00-05:00 |  |
| Empty Drop Off/Pick Up | 12:00-13:00 | 22:00-23:00 | 05:00-06:00 | 30 min. grace period before and after appt. window |
| Export Drop Off | 13:00-14:00 | 23:00-00:00 | 06:00-07:00 |  |
|  | 14:00-15:00 | 00:30-01:30 |  |  |
|  | 15:00-16:00 |  |  |  |

**As a reminder,** **ALL** **Export transactions REQUIRE AN APPOINTMENT via** **TERMPoint** – This Includes but is not limited to:

1. **Over Dimension Export Cargo –** Our process for O/D export cargo remains unchanged. Please continue to Contact our Export Customer Service Team at Pier400exports@apmterminals.com or call them at 310-221-4100.
2. **“Approved” Late Gate Cargo –** Late Gate Fees must be guaranteed and a new appt must be booked for a time slot after the Cutoff.
3. **U.S. Customs OET Cargo Exams / Off Dock Exams Returning to the Terminal**

If you need assistance, the TERMPoint Training document is still accessible on our home page at **www.apmterminals.com/en/operations/north-america/los-angeles**; it can be found in the red banner at the top of the home page.