



# Agility

*Fairs & Events*



**THE GLOBAL STAGE FOR INNOVATION**

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LAS VEGAS CONVENTION CENTER  
LAS VEGAS, NV USA  
JANUARY 6-9

## **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 new '10+2' Importer Security Filing ocean shipment regulations?***

The U.S. Department of Homeland Security has introduced new measures to identify ocean cargo that may pose a security threat before it is loaded on board a vessel bound for the USA. The new 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.

**Effective dates: Full implementation took effect on January 26, 2010. Failure to follow the new rule will result in fines of up to \$10,000 per violation and delays in 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 \$10,000 will 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, the 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.

### **China - North**

Agility Fairs & Events - 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

### **China - East**

Agility Fairs & Events - Shanghai  
Rm 1606, Shanghai Mart,  
No. 2299, Yan'an Rd. West  
Shanghai 200336  
Contact: Christopher Yang  
Tel: 86 21 6236 6060  
Fax: 86 21 6236 5667  
Email: cyang@agilitylogistics.com

### **China - South**

Agility Fairs & Events - Guangzhou  
Room 704 & 706  
No. 726 Dong Feng Road East,  
Guangzhou,  
Guangdong, China  
Contact: Carey Lan  
Tel: 86 20 37655886 / 37655887  
Fax: 86 20 37655880  
e-mail: clan@agilitylogistics.com

### **Germany**

Agility Fairs & Events GmbH  
Voltastrasse 81  
60486 Frankfurt/Main Germany  
Contact: Christian Frey  
Tel: +49 69 70 60 98 0  
Fax: +49 69 70 60 98 49  
Email: cfrey@agilitylogistics.com

### **Hong Kong**

Agility Fairs & Events /  
Trans-Link Exhibition Forwarding  
29<sup>th</sup> Fl. Fook Lee Commercial Centre  
Town Place, No. 33 Lockhart Rd.  
Wanchai, Hong Kong SAR  
Contact: June Mea  
Tel: +852 2594 9207  
Fax: +852 2529 1507  
Email: jmea@agilitylogistics.com

### **Israel**

Ruth Cargo  
Ruth Cargo House, Ofek Center  
Lod 71294, Israel  
Contact: Daniel Roll  
Tel: +972 8 9154755  
Fax: +972 3 7602253  
Email: Daniel@ruthcargo.co.il

### **Italy**

Agility Fairs & Events  
Strada Vecchia Paullese 5/A  
Pantigliate, Milan 20090 Italy  
Contact: Marilena Doneda  
Tel: +39 02 269 051  
Fax: +39 02 2690 5346  
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  
Fax: +81 (03) 5821 4610  
Email: expojapan@  
agilitylogistics.com

### **Korea**

Agility Fairs & Events  
4F Yeollin Bldg., 1666-3  
Seocho-Dong  
Seocho-Ku  
Seoul, 137-070, Korea  
Contact: Jim Lim  
Tel: +82-2-2192 7426  
Fax: +82-2-539 9420  
Email: ljim@agilitylogistics.com

### **Netherlands**

Agility B.V. Fairs & Events  
Fokkerweg 300  
1438 AN Oude Meer  
Netherlands  
Contact: Dennis Nagel  
Tel: +31 88 4360 000 X 108  
Fax: +31 88 4360 105  
Email: dnagel@agilitylogistics.com

### **Spain**

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

### **Sweden**

On-Site Exhibitions AB  
Box 6289  
400 60 Gothenburg, Sweden  
Contact: Anneli Rogbrink  
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: Thomas Luechinger  
Tel: +41 61 691 33 77  
Fax: +41 61 691 70 36  
Email: tluechinger@  
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 UK  
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Tel: +44 (0) 208 461 8756  
Fax: +44 (0) 208 228 1172  
Email: gnewell@agilitylogistics.com

# 2011 International CES – Las Vegas, NV USA – January 6-9

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

Consignee: "Exhibiting Company Name"  
c/o 2011 International CES  
Booth No. \_\_\_\_\_  
Las Vegas Convention Center  
3150 S. Paradise Road  
Las Vegas, NV 89109 USA

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

## *Mark all goods as follows:*

"Exhibiting Company Name"  
c/o 2011 International CES  
Booth No. \_\_\_\_\_  
Las Vegas Convention Center  
Las Vegas, NV USA  
Made in (country of origin)

## *Arrival Deadlines:*

<b>Deadline for arrival of LCL sea freight to Long Beach terminal:</b>	<b>December 6</b>
<b>Deadline for arrival of FCL sea freight to Long Beach port:</b>	<b>December 10</b>
<b>Deadline for arrival of air freight to Las Vegas (LAS) airport:</b>	<b>December 13</b>

*The above deadlines are based on delivery to the advance warehouse dock by December 20<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. 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.
- **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).**