AAOS 2020 Annual Meeting
Meeting Dates: March 24-28, 2020
Exhibit Dates: March 25-27, 2020
Orange County Convention Center,
West Building, Orlando, FL

Official International Freight Forwarder
and Customs Broker

Agility Fairs and Events Logistics LLC
Tel: 941-861-8930
US Toll Free: 866-298-3422
Fax: 941-237-5681
Contact: Margaret Churchill
E-mail: mchurchill@agility.com
www.agility.com

Quotation & Information Link
www.agility.com/en/contact-fairs-events
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 tradeshows 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 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.
- Customs Power of Attorney and Non Resident Certification forms

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. Depending on the commodity and entry type, additional documents may be required.

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.agility.com/en/contact-fairs-events.
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
Schenker Fairs & Exhibitions  
Vliegveld 756  
1820 Steenokkerzeel  
Belgium  
Contact: Annegret Müller  
Tel: +32 2 716 37 86  
Fax: +32 2 716 38 55  
Email: annegret.mueller@dbschenker.com

### Brazil
Fink Mobility  
Estrada dos Bandeirantes, 2856  
Jacarepagua, Rio de Janiero  
RJ 22775-110 Brazil  
Contact: Renata Vinhas  
Tel: + 55 21-3410-9737  
Fax: + 55 21-3410-9721  
Email: rvinhas@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: Roaddy Lu  
Tel: + 86 86 10 8412 8899 x 828  
Fax: + 86 10 6588 9165  
Email: blu@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  
P.O. Box 55  
00521 Helsinki  
Finland  
Contact: David Palomo  
Tel: + 358 50 430 7082  
Fax: + 358 10 309 661  
Email: David.Palomo@SMLog.fi

### France
Expo Plus  
2 Rue du Meunier  
Zac du Moulin  
95700 Roissy en France  
France  
Contact: Eric Roigrant  
Tel: + 33 1 30 11 93 43  
Fax: + 33 7 88 63 82 46  
Email: roignant.eric@expo-plus.fr

### 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: Jennifer Yu  
Tel: +852-2211 8200 / 8209  
Fax: +852-2866-2421  
Email: JeYu@agility.com

### India
Orient Marine Lines Pvt Ltd.  
49, Rani Jhansi Road  
New Delhi, 110055  
India  
Tel: + 91 11 45359999  
Fax: + 91 1123550455  
Contact: Aashish Kulakarni  
Email: aashishk@orienttm.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
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  
Pantiglante, Milan 20090  
Italy  
Contact: Marco Simone  
Tel: + 39 02 269 05324  
Fax: + 39 02 269 05208  
Email: msimone@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
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: 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
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@btgsuisse.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: Ms. Saowakon Chaisiri
Tel: + 66 2 326 3456 x1180
Fax: + 66 2 360 8634
Email: schaisiri@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
Consign all international shipments and corresponding documents as follows:

Consignee: Orange County Convention Center  
9800 International Dr.  
Orlando, FL 32819

Notify: “Exhibitor” / Booth # ____  
AAOS 2020  
c/o Agility Fairs & Events  
E-mail: rblumberg@agility.com  
Tel: 941-861-8930  
Fax: 941-237-5681

Mark all goods as follows:

“Exhibiting Company Name”  
c/o AAOS 2020  
Booth No. __________  
Orange County Convention Center,  
Orlando, FL  
Made in (country of origin)

Arrival Deadlines:

Deadline for arrival of LCL sea freight to Orlando terminal: February 23  
Deadline for arrival of FCL sea freight to Miami port: February 25  
Deadline for arrival of air freight to Orlando (MCO) airport: March 1  
The above deadlines are based on delivery to the advance warehouse dock by March 10th.  
Please contact Agility Fairs & Events USA for deadlines based on delivery direct to the show site.

SPECIAL IMPORT REQUIREMENTS  
FOR MEDICAL DEVICES

SPECIAL IMPORT RESTRICTIONS APPLY TO ALL MEDICAL DEVICES BEING SHIPPED INTO THE USA. SOME INFORMATION MAY HAVE CHANGED SINCE THE AAOS 2019 ANNUAL MEETING. PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:

1) Medical devices for temporary import must be shipped to Orlando under ATA Carnet. These items must be packed separately from other items, and arrive on a separate HAWB/L.

2) Medical devices & equipment for permanent import into the USA must satisfy FDA approval & registration requirements. Please contact Agility in Venice, Florida immediately with the product details. Medical items must be packed separately from other items, and arrive on a separate HAWB/L.

3) Shipments of display material must also be on separate proforma invoice, listed as a single line item ‘knocked down exhibition booth’. The display material must be cleared as permanent import and pay duty – estimate 4% FOB value – so please value accordingly. These items must be packed separately from other items, and arrive on a separate HAWB/L.

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/L.

5) Please send all documents for show shipments to Agility Fairs & Events USA in Venice, FL 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. **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/en/contact-fairs-events.**