

# INTERNATIONAL SHIPPING INSTRUCTIONS



**Agility Fairs & Events** has been appointed by show management as the **Official International Freight Forwarder and Customs Broker** for the **World Dairy Expo 2021**.

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](http://www.agility.com)

Contact: Colin May

E-mail: [cmay@agility.com](mailto: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)



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

## Arrival Deadline Dates

LCL OCEAN  
INTO  
CHICAGO  
TERMINAL



Freight for **advance warehouse delivery** should arrive by **September 1<sup>st</sup>**



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

FCL OCEAN  
INTO  
CHICAGO  
RAIL PORT



Freight for **advance warehouse delivery** should arrive by **September 8<sup>th</sup>**



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

AIR  
FREIGHT  
INTO  
CHICAGO  
(ORD)



Freight for **advance warehouse delivery** should arrive by **September 15<sup>th</sup>**



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

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)



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

# Consignment and Marking Instructions

- Alliant Energy Center
- 1919 Alliant Energy Center Way
- Madison, WI 53713 USA

Consignee



- “Exhibitor Name” / Booth No. \_\_\_\_\_
- World Dairy Expo 2021
- E-mail: [cmay@agility.com](mailto:cmay@agility.com)
- Tel: + 1 941 861 8930
- Fax: + 1 941 237 5681

Notify



- “Exhibiting Company Name”
- c/o World Dairy Expo 2021
- Booth No. \_\_\_\_\_
- Alliant Energy Center
- Madison, WI 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)



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

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

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)



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

# Shipping Documents

CLICK RED TABS BELOW TO OPEN DOCUMENTS

Pre Alert Requirements  
for Air Freight

Pre Alert Requirements  
for Sea Freight

Pre Alert Form

ISF Guidelines and Notes  
for Consolidated Containers

ISF Worksheet

Commercial Invoice  
& Packing List Form

Customs POA Form

POA Non-Resident Form

Instructions for Completion  
of Customs POA Form and  
Non-Resident Form

Re-export FPPI - Power of  
Attorney for Foreign  
Principle Party in Interest

Textile Declaration Form

Textile Manufacturer Form

Toxic Substances  
Control Act Form (TSCA)

Lacey Act Form

- 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.

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)



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

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](mailto: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](http://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.

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)



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



# Agility Agent Offices

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 Ostojia  
Tel: + 61 3 9330 3303  
Fax: + 61 3 9330 3337  
Email: expoeasy@agility.com

## Austria

AMB Logistics GmbH  
Messeplatz 1  
Graz 8010  
Austria 0061  
Contact: Patrick Görgl  
Tel: + 43 316 8088 150  
Fax: + 43 316 8088 159  
Email: patrick.goergl@amb-logistics.at

## 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@dbschenker.com

## 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

## Canada

Agility Fairs & Events  
185 Courtney Park Drive East  
Suite B, Mississauga  
Ontario L5T 2T6  
Canada  
Contact: Mike Helmy  
Tel: + 1 905 612 7399  
Fax: + 1 905 612 7550  
Email: mhelmy@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

## Denmark

Agility A/S  
Stamholmen 70  
DK-2850 Hvidovre  
Copenhagen, Denmark  
Contact: Henrik Barth  
Tel: + 45 32462965  
Fax: + 45 32462950  
Email: hbarth@agility.com

## Finland

Suomen Messulogistiikka Oy  
Sinimäentie 6  
02630 Espoo  
Finland  
Contact: David Palomo  
Tel: + 358 50 4307 082  
Fax: + 358 10 309 6611  
Email: David.Palomo@SMLog.fi

## France

E.S.I.  
2 Rue du Meunier  
Zac du Moulin  
95700 Roissy en France  
France  
Contact: Rachid Bensaber  
Tel: + 33 1 30 11 93 43  
Fax: + 33 7 88 63 82 46  
Email: bensaber.rachid@group-esi.com

## Germany

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

## Hong Kong

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

## 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

## 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

## 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

## 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

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)



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



# Agility Agent Offices

## 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 03 7841 8888  
Fax: + 60 03 7957 3295  
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  
9 Richard Pearse Drive  
Mangere, P.O. Box 53-071  
Auckland,  
New Zealand  
Contact: Selvan Govender  
Tel: + 64 9 926 4800 / 4857  
Fax: + 64 9 926 4899  
Email: sgovender@agility.com

## Portugal

Agility Fairs & Events  
Rua Abade Correia da Serra, 112  
Senhora da Hora  
4460-208  
Portugal  
Contact: Silvia Eloi  
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  
Logísticas (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 Gubberogatan 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, 5<sup>th</sup> 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: Alev Emin  
Tel: + 44 (0) 207 069 5328  
Fax: + 44 (0) 843 227 2033  
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

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)



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