



Interior Lifestyle USA 2007
Sands Expo & Convention Center
July 31 – August 3 2007

**Official International Freight
Forwarder and Customs Broker**

Agility Fairs and Events

Formerly GeoLogistics Expo Services

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Atlanta, GA 30306

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www.agilitylogistics.com

International Shipping

As the Official Freight Forwarder and Customs Broker, Agility/GeoLogistics Expo 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/GeoLogistics Expo in Atlanta.

What services can GeoLogistics Expo 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 GeoLogistics Expo's payment terms?

Our terms and conditions require that all transportation services be paid to Agility/GeoLogistics Expo Services Inc. 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.

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**
Agility Fairs & Events /Trans-Link
Beijing
Room 1211, Prime Tower No. 22
Chaowai St
Chaoyang District, Beijing 100020
Contact: Ms. Jennifer Fu
Tel: +86 10 6588 1961/62/63/64
Fax: +86 10 6588 1960
Email: jennifer.fu@trans-link.com.cn
- Denmark**
Blue Water Shipping A/S
Trafikhavnskaj 11
DK-6700 Esbjerg
Denmark
Contact: Klaus Bindsboll
Tel: +45 79 13 41 88
Fax: +45 79 13 46 77
E-mail: kip@bws.dk
- Finland**
Suomen Messulogiistiikka Oy
Messaukio 1
00520 Helsinki, Finland
Contact: Kaija Hakkinen
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- Germany**
Agility Fairs & Events /GeoLogistics
Expo Services GmbH
Voltastrasse 81
60486 Frankfurt/Main Germany
Contact: Gernot Iven
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E-mail: given@geo-logistics.de
- Hong Kong**
Agility Fairs & Events /Trans-Link
Exhibition Forwarding
29th Fl. Fook Lee Commercial Center,
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Wanchai, Hong Kong SAR
Contact: June Mea
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- Israel**
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- Italy**
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- Japan**
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- Korea**
Agility Fairs & Events/GeoLogistics
Expo Services
15F PMK Bldg. # 746
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Fax: +34 91 66 91 004
E-mail: ssalso@int.geo-logistics.com
- Sweden**
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AB,
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E-mail: crangse@geo-logistics.se
- Switzerland**
Agility Fairs & Events /Natural AG
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E-mail:
thomas.luechinger@natural.info
- Taiwan**
Agility Fairs & Events/GeoLogistics
Ltd.
11th No. 192 Rueiguang Road
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Contact: Tiger Wey
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Fax: +886 2 26 58 72 21
E-mail: twey@int.geo-logistics.com
- United Kingdom**
Agility Fairs & Events/GeoLogistics
Expo Services,
Royal Court, 81 Tweedy Rd.
Bromley, Kent BR1 1TW
Contact: Garcia Newell
Tel: 44 20 8461 8799
Fax: 44 20 8461 8866
E-mail:gnewell@geo-logistics.com

INTERIOR LIFESTYLE USA 2007

Sands Expo & Convention Center - July 31 – August 3

Consign all international shipments and corresponding documents as follows:

Consignee: "Your Company Name" c/o Interior Lifestyle USA 2007 Booth No. _____ Sands Expo & Convention Center 201 E. Sands Avenue Las Vegas, NV 89109 USA	Notify: Agility / GeoLogistics Expo 1123 Zonolite Road, Suite 22 Atlanta, GA 30306 E-mail: expousa@agilitylogistics.com Tel: 404-815-8816 Fax: 404-724-9135
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Mark all goods as follows:

"Your Company Name"
c/o Interior Lifestyle USA 2007
Booth No. _____
Sands Expo & Convention Center
Las Vegas, NV 89109 USA
Made in (*country of origin*)

Arrival Deadlines:

Deadline for arrival of LCL sea freight to Long Beach terminal:	July 2
Deadline for arrival of FCL sea freight to Long Beach port:	July 9
Deadline for arrival of air freight at Las Vegas (LAS) airport:	July 16

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 and encouraged.
- **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/GeoLogistics Expo of the details of your shipment. List Agility/GeoLogistics Expo at the above address as the notify party on all shipping documents. All shipping documents must be faxed to Agility/GeoLogistics Expo as soon as they are issued.
Only then can Agility/ GeoLogistics Expo 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 numbers for each line item on the invoice, if available. 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.