INTERNATIONAL SHIPPING INSTRUCTIONS

PITTCON®
CONFERENCE & EXPO
MARCH 5-9, 2022
ATLANTA, GA USA
Agility Fairs & Events has been appointed by show management as the Official International Freight Forwarder and Customs Broker for PITTCOM 2022.

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.

Please CLICK HERE to request a quotation for our services.

Agility Fairs and Events Logistics LLC
Tel: + 1 941 861 8930
US Toll Free: 866 298 3422
www.agility.com

Contact: Colin May
E-mail: cmay@agility.com
Mobile: + 1 404 822 5440

All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](Link does not work with Explorer).
Arrival Deadline Dates

**LCL OCEAN INTO ATLANTA TERMINAL**

Freight for **advance warehouse delivery** should arrive by **February 4th**

Freight for **direct to show delivery** should arrive **21 days** before assigned target move-in date

**FCL OCEAN INTO SAVANNAH PORT**

Freight for **advance warehouse delivery** should arrive by **February 7th**

Freight for **direct to show delivery** should arrive **14 days** before assigned target move-in date

**AIR FREIGHT INTO ATLANTA (ATL)**

Freight for **advance warehouse delivery** should arrive by **February 14th**

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

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Consignment and Marking Instructions

- Georgia World Congress Center
- 285 Andrew Young Int’l Blvd.
- Atlanta, GA 30313 USA

- “Exhibitor Name” / Booth No.____
- PITTCO 2022
- E-mail: cmay@agility.com
- Tel: + 1 941 861 8930
- Fax: + 1 941 237 5681

Consignee

Notify

- “Exhibiting Company Name”
- c/o PITTCO 2022
- Booth No.____
- Georgia World Congress Center
- Atlanta, GA USA
- Made in (country of origin)

Marks

All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this LINK (Link does not work with Explorer).
To find an *Agility Fairs & Events* agent office in your country please **CLICK HERE**

If you only require services from arrival USA, then **CONTACT US** prior to shipping for handling and coordination

Please **CLICK HERE** for blank shipping documents and instructions (ex - pre alert, ISF form, commercial invoice & packing list, Customs POA and other gov’t agency forms)

**NOTIFICATION** - You must notify Agility Fairs & Events with details of your shipment before it departs the origin country

**INSURANCE** – Take out adequate insurance to cover the value of your exhibit to and from the show

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Shipping Documents

- Pre Alert requirement documents are basic guides for which documents are required for air and ocean shipments, and details on specific items that require additional documentation.

- Pre Alert form is your instructions page to us on how to handle the shipment.

- ISF guidelines are notes on what is required to complete an Importer Security Filing for your ocean shipment along with the blank ISF form.

- Commercial Invoice and Packing List (CIPL)

- The Customs Power of Attorney (POA) and Non-Resident forms are required for ALL import shipments into the United States. Instructions for these forms are attached.

- Re-export FPPI Power of Attorney is required for ALL shipments that are being re-exported after the show / exhibition.

- Textile Declaration form and manufacturer form are both required for any shipment that contains any textile items.

- TSCA form is required for any shipment that contains a chemical. The TSCA form is required for all shipments that contain pens.

- Lacey Act form is required for any product that is made of wood.

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Agility Fairs & Events is ready to make your international shipping needs easy. Contact Agility Fairs & Events USA today to get started!

Show Project Manager: Colin May  
Email: cmay@agility.com  
Mobile: + 1 404 822 5440

Agility Fairs & Events  
1100 Tamiami Trail South, Suite B  
Venice, FL 34285 USA  
Tel: + 1 941 861 8930  
US Toll Free: 866 298 3422  
Fax: + 1 941 237 5681  
www.agility.com

Please **CLICK HERE** to request a quotation for our services.

Agility Fairs & Events Logistics LLC terms and conditions require that all transportation services be paid 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.
Agility Fairs & Events has an agent office in most countries. If you do not see your country listed below, then please contact Agility Fairs & Events USA so that we can provide local contact info.

**Australia**  
Agility Fairs & Events  
28-32 Sky Road  
Melbourne Airport  
VIC 3045  
Australia  
Contact: Fiona Ostoja  
Tel: + 61 3 9330 3303  
Fax: + 61 3 9330 3337  
Email: expoeasy@agility.com

**China**  
Agility Fairs & Events  
Unit 408 Prime Tower  
No. 22 Chaowai Street  
Chaoyang District  
Beijing 100020  
P.R. China  
Contact: Roaddy Lu  
Tel: + 86 86 10 8412 8899 x 828  
Fax: + 86 10 6588 9165  
Email: blu@agility.com

**Hong Kong**  
Agility Fairs & Events  
Suite 3001-3, 30/F  
Skyline Tower  
39 Wang Kwong Road  
Kowloon, Hong Kong  
Contact: Sunny Ling  
Tel: + 852-2211 8205 / 8852 8205  
Fax: + 852-2866-2421  
Email: sling@agility.com

**Austria**  
AMB Logistics GmbH  
Messeplatz 1  
Graz 8010  
Austria061  
Contact: Patrick Görgl  
Tel: + 43 316 8088 150  
Fax: + 43 316 8088 159  
Email: patrick.goergl@amb-logistics.at

**India**  
PS Bedi Group  
D-14/1 & 14/2  
Okhla Industrial Area  
Phase – I, New Delhi  
110 020 India  
Contact: Neha Nijhawan  
Tel: + 91 11 4605 5200  
Fax: + 91 11 4173 5021  
E-mail: outboundexh@psbedi.com

**Belgium**  
Schenker Fairs & Exhibitions  
Vliegveld 756  
1820 Steenokkerzeel  
Belgium  
Contact: Selma Demir  
Tel: +32 2 716 37 86  
Fax: +32 2 716 38 55  
Email: selma.demir@sbschenker.com

**France**  
Suomen Messutilistkka Oy  
Sinimäentie 6  
2630 Espoo  
Finland  
Contact: David Palomo  
Tel: +358 50 4307 082  
Fax: +358 10 309 6611  
Email: david.palomos@smlog.fi

**Ireland**  
Interflow Logistics Ltd.  
Suite 304  
The Crescent Building  
Northwood Business Park  
Santry, Dublin 9 Ireland  
Contact: Niall Thompson  
Tel: +353 16 853 845  
Fax: +353 64 662 0558  
Email: niall@interflow.ie

**Brazil**  
Fink Mobility  
Estrada dos Bandeirantes, 2856  
Jacarepagua, Rio de Janeiro  
RJ 22775-110 Brazil  
Contact: Renata Vinhas  
Tel: + 55 21 3410-9737  
Mobile: +55 21 98236 0130  
Email: rvinhas@fink.com.br

**Italy**  
Agility Fairs & Events  
Strada Vecchia Paullese 5/A  
Pantigliate, Milan 20090  
Italy  
Contact: Marco Simone  
Tel: + 39 02 269 05324  
Fax: + 39 02 269 05208  
Email: msimone@agility.com

**Canada**  
Agility Fairs & Events  
185 Courtney Park Drive East  
Suite B, Mississauga  
Ontario L5T 2T6  
Canada  
Contact: Alan Scillitoe  
Tel: + 1 905 612 7584  
Mobile: + 1 416 786 5713  
Email: ascillitoe@agility.com

**Japan**  
Agility Fairs & Events  
NMF Kanda Iwamotocho Building  
7th floor, 8-16 Iwamotocho 3-chome, Chiyoda-ku, Tokyo 101-0032, Japan  
Contact: Tokiko Inaba  
Tel: + 81 03 5821 4617  
Fax: + 81 03 5821 4610  
Email: fejapan@agility.com

**Germany**  
Agility Fairs & Events GmbH  
Reisholzer Bahnstrasse 41  
40599 Dusseldorf  
Germany  
Contact: Christian Rasche  
Tel: + 49 211 9952 0  
Fax: + 49 211 9952 259  
Email: crasche@agility.com

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Korea
Agility Fairs & Events
18F Jangkyo Bldg.
(South Gate 1 & 2)
#1 Jangkyo-Dong, Jung-Ku
Seoul, 100-760
Korea
Contact: Chris Lim
Tel: + 82 2 2192 7420
Fax: + 82 2 539 9420
Email: chrislim@agility.com

Malaysia
Agility Fairs & Events
Bukit Jelutong, Shah Alam
Selangor Darul Eshan
40150
Malaysia
Contact: Susan Ng
Tel: + 60 9 926 4800 / 4857
Fax: + 60 9 926 4899
Email: sng@agility.com

Netherlands
Fairexx BV
De Trompet 2650
1967 DB Heemskerk
Netherlands
Contact: Paul van Zijl
Tel: + 31 251 2500 60
Fax: + 31 251 2500 65
Email: paul.van-zijl@fairexx.nl

New Zealand
Agility Fairs & Events
1 Te Kaupa Drive
Mangere, P.O. Box 53-071
Auckland
New Zealand
Contact: Patrick Gottstein
Tel: + 64 9 926 4800 / 4857
Fax: + 64 9 926 4899
Email: pgottstein@agility.com

Portugal
Agility Fairs & Events
RUA ABade Correia da Serra, 112
Senhora da Hora
4460-208
Portugal
Contact: Silvia Eloí
Tel: + 351 266 088 642
Fax: + 351 266 088 691
E-mail: seloi@agility.com

Singapore
Agility Fairs & Events Pte Ltd
No.5 Changi North Way
3rd Floor, 498771
Singapore
Contacts: Andy Neo
Tel: + 65 6500 0250
Fax: + 65 6214 9592
E-mail: aneo@agility.com

Spain
Agility Logistics SA
Av. Ports d’Europa
2 - Zona de Actividades
Logisticas (ZAL)
08040, Barcelona
Spain
Contact: Belina Flores
Tel: + 34 93 2970 857
Fax: + 34 93 2970 839
Email: beflores@agility.com

Sweden
On-Site Exhibitions AB
Norra Gubbergatan 30
S-416 63 Gothenburg
Sweden
Contact: Lena Widman
Tel: + 46 31 707 3070
Fax: + 46 31 707 3075
Email: lena@onsitegroup.se

Switzerland
BTG Suisse AG
Salinenstrasse 61
4133 Pratteln
Switzerland
Contact: Dominique Geiser
Tel: + 41 61 487 87 02
Fax: + 41 61 487 87 09
Email: Dominique.Geiser@btg-suisse.ch

Taiwan
Agility Fairs & Events / Translink
Room 5-2, 5th Floor
No. 99, Chung Shan N. Rd
Sec 2.
Taipei 104-48
Taiwan R.O.C.
Contact: Frances Lin
Tel: + 886 2 2581 1133
Fax: + 886 2 2523 9449
Email: FLinYuKuei@agility.com

Thailand
Agility Fairs & Events
136 Romklao Road
Klongsampravej, Ladkrabang
Bangkok 10520
Thailand
Contact: Jakrawut Wichitpornchai
Tel: + 66 2 326 3456 x2331
Fax: + 66 2 360 8892
Email: JWichitpornchai@agility.com

Turkey
Agility Fairs & Events
Rüzgarlıbahçe mah.
Cumhuriyet Cad. Acarlar Is
Merkezi F Blok K:2 D:8 Beykoz
Istanbul, Turkey
Contact: Tandogan Ozman
Tel: + 90 216 680 16 00
Fax: + 90 216 680 00 45
Email: tozman@agility.com

United Arab Emirates
Agility Fairs & Events
Level 15, Office No: 07-08
Sheikh Rashid Tower
Dubai World Trade Centre
P.O.Box 36683
Dubai, UAE
Contact: Abu Turab Kuvawala
Tel: + 971 4 813 1485
Mobile: + 971 50 554 9926
Email: AKuvawala@agility.com

United Kingdom
Agility Fairs & Events Logistics Ltd.
One Western Gateway
Royal Victoria Dock
London E16 1XL
United Kingdom
Contact: Garcia Newell
Tel: + 44 207 069 5321
Mobile: + 44 7760 165828
Email: f&euksales@agility.com

Vietnam
Agility Fairs & Events Co., Ltd.
15th Fl – Etown 5 Building
364 Cong Hoa Str
Tan Binh District, Vietnam
Contact: Nguyen thi Bong
Tel: + 84 28 38132848
Fax: + 84 28 38122965
Email: NBong@agility.com

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