



INTERNATIONAL SHIPPING INSTRUCTIONS

Orlando, FL

Conference: Nov. 15 - 18, 2021
Trade Show: Nov. 16 - 19, 2021

www.IAAPA.org/IAAPAE expo



The Global Attractions Industry's Premier Event

ORANGE COUNTY CONVENTION CENTER



Agility Fairs & Events has been appointed by show management as the **Official International Freight Forwarder and Customs Broker** for the **IAAPA Expo 2021**.

It's time to plan your shipping, so let our exposition freight experts assist you with all of your international transportation needs, including:

- Shipping of international exhibits to the show
- Customs clearance procedures
- Delivering your cargo to the appointed site handling contractor
- Re-exporting your freight at the conclusion of the show.

Please **[CLICK HERE](#)** to request a quotation for our services.



Agility Fairs and Events Logistics LLC

Tel: + 1 941 861 8930

US Toll Free: 866 298 3422

www.agility.com

Contact: Colin May

E-mail: cmay@agility.com

Mobile: + 1 404 822 5440

All business is transacted only in accordance with our General Trading Conditions.

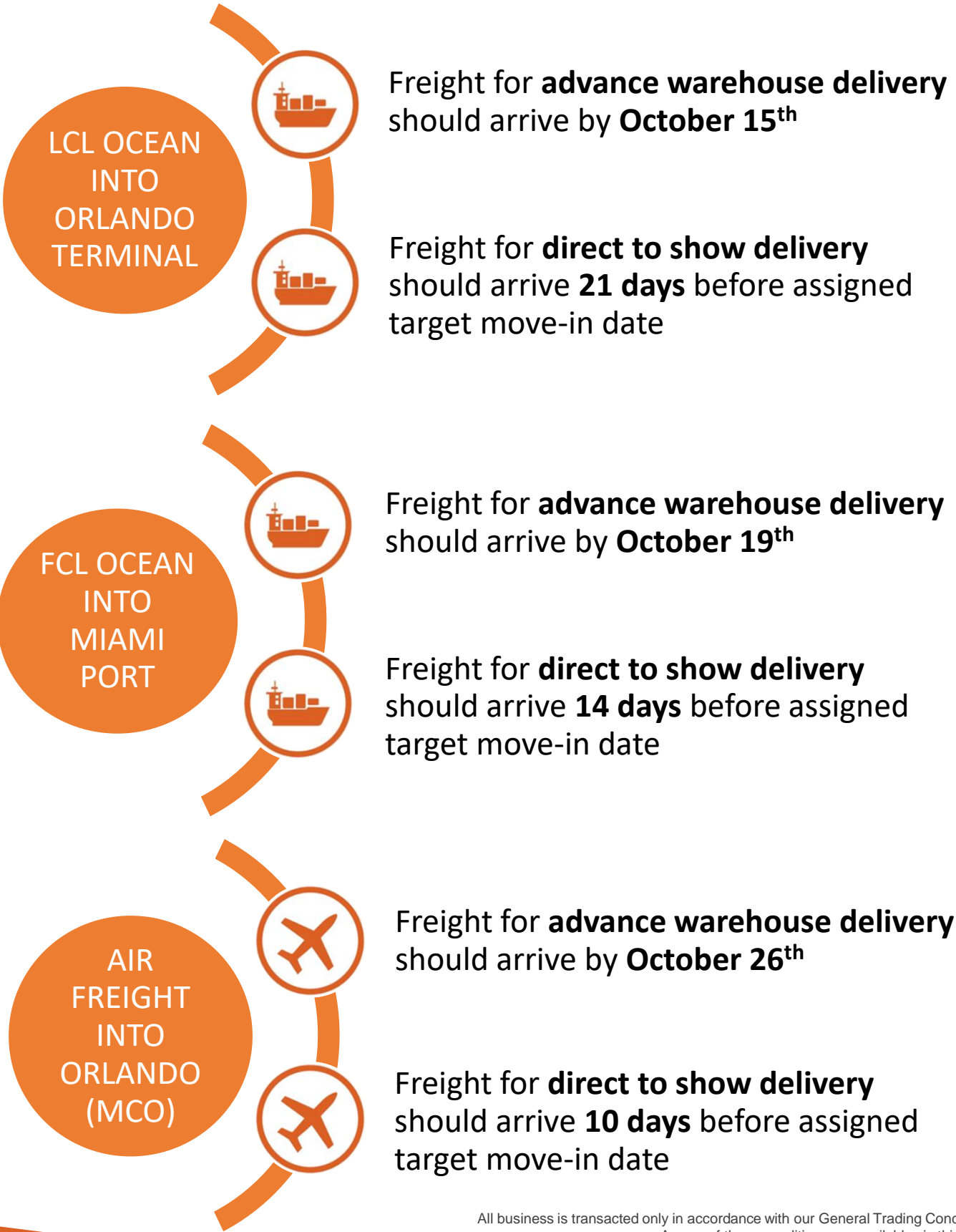
A copy of these conditions are available via this [LINK](#)

(Link does not work with Explorer)



www.agility.com

Arrival Deadline Dates



All business is transacted only in accordance with our General Trading Conditions.
A copy of these conditions are available via this [LINK](#)
(Link does not work with Explorer)



www.agility.com

- Orange County Convention Center
- 9800 International Drive
- Orlando, FL 32819 USA

Consignee



- “Exhibitor Name” / Booth No. _____
- IAAPA Expo 2021
- E-mail: cmay@agility.com
- Tel: + 1 941 861 8930
- Fax: + 1 941 237 5681

Notify



- “Exhibiting Company Name”
- c/o IAAPA Expo 2021
- Booth No. _____
- Orange County Convention Center
- Orlando, FL USA
- Made in (country of origin)

Marks



All business is transacted only in accordance with our General Trading Conditions.
A copy of these conditions are available via this [LINK](#)
(Link does not work with Explorer)



www.agility.com

To find an **Agility Fairs & Events** agent office in your country please [CLICK HERE](#)

If you only require services from arrival USA, then [CONTACT US](#) prior to shipping for handling and coordination

Please [CLICK HERE](#) for blank shipping documents and instructions (ex - pre alert, ISF form, commercial invoice & packing list, Customs POA and other gov't agency forms)

NOTIFICATION - You must notify Agility Fairs & Events with details of your shipment before it departs the origin country

INSURANCE – Take out adequate insurance to cover the value of your exhibit to and from the show

All business is transacted only in accordance with our General Trading Conditions.
A copy of these conditions are available via this [LINK](#)
(Link does not work with Explorer)



www.agility.com

Shipping Documents

CLICK RED TABS BELOW TO OPEN DOCUMENTS

Pre Alert Requirements
for Air Freight

Pre Alert Requirements
for Sea Freight

Pre Alert Form

ISF Guidelines and Notes
for Consolidated Containers

ISF Worksheet

Commercial Invoice
& Packing List Form

Customs POA Form

POA Non-Resident Form

Instructions for Completion
of Customs POA Form and
Non-Resident Form

Re-export FPPI - Power of
Attorney for Foreign
Principle Party in Interest

Textile Declaration Form

Textile Manufacturer Form

Toxic Substances
Control Act Form (TSCA)

Lacey Act Form

- Pre Alert requirement documents are basic guides for which documents are required for air and ocean shipments, and details on specific items that require additional documentation.
- Pre Alert form is your instructions page to us on how to handle the shipment.
- ISF guidelines are notes on what is required to complete an Importer Security Filing for your ocean shipment along with the blank ISF form.
- Commercial Invoice and Packing List (CIPL)
- The Customs Power of Attorney (POA) and Non-Resident forms are required for ALL import shipments into the United States. Instructions for these forms are attached.
- Re-export FPPI Power of Attorney is required for ALL shipments that are being re-exported after the show / exhibition.
- Textile Declaration form and manufacturer form are both required for any shipment that contains any textile items.
- TSCA form is required for any shipment that contains a chemical. The TSCA form is required for all shipments that contain pens.
- Lacey Act form is required for any product that is made of wood.

All business is transacted only in accordance with our General Trading Conditions.
A copy of these conditions are available via this [LINK](#)
(Link does not work with Explorer)



www.agility.com

Agility Fairs & Events is ready to make your international shipping needs easy. Contact Agility Fairs & Events USA today to get started!

Show Project Manager: Colin May

Email: cmay@agility.com

Mobile: + 1 404 822 5440

Agility Fairs & Events

1100 Tamiami Trail South, Suite B

Venice, FL 34285 USA

Tel: + 1 941 861 8930

US Toll Free: 866 298 3422

Fax: + 1 941 237 5681

www.agility.com

Please [CLICK HERE](#) to request a quotation for our services.

Agility Fairs & Events Logistics LLC terms and conditions require that all transportation services be paid 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.

All business is transacted only in accordance with our General Trading Conditions.

A copy of these conditions are available via this [LINK](#)

(Link does not work with Explorer)



www.agility.com

Agility Agent Offices

Agility Fairs & Events has an agent office in most countries. If you do not see your country listed below, then please contact Agility Fairs & Events USA so that we can provide local contact info.

Australia

Agility Fairs & Events
28-32 Sky Road
Melbourne Airport
VIC 3045
Australia
Contact: Fiona Ostojia
Tel: + 61 3 9330 3303
Fax: + 61 3 9330 3337
Email: expoeasy@agility.com

Austria

AMB Logistics GmbH
Messeplatz 1
Graz 8010
Austria 0061
Contact: Patrick Görgl
Tel: + 43 316 8088 150
Fax: + 43 316 8088 159
Email: patrick.goergl@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

Fink Mobility
Estrada dos Bandeirantes, 2856
Jacarepagua, Rio de Janeiro
RJ 22775-110 Brazil
Contact: Renata Vinhas
Tel: + 55 21-3410-9737
Mobile: +55 21 98236 0130
Email: rvinhas@fink.com.br

Canada

Agility Fairs & Events
185 Courtney Park Drive East
Suite B, Mississauga
Ontario L5T 2T6
Canada
Contact: Mike Helmy
Tel: + 1 905 612 7399
Fax: + 1 905 612 7550
Email: mhelmy@agility.com

China

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

Denmark

Agility A/S
Stamholmen 70
DK-2850 Hvidovre
Copenhagen, Denmark
Contact: Henrik Barth
Tel: + 45 32462965
Fax: + 45 32462950
Email: hbarth@agility.com

Finland

Suomen Messulogistiikka Oy
Sinimäentie 6
02630 Espoo
Finland
Contact: David Palomo
Tel: + 358 50 4307 082
Fax: + 358 10 309 6611
Email: David.Palomo@SMLog.fi

France

E.S.I.
2 Rue du Meunier
Zac du Moulin
95700 Roissy en France
France
Contact: Rachid Bensaber
Tel: + 33 1 30 11 93 43
Fax: + 33 7 88 63 82 46
Email: bensaber.rachid@group-esi.com

Germany

Agility Fairs & Events GmbH
Reisholzer Bahnstrasse 41
40599 Duesseldorf
Germany
Contact: Christian Rasche
Tel: + 49 211 9952 0
Fax: + 49 211 9952 259
Email: crasche@agility.com

Hong Kong

Agility Fairs & Events
Suite 3001-3, 30/F
Skyline Tower
39 Wang Kwong Road
Kowloon Bay, Hong Kong
Contact: Sunny Ling
Tel: + 852-2211 8205 / 8852 8205
Fax: + 852-2866-2421
Email: sling@agility.com

India

PS Bedi Group
D-14/1 & 14/2
Okhla Industrial Area
Phase – I, New Delhi
110 020 India
Contact: Neha Nijhawan
Tel: + 91 11 4605 5200
Fax: + 91 11 4173 5021
E-mail: outboundexh@psbedi.com

Ireland

Interflow Logistics Ltd.
Suite 304
The Crescent Building
Northwood Business Park
Santry, Dublin 9 Ireland
Contact: Niall Thompson
Tel: + 353 16 853 845
Fax: + 353 64 662 0558
Email: niall@interflow.ie

Italy

Agility Fairs & Events
Strada Vecchia Paullese 5/A
Pantigliate, Milan 20090
Italy
Contact: Marco Simone
Tel: + 39 02 269 05324
Fax: + 39 02 269 05208
Email: msimone@agility.com

Japan

Agility Fairs & Events
NMF Kanda Iwamotocho Building
7th floor, 8-16 Iwamotocho
3-chome, Chiyoda-ku, Tokyo
101-0032, Japan
Contact: Tokiko Inaba
Tel: + 81 03 5821 4617
Fax: + 81 03 5821 4610
Email: fejapan@agility.com

All business is transacted only in accordance with our General Trading Conditions.

A copy of these conditions are available via this [LINK](#)

(Link does not work with Explorer)



www.agility.com

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

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

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

Portugal

Agility Fairs & Events
Rua Abade Correia da Serra, 112
Senhora da Hora
4460-208
Portugal
Contact: Silvia Eloi
Tel: + 351 266 088 642
Fax: + 351 266 088 691
E-mail: seloi@agility.com

Singapore

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

BTG Suisse AG
Salinenstrasse 61
4133 Pratteln
Switzerland
Contact: Dominique Geiser
Tel : + 41 61 487 87 02
Fax : + 41 61 487 87 09
Email: Dominique.Geiser@
btg-suisse.ch

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 Romklao Road
Klongsampravej, Ladkrabang
Bangkok 10520
Thailand
Contact: Jakrawut Wichitpornchai
Tel: + 66 2 326 3456 x2331
Fax: + 66 2 360 8892
Email: JWichitpornchai@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: Alev Emin
Tel: + 44 (0) 207 069 5328
Fax: + 44 (0) 843 227 2033
Email: f&euksales@agility.com

Vietnam

Agility Fairs & Events Co., Ltd.
15th Fl – Etown 5 Building
364 Cong Hoa Str.
Tan Binh District, Vietnam
Contact: Nguyen thi Bong
Tel: + 84 28 38132848
Fax: + 84 28 38122965
Email: NBong@agility.com

All business is transacted only in accordance with our General Trading Conditions.

A copy of these conditions are available via this [LINK](#)

(Link does not work with Explorer)



www.agility.com