



2009 NAB Show & RTNDA

Las Vegas Convention Center

& Las Vegas Hilton

NAB - 20 – 23 April

RTNDA – 20 – 22 April

**Official International Freight
Forwarder and Customs Broker**

Agility Fairs & Events Logistics LLC

1075 Zonolite Road, Suite 6

Atlanta, GA 30306 USA

Tel: 404-815-8816

Fax: 404-724-9135

Contact: Margaret Churchill

E-mail: mchurchill@agilitylogistics.com

www.agilitylogistics.com

International Shipping

As the 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.

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 goods to be imported temporarily into the U.S. without the payment of Customs duties and 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:

- Original ocean bill of lading *or* one air waybill
- 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 useful.
- 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 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 Agility Fairs & Events payment terms?

Our terms and conditions require that all transportation services be paid to Agility 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. **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 offices in most countries. If you do not see your country listed, please contact us and we will assist you.

China - North

Agility Fairs & Events /Trans-Link
Beijing
Room 1211, Prime Tower No. 22
Chaowai St
Chaoyang District, Beijing 100020
Contact: Ms. Kathy Lin
Tel: +86 10 6588 1961/62/63/64
Fax: +86 10 6588 1960
E-mail: klin@agilitylogistics.com

China - East

Agility Fairs & Events/Trans-Link
Shanghai
Rm 805, Aetna Tower, No. 107 Zun Yi Rd.
Shanghai 200051
Contact: Christopher Yang
Tel: 86 21 6237 6060 X 218
Fax: 86 21 6237 5657
Email: cyang@agilitylogistics.com

China - South

Agility Fairs & Events /Trans-Link
Guangzhou
Room 704/706, 7/F
No. 726 Dong Feng Road East
Guangzhou 510080
Contact: Carey Lan
Tel: 86 20 3765 5886 / 5887
Fax: 86 20 3765 5880
e-mail: calan@agilitylogistics.com

Germany

Agility Fairs & Events /GeoLogistics
Expo Services GmbH
Voltastrasse 81
60486 Frankfurt/Main Germany
Contact: Gernot Iven
Tel: +49 69 70 60 98 0
Fax: +49 69 70 60 98 49
E-mail: given@agilitylogistics.com

Hong Kong

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

Israel

Hermes
Exhibitions & Projects Ltd.
11 Lev Pesach St. N. Industrial Zone,
Lod 71100
Israel
Contact: Irit Sofer
Tel: +972 89146318
Fax: +972 89146316
E-mail: irit@hermes-exhibitions.com

Italy

Agility Fairs & Events /GeoLogistics
SrL
Strada Vecchia Paullese 5/A
Pantigliate, Milan 20090
Contact: Marilena Doneda
Tel: +39 02 269 051
Fax: +39 02 2690 5346
E-mail: mdoneda@agilitylogistics.com

Japan

Agility Fairs & Events /GeoLogistics
Ltd.
Segi Building 4th Floor
7-1 Iwamotocho 1-Chome
Chiyoda-ku, Tokyo 101-0032
Contact: Sara Yamamoto
Tel: +81 (03) 5821 4617
Fax: +81 (03) 5821 4610
E-mail:
syamamoto@agilitylogistics.com

Korea

Agility Fairs & Events/GeoLogistics
Expo Services
15F PMK Bldg. # 746
Yeoksam-Dong, Kangnam-Ku, Seoul
135-080 Korea
Contact: J.B. Kim
Tel: +82-2-2192 7426
Fax: +82-2-539 9420
E-mail: kjb@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
E-mail: dnagel@agilitylogistics.com

Spain

Agility Fairs & Events
C/ de la Mar Grogia 51-29
Zona Franca - ZAL
08040 Barcelona
Contact: Belina Flores
Tel: +34 93 2 970 857
Fax: +34 93 2 970 839
E-mail: beflores@agilitylogistics.com

Sweden

Agility/GeoLogistics AB
Exportgatan 26
40150 Gothenburg
Contact: Christina Rangse
Tel: +46 (31) 7423071
Fax: +46 (31) 7423055
E-mail: crangse@agilitylogistics.com

Switzerland

Agility Fairs & Events /Natural AG
ExpoLogistics
Bleichstrasse 27
P.O. Box
CH-4002 Basel
Contact: Thomas Luechinger
Phone +41 61 691 33 77
Fax +41 61 691 70 36
E-mail:
tluechinger@agilitylogistics.com

Taiwan

Agility Fairs & Events/Translink
Room 5-2, 5th 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
E-mail:
FLinYuKuei@agilitylogistics.com

United Kingdom

Exhibition Freighting Ltd
The Oasts, Ground Floor
Mill Court, Mill St.
East Malling, Kent ME19 6BU
Contact: Neil Goatcher
Tel: 44 1732 872338
Fax: 44 1732 872339
Email:
neil@exhibitionfreighting.co.uk

2009 NAB Show & RTNDA - 20-23 April 2009 - Las Vegas, NV USA

Consign all international shipments and corresponding documents as follows:

Consignee: "Exhibiting Company Name"
C/o 2009 NAB Show & RTNDA
Booth No. _____
Las Vegas Convention Center
3150 S. Paradise Rd.
Las Vegas, NV 89109 USA

Notify: Agility Fairs & Events Logistics LLC
1175 Zonolite Road, Suite 6.
Atlanta, GA 30306 USA
E-mail: expousa@agilitylogistics.com
Tel: 404-815-8816
Fax: 404-724-9135

Mark all goods as follows:

"Exhibiting Company Name"
C/o 2009 NAB Show & RTNDA
Booth No. _____
Las Vegas Convention Center / Las Vegas Hilton
Las Vegas, Nevada USA
Made in (country of origin)

Arrival Deadlines:

Deadline for arrival of LCL sea freight to Long Beach terminal: March 20

Deadline for arrival of FCL sea freight to Long Beach port: March 26

Deadline for arrival of air freight at Las Vegas (LAS) airport: March 29

The above deadlines are based on delivery to the advance warehouse dock by April 6th. Please contact Agility Fairs & Events in Atlanta 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.
- **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.
- **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 are 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 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.
- **Documentation** – Prepare a commercial invoice in English with complete descriptions and model/serial numbers. List harmonized numbers for each individual 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 your exhibit to and from the show.

Get a free estimate of shipping and import charges at www.agilitylogistics.com/fairsevents enquiry.