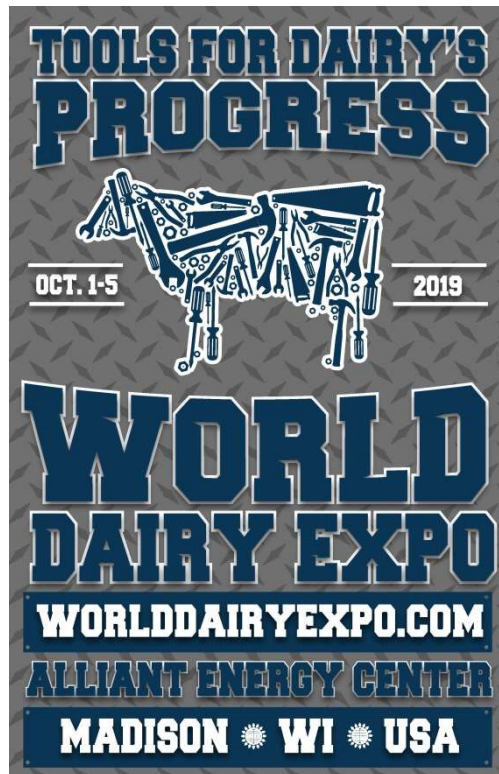




# Agility

*Fairs & Events*



**Official International Freight Forwarder  
and Customs Broker**

**Agility Fairs and Events Logistics LLC**

Int'l Tel: 714-617-6675

US Toll Free: 866-298-3422

Contact: Margaret Churchill

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

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

**Quotation & Information Link**

**[www.agility.com/en/contact-fairs-events](http://www.agility.com/en/contact-fairs-events)**

# 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@agility.com](mailto:expousa@agility.com) or 714-617-6675.

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@agility.com](mailto:expousa@agility.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.
- Customs Power of Attorney and Non Resident Certification forms

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. Depending on the commodity and entry type, additional documents may be required.

### ***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.agility.com/en/contact-fairs-events](http://www.agility.com/en/contact-fairs-events).**

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

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

### **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

### **Austria**

AMB Logistics GmbH  
Messeplatz 1  
Graz 8010  
Austria  
Contact: Heimo Schwarzbauer  
Tel: + 43 316 8088 150  
Fax: + 43 316 8088 159  
Email: heimo.schwarzbauer@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**

Fulstandig Shows e Eventos  
Estrada dos Bandeirantes  
Camorim, 10875  
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Fax: + 55 21 2434 4070  
Email: claudia@fulstandig.com.br

### **Canada**

Agility Fairs & Events  
185 Courtney Park Drive East  
Suite B, Mississauga  
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### **China**

Agility Fairs & Events  
Unit 408 Prime Tower  
No. 22 Chaowai Street  
Chaoyang District  
Beijing 100020  
P.R. China  
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Tel: + 86 86 10 8412 8899 x 828  
Fax: + 86 10 6588 9165  
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### **Denmark**

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DK-2850 Hvidovre  
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### **Finland**

Suomen Messulogistiikka Oy  
Sinimäentie 6  
02630 Espoo  
Finland  
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Tel: + 358 50 4307 082  
Fax: + 358 10 309 6611  
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### **France**

Expo Plus  
2 Rue du Meunier  
Zac du Moulin  
95700 Roissy en France  
France  
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Email: roignant.eric@expo-plus.fr

### **Germany**

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### **Hong Kong**

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39 Wang Kwong Road  
Kowloon Bay, Hong Kong  
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Fax: + 852-2866-2421  
Email: dleung@agility.com

### **Indonesia**

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Jakarta 10620  
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### **Ireland**

Interflow Logistics Ltd.  
Suite 304, The Crescent Building  
Northwood Business Park  
Santry, Dublin 9 Ireland  
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Email: niall@interflow.ie

### **Italy**

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Strada Vecchia Paullese 5/A  
Pantigliate, Milan 20090  
Italy  
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Tel: + 39 02 269 05324  
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### **Japan**

Agility Fairs & Events  
7F NO F, Kanda Iwamoto-cho  
Building., 8-16 Iwamoto-cho  
3-chome, Chiyoda-ku, Tokyo  
101-0032, Japan  
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Fax: + 81 03 5821 4610  
Email: expojapan@agility.com

## Agility Partner Offices continued -

### Korea

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

### Malaysia

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Bukit Jelutong, Shah Alam  
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40150  
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Fax: + 60 03 7957 3295  
Email: sng@agility.com

### Netherlands

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

### New Zealand

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9 Richard Pearse Drive  
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### Portugal

Agility Fairs & Events  
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4460-208  
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### Singapore

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### Spain

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### Sweden

On-Site Exhibitions AB  
Norra Gubberogatan 30  
S-416 63 Gothenburg  
Sweden  
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Fax: + 46 31 707 3075  
Email: lena@onsitegroup.se

### Switzerland

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### Taiwan

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No. 99, Chung Shan N. Rd  
Sec 2.  
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Taiwan R.O.C.  
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Fax: + 886 2 2523 9449  
Email: FLinYuKuei@agility.com

### Thailand

Agility Fairs & Events  
136 Romklat Road  
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Thailand  
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Fax: + 66 2 360 8634  
Email: schaisiri@agility.com

### Turkey

Agility Fairs & Events  
Rüzgarlıbahçe mah.  
Cumhuriyet Cad. Acarlar Is  
Merkezi F Blok K:2 D:8 Beykoz  
Istanbul, Turkey  
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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  
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### United Kingdom

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Royal Victoria Dock  
London E16 1XL  
United Kingdom  
Contact: Garcia Newell  
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Fax: + 44 (0) 843 227 2033  
Email: gnewell@agility.com

### Vietnam

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364 Cong Hoa Str .  
Tan Binh District , Vietnam  
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Fax: + 84 8 38122965  
Email: Ntrong@agility.com

# World Dairy Expo 2019 – Madison, WI USA – October 1-5

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

**Consignee:** Alliant Energy Center  
1919 Alliant Energy Center Way  
Madison, WI 53713 USA

**Notify:** “Exhibitor Name” / Booth # \_\_\_\_\_  
World Dairy Expo 2019  
c/o Agility Fairs & Events  
E-mail: [nkmiecik@agility.com](mailto:nkmiecik@agility.com)  
Tel: 714-617-6675  
Fax: 941-484-1017

## *Mark all goods as follows:*

“Exhibiting Company Name”  
c/o World Dairy Expo 2019  
Booth No. \_\_\_\_\_  
Alliant Energy Center  
Madison, WI USA  
Made in (country of origin)

## *Arrival Deadlines:*

**Deadline for arrival of LCL sea freight to Chicago terminal:** September 2

**Deadline for arrival of FCL sea freight to Chicago port / ramp:** September 9

**Deadline for arrival of air freight at Chicago O’Hare (ORD) airport:** September 16

*The above deadlines are based on delivery to the advance warehouse dock by September 26<sup>th</sup>.*

*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. **Agility cannot clear shipments sent by courier**. All international shipments must travel on an airline air waybill. Be aware that couriers in your home country do not give out accurate U.S. Customs information.
- **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.agility.com/en/contact-fairs-events](http://www.agility.com/en/contact-fairs-events).**