



AAOS 2010 Annual Meeting

Morial Convention Center

New Orleans, LA USA

Meeting Dates: March 9-13

Exhibit Dates: March 10-12

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

www.agilitylogistics.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 new '10+2' 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: This policy was introduced on January 26, 2009 with a full implementation to take effect on January 26, 2010. While the CBP has established a 12 month flexible enforcement period, failure to follow the new rule or demonstrate a good faith effort to comply could result in fines of up to \$5,000 per violation and delays in shipment.

What steps must be taken to satisfy the '10+2' 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 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 will not be loaded.

Additional information is available at www.cbp.gov and questions may be sent to Security_Filing_General@cbp.dhs.gov or by contacting Agility Fairs and Events USA at 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.**

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

Agility Fairs & Events /
Trans-Link 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

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
Email: kip@bws.dk

France

Agility Fairs & Events
Paris Expo Porte De Versailles
Bureau des Transitaires
Terrasse H, 75015 Paris, France
Contact: Abdi El Houari
Tel: +33 1 4863 3381
Fax: +33 1 4863 3382
Email: AEL-Houari@
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
29th 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: Sara Yamamoto
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 Grogga, 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 Rogbring
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, 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
Email: FLinYuKuei@
agilitylogistics.com

United Kingdom

Agility Fairs & Events Logistics Ltd.
7th Floor, 26 Elmfield Road
Bromley, Kent BR1 1WA UK
Contact: Garcia Newell
Tel: +44 (0) 208 461 8756
Fax: +44 (0) 208 228 1172
Email: gnewell@agilitylogistics.com

AAOS 2010 – New Orleans, LA USA – March 9-13

Consign all international shipments and corresponding documents as follows:

Consignee: "Exhibiting Company Name"
c/o AAOS 2010
Booth No. _____
Morial Convention Center
900 Convention Center Blvd.
New Orleans, LA 70130 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 AAOS 2010
Booth No. _____
Morial Convention Center
New Orleans, LA USA
Made in (country of origin)

Arrival Deadlines:

Deadline for arrival of LCL sea freight to New Orleans terminal: February 9
Deadline for arrival of FCL sea freight to New Orleans port: February 12
Deadline for arrival of air freight to New Orleans (MSY) airport: February 15
The above deadlines are based on delivery to the advance warehouse dock by February 22nd.
Please contact Agility Fairs & Events USA for deadlines based on delivery direct to the show site.

SPECIAL IMPORT REQUIREMENTS FOR MEDICAL DEVICES

SPECIAL RESTRICTIONS NOW APPLY TO ALL MEDICAL DEVICES BEING IMPORTED TO THE USA. PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:

- 1) Medical devices for temporary import must be shipped into New Orleans under ATA Carnet. These items must be packed separately from other items, and arrive on a separate HAWB.
- 2) Medical devices and equipment for permanent import into the USA have specific FDA requirements. Please contact Agility in Atlanta immediately with the details of these products. These items must be packed separately from other items, and arrive on a separate HAWB.
- 3) Shipments of display material for temporary import must also be on separate proforma invoice. These items must be packed separately from other items, and arrive on a separate HAWB.
- 4) Shipments of printed matter, giveaways and other non-medical devices for permanent import must be packed separately from other items, and arrive on a separate HAWB.
- 5) Please send all documents for show shipments to Agility Fairs & Events USA in Atlanta before the items are shipped, so the docs can be reviewed and to avoid potential issues.

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/fairseventsenquiry.