



**Agility**

*Fairs & Events*

**PITTCON** ORLANDO, FLORIDA  
MARCH 11-15  
WWW.PITTCON.ORG  
CONFERENCE & EXPO **2012**

## **Official International Freight Forwarder and Customs Broker**

### **Agility Fairs and Events Logistics LLC**

1075 Zonolite Road, Suite 6

Atlanta, GA 30306

Tel: 404-815-8816

Fax: 404-724-9135

Contact: Margaret Churchill

E-mail: [mchurchill@agilitylogistics.com](mailto:mchurchill@agilitylogistics.com)

[www.agilitylogistics.com](http://www.agilitylogistics.com)

# International Shipping

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As the sole Official Freight Forwarder and Customs Broker, Agility Fairs & Events is appointed by show management to handle all international freight. Some of our services include the shipping of international exhibits to the show, completing Customs clearance procedures, delivering to the appointed site handling contractor, and re-exporting the freight at the conclusion of the show. We have designed our services to meet all your international transportation needs.

## ***What are the '10+2' Importer Security Filing ocean shipment regulations?***

The U.S. Department of Homeland Security must identify ocean cargo that may pose a security threat before it is loaded on board a vessel bound for the USA. The ISF regulation requires that specific information about the cargo be filed with U.S. Customs (CBP) in advance of the goods being shipped.

The details required are standard in the commercial shipping process. The difference with this regulation is that these details must be filed before a shipment is made overseas, rather than once it arrives at a U.S. port. This will impact all overseas exhibitors shipping materials to the U.S. by sea freight. If these steps are not taken, U.S. Customs and Border Protection (CBP) can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment.

## ***What steps must be taken to satisfy the '10+2' ISF requirements?***

The following information, called the Importer Security Filing (ISF) must be filed with U.S. Customs and Border Protection (CBP) no less than 24 hours before the sailing vessel departs from the overseas port. This rule is more commonly referred to as the 10+2 Rule because of these ten pieces of information that the importer must provide along with two additional items by the shipping line (the vessel stowage plan and container location).

1. Manufacturer (or supplier) name & address
2. Seller name & address
3. Buyer name & address
4. Ship to name & address
5. Container stuffing location
6. Consolidator name & address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff Schedule of the U.S. (HTSUS) number (6 or 10 digit level)

Agility Fairs & Events will complete the ISF filing for all shipments sent through the Agility network. Contact Agility Fairs & Events directly: [expousa@agilitylogistics.com](mailto:expousa@agilitylogistics.com) or 404-815-8816. If you choose to use another forwarder, please make sure that they have experience and a detailed knowledge of tradeshow as well as ISF requirements related to exhibition shipments.

***When ISF is not made at least 24 hrs before the vessel sails, the freight may not be loaded and a fine of up to \$5,000 may be incurred.***

Additional information is available at [www.cbp.gov](http://www.cbp.gov) and questions may be sent to [Security Filing General@cbp.dhs.gov](mailto:Security_Filing_General@cbp.dhs.gov) or by contacting Agility Fairs and Events USA at [expousa@agilitylogistics.com](mailto:expousa@agilitylogistics.com).

### ***How is my shipment cleared through U.S. Customs?***

Depending on your needs, we can clear your shipment in one of three ways:

- Permanent Duty-Paid Entry: used for all goods which will remain in the U.S. and will not be re-exported. This includes all giveaway items such as brochures and samples.
- Temporary Entry: allows temporary import into the U.S. without paying duties or taxes.
- ATA Carnet: goods are imported without the payment of Customs duties and taxes, but may not be given away or sold. All items must be re-exported at the end of the show.

### ***What documents are needed?***

In order to clear the goods, we will need the following documents:

- Single master AWB/BL and separate HAWB/BL for each individual entry in the shipment.
- Commercial invoices in *English* giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition. Separate invoices for temporary and permanent items are required.
- Packing list giving weight and dimensions of each package. This information may be included on your commercial invoice.
- Insurance certificate copy with the name of the local settlement agent in the US.

When shipping by airfreight, all required documents must accompany the shipment. For ocean freight, the documents should be sent as soon as possible to Agility Fairs & Events in Atlanta.

### ***What services can Agility Fairs & Events provide at the exhibition?***

Our staff is available to assist you before, during and after the exhibition. We will confirm that your shipment has been delivered to your booth. During the exhibition, we will meet with you to confirm the return shipping instructions. We will handle all the details for you.

### ***What are the Agility Fairs & Events payment terms?***

Our terms and conditions require that all transportation services be paid to Agility Fairs & Events Logistics LLC before the show opens. International exhibitors may make credit arrangements through our coordinating offices in their home country. Payment may also be made via wire transfer or credit card. **You can get a free estimate of shipping and import charges at [www.agilitylogistics.com/fairsevents enquiry](http://www.agilitylogistics.com/fairsevents enquiry).**

## **How do I contact Agility Fairs & Events in my country?**

We have Agility Fairs & Events offices in most countries. If you do not see your country listed, then please contact Agility Fairs & Events USA, and we will assist you.

### **Canada**

GT Exhibitions Inc.  
6553 Mississauga Road  
Suite A  
Mississauga, Toronto  
L5N 1A6 Canada  
Contact: Paula Wilkie  
Tel: 905-821-6800  
Fax: 905-821-9206  
Email: paulawilkie@  
gtexhibitions.com

### **China**

Agility Fairs & Events /  
Trans-Link Beijing  
Room 1211, Prime Tower No. 22  
Chaowai St., Chaoyang District,  
Beijing 100020 China  
Contact: Roaddy Lu  
Tel: +86 10 6588 1961/62/63/64  
Fax: +86 10 6588 1960  
Email: RLu@agilitylogistics.com

### **Denmark**

Blue Water Shipping A/S  
Trafikhavnskaj 11  
DK-6700 Esbjerg Denmark  
Contact: Klaus Bindesboll  
Tel: +45 79 13 41 88  
Fax: +45 79 13 46 77  
Email: kip@bws.dk

### **France**

Agility Fairs & Events  
Paris Expo Porte De Versailles  
Bureau des Transitaires  
Terrasse H, 75015 Paris, France  
Contact: Abdi El Houari  
Tel: +33 1 4863 3381  
Fax: +33 1 4863 3382  
Email: AEL-Houari@  
agilitylogistics.com

### **Germany**

Agility Fairs & Events GmbH  
Cargo Center Messe Frankfurt  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt/Main  
Contact: Christian Frey  
Tel: +49 69 976714 250  
Fax: +49 69 976714 299  
Email: cfrey@agilitylogistics.com

### **Hong Kong**

Agility Fairs & Events  
22/F. CITIC Telecom Tower  
93 Kwai Fuk Road, Kwai Chung  
NT, Hong Kong SAR  
Contact: June Mea  
Tel: +852 2211 8207 / 8200  
Fax: +852 2866 2421  
Email: jmea@agilitylogistics.com

### **Italy**

Agility Fairs & Events  
Strada Vecchia Paullese 5/A  
Pantigliate, Milan 20090 Italy  
Contact: Marilena Doneda  
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Email: mdoneda@agilitylogistics.com

### **Japan**

Agility Fairs & Events  
Segi Building 4th Floor  
7-1 Iwamotocho  
1-Chome, Chiyoda-ku  
Tokyo 101-0032 Japan  
Contact: Tokiko Inaba  
Tel: +81 (03) 5821 4617  
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Email: expojapan@  
agilitylogistics.com

### **Korea**

Agility Fairs & Events  
18F Jangkyo Bldg.  
(South Gate 1 & 2)  
#1 Jangkyo-Dong, Jung-Ku  
Seoul, 100-760, Korea  
Contact: Jim Lim  
Tel: +82 2 2192 7426  
Fax: +82 2 539 9420  
Email: ljim@agilitylogistics.com

### **Netherlands**

Fairexx BV  
De Trompet 1540  
1967 DB Heemskerk  
Netherlands  
Contact: Paul van Zijl  
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Fax: 31 251 2500 65  
E-mail: paul.van-zijl@fairexx.nl

### **Spain**

Agility Logistics SA  
C/ de la Mar Grogga, 51-59  
Zona Franca, ZAL  
08040 Barcelona  
Spain  
Contact: Belina Flores  
Tel: +34 93 2970 857  
Fax: +34 93 2970 839  
Email: beflores@agilitylogistics.com

### **Sweden**

On-Site Exhibitions AB  
Box 6289  
400 60 Gothenburg,  
Sweden  
Contact: Anneli Rogbring  
Tel: +46 31 707 3070  
Fax: +46 31 707 3075  
Email: anneli@onsitegroup.se

### **Switzerland**

Agility Fairs & Events  
Bleichestrasse 27  
CH-4002 Basel  
Switzerland  
Contact: Christian Setz  
Tel: +41 61 685 9807  
Fax: +41 61 691 7036  
Email: csetz@agilitylogistics.com

### **Taiwan**

Agility Fairs & Events / Translink  
Room 5-2, 5<sup>th</sup> Floor  
No. 99, Chung Shan N. Rd  
Sec 2. Taipei  
Taiwan R.O.C.  
Contact: Frances Lin  
Tel: +886 2 2581 1133  
Fax: +886 2 2523 9449  
Email: FLinYuKuei@  
agilitylogistics.com

### **United Kingdom**

Agility Fairs & Events Logistics Ltd.  
7<sup>th</sup> Floor, 26 Elmfield Road  
Bromley, Kent BR1 1WA  
United Kingdom  
Contact: Garcia Newell  
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Fax: +44 (0) 208 228 1172  
Email: gnewell@agilitylogistics.com

# PITTCON 2012 – Orlando, FL USA – March 11-15

## **Consign all international shipments and corresponding documents as follows:**

Consignee: “Exhibiting Company Name” c/o PITTCON 2012 Booth No. _____ Orange County Convention Center 9800 International Drive Orlando, FL USA 32819	Notify: Agility Fairs & Events 1075 Zonolite Road, Suite 6 Atlanta, GA 30306 E-mail: expousa@agilitylogistics.com Tel: 404-815-8816 Fax: 404-724-9135
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## **Mark all goods as follows:**

“Exhibiting Company Name”  
c/o PITTCON 2012  
Booth No. \_\_\_\_\_  
Orange County Convention Center  
Orlando, FL USA  
Made in (country of origin)

## **Arrival Deadlines:**

<b>Deadline for arrival of LCL sea freight to Orlando terminal:</b>	<b>February 10</b>
<b>Deadline for arrival of FCL sea freight to Savannah port:</b>	<b>February 13</b>
<b>Deadline for arrival of air freight to Orlando (MCO) airport:</b>	<b>February 20</b>

*The above deadlines are based on delivery to the advance warehouse dock by February 28th.  
Please contact Agility Fairs & Events USA for deadlines based on delivery direct to the show site.*

## **The most important steps to take:**

### **Preparation:**

- **Plan to ship early** – Advance planning reduces your shipment costs. With increasing security procedures causing delays to and from the United States, **it is imperative that you meet the deadlines above**. Note that dates above are deadlines, not targets. Arrivals up to 3 weeks before the deadlines are welcome & encouraged. Please notify Agility Fairs USA once arrangements are made.
- **How to ship** – Choose the method of shipment that works best for your exhibit. Select ocean freight if your schedule allows for up to 6 weeks transit. Choose air freight for a much shorter transit time. Small ocean freight shipments (shipments under 1 cubic meter) incur several minimum charges, so air freight is sometimes less expensive than sea freight for small shipments.
- **Notification** – You must notify Agility Fairs & Events of the details of your shipment. List Agility Fairs & Events at the above address as the notify party on all shipping documents. All shipping documents must be e-mailed or faxed to Agility Fairs & Events as soon as they're issued. **Only then can Agility Fairs & Events clear your shipment through U.S. Customs.**

### **Details:**

- **Labeling and Packing** – U.S. Customs requires that all goods be permanently marked with their country of origin. Clearly label every piece with your company name, the name of the show and your booth number. Large labels work best. Be sure that your packing materials are adequate protection for both the means of transport and the sensitivity of your goods.
- **Wood Packing Materials** – All wood packaging must be treated and marked. This includes crating, pallets, cases, skids and dunnage. Shipments packed in non-treated and marked wood material will not be permitted entry by US Customs and will be re-exported at the shipper's expense.
- **Wood Products** – Lacey Act regulations ban trade in illegally sourced timber and wood products. Commercial invoices must state country of origin and genus-species of wood items shipped into USA.
- **Documentation** – Prepare a commercial invoice in English with complete descriptions and model/serial numbers. List harmonized tariff (HTS) numbers for each line item on the invoice. Include a packing list with the dimensions, gross and net weights of each package shipped.
- **Insurance** – Take out adequate insurance to cover the value of your exhibit to and from the show.

**Get a free estimate of shipping & import charges at [www.agilitylogistics.com/fairsevents enquiry](http://www.agilitylogistics.com/fairsevents enquiry).**