



Las Vegas Convention Center
Las Vegas, NV USA
December 5-7, 2017

**Official International Freight
Forwarder and Customs Broker**

Agility Fairs and Events Logistics LLC

1100 S Tamiami Trail, Suite B
Venice, FL 34285
Tel: 714-617-6675
US Toll Free: 866-298-3422
Fax: 941-484-1017
Contact: Margaret Churchill
E-mail: mchurchill@agility.com
www.agility.com

International Shipping

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 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 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.

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.**

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

Belgium & 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

Brazil

Transportes Fink S/A
Estrada dos Bandeirantes, 2856
Jacarepagua, Rio de Janeiro
RJ 22775-110 Brazil
Tel: + 55 21-3410-9711
Fax: + 55 21-3410-9721
Contact: Claudia Almeida
Email: calmeida@fink.com.br

Canada

Agility Fairs & Events
185 Courtney Park Drive East
Suite B, Mississauga
Ontario L5T 2T6
Canada
Contact: Paula Collaco
Tel: + 1 905 612 7158
Fax: + 1 905 612 7560
Email: pcollaco@agility.com

China

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

Denmark

Agility A/S
Hammerholmen 39 D
DK-2850 Hvidovre
Copenhagen, Denmark
Contact: Henrick Barth
Tel: + 45 32362965
Fax: + 45 32462950
Email: hbarth@agility.com

Finland

Suomen Messulogistiikka Oy
Aleksis Kiven Katu 17a
Helsinki 00510
Finland
Contact: David Palomo
Tel: + 358 50 430 7082
Fax: + 358 10 309 661
Email: David.Palomo@SMLog.fi

France

Agility Fairs & Events
Paris Expo Porte De Versailles
Bureau des Transitaires
Terrasse H, 75015
Paris
France
Contact: Audrey Laloum
Tel: + 33 1 4863 3384
Fax: + 33 1 4863 3382
Email: alaloum@agility.com

Germany

Agility Fairs & Events GmbH
Reisholzer Bahnstrasse 41
40599 Duesseldorf
Germany
Contact: Nicolé Nedwed
Tel: + 49-211-9952-255
Fax: + 49-211- 9952-x259
Email: nnedwed@agility.com

Hong Kong

Agility Fairs & Events
Suite 3001-3, 30/F
Skyline Tower
39 Wang Kwong Road
Kowloon Bay, Hong Kong
Contact: June Mea
Tel: + 852-2211 8200 / 8207
Fax: + 852-2866-2421
Email: JMea@agility.com

India

Orient Marine Lines Pvt Ltd.
49, Rani Jhansi Road
New Delhi, 110055
India
Tel: + 91 1123514052/53/54
Fax: + 91 1123550455, 2362 5477
Contact: Manoj Gautam
Email: manojg@orientm.com

Indonesia

Agility Fairs & Events
Hall E, 1st Fl. Lot 112
Arena Pekan Raya
Jl. Benyamin Sueb
Jakarta 10620
Indonesia
Contact: Rini Astuti
Tel: + 62 21 2664 5170
Fax: + 62 2664 5171
Email: rastuti@agility.com

Ireland

Agility Logistics
Unit M1, Furry Park Ind. Estate
Santry, Dublin 9
Ireland
Tel: + 353 1 866 7400
Fax: + 353 1 866 7401
Contact: Victor Vargas
Email: vvargas@agility.com

Italy

Agility Fairs & Events
Strada Vecchia Pauledese 5/A
Pantigliate, Milan 20090
Italy
Contact: Marilena Doneda
Tel: + 39 02 269 051
Fax: + 39 02 2690 5346
Email: mdoneda@agility.com

Japan

Agility Fairs & Events
7F NO F, Kanda Iwamoto-cho
Building., 8-16 Iwamoto-cho
3-chome, Chiyoda-ku, Tokyo
101-0032 Japan
Contact: Tokiko Inaba
Tel: + 81 (03) 5821 4617
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
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

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

Pakistan

Agility Fairs & Events Pvt. Ltd.
Progressive Centre
PECHS Block 6
Main Sharah-e-Faisal, Karachi
Pakistan
Contact: Asiya Younus
Tel: + 92 21 34322088
Fax: + 92 21 34383763 / 64
Email: ayounus@agility.com

Portugal

Agility Fairs & Events
Rua Abade Correia da Serra, 112
Senhora da Hora
4460-208
Portugal
Tel: + 351-266 088 600
Fax: + 351-266 088 691
Contact: Sara Tavares
E-mail: satavares@agility.com

Singapore

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

Agility Fairs & Events
St. Jakobs-Strasse
220 PO Box
4002 Basel
Switzerland
Contact: Regula Winter
Tel : + 41 61 316 57 01
Fax : + 41 61 316 56 74
Email: rwinter@agility.com

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 Romklat Road
Klongsampravej, Ladkrabang
Bangkok 10520 Thailand
Contact: Thannapatsorn
Leelacherdchai (Anne)
Tel: + 66 2 326 3456
Fax: + 66 2 360.8634
Email: TLeelacherdchai@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 (0) 207 069 5321
Fax: + 44 (0) 843 227 2033
Email: gnewell@agility.com

Vietnam

Agility Fairs & Events Co., Ltd.
8th Fl – Etown 1 Building
364 Cong Hoa Str .
Tan Binh District , Vietnam
Contact: Steven Nguyen Duc Trong
Tel: + 84 8 38132848 / 49
Fax: + 84 8 38122965
Email: Ntrong@agility.com

POWER-GEN 2017 – Orlando, FL USA – December 5-7

Consign all international shipments and corresponding documents as follows:

Consignee: Las Vegas Convention Center
3150 S. Paradise Road
Las Vegas, NV 89109

Notify: “Exhibitor Name” / Booth # _____
POWER-GEN 2017
c/o Agility Fairs & Events
E-mail: mghitescu@agility.com
Tel: 714-617-6675
Fax: 941-484-1017

Mark all goods as follows:

“Exhibiting Company Name”
c/o POWER-GEN 2017
Booth No. _____
Las Vegas Convention Center
Las Vegas, NV USA
Made in (country of origin)

Arrival Deadlines:

Deadline for arrival of LCL sea freight to Los Angeles terminal:	November 3
Deadline for arrival of FCL sea freight to Long Beach port:	November 8
Deadline for arrival of air freight to Las Vegas (LAS) airport:	November 15

*The above deadlines are based on delivery to the advance warehouse dock by November 24th.
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 airwaybill. 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/fairsevents enquiry.