



NAB Show & RTNDA@NAB

Las Vegas Convention Center &

Las Vegas Hilton

14 – 17 April, 2008

**Official International Freight
Forwarder and Customs Broker**

Agility Fairs & Events Logistics LLC

Formerly GeoLogistics Expo Services

1123 Zonolite Road, Suite 22

Atlanta, GA 30306

Tel: 404-815-8816

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Contact: Margaret Churchill

E-mail: mchurchill@agilitylogistics.com

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 Agility/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 Agility/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 - North

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
E-mail:
JFuXunJie@agilitylogistics.com

China - East

Agility Fairs & Events/Trans-Link
Shanghai
Rm 805, Aetna Tower, No. 107 Zun Yi
Rd.
Shanghai 200051
Contact: Shirley Xing
Tel: 86 21 6237 5656
Fax: 86 21 6237 5657
Email: sxing@agilitylogistics.com

China - South

Agility Fairs & Events /Trans-Link
Guangzhou
Room 1110, 11/F Main Tower,
Guangdong International Hotel
339 Huanshidong Rd.
Guangzhou 510098
Contact: Lily Wong
Tel: 86 20 8331 0964 / 8331 0994
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Germany

Agility Fairs & Events /GeoLogistics
Expo Services GmbH
Voltastrasse 81
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Hong Kong

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Israel

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Italy

Agility Fairs & Events /GeoLogistics
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Japan

Agility Fairs & Events /GeoLogistics
Ltd.
Segi Building 4th Floor
7-1 Iwamotocho 1-Chome
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Korea

Agility Fairs & Events/GeoLogistics
Expo Services
15F PMK Bldg. # 746
Yeoksam-Dong, Kangnam-Ku, Seoul
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Netherlands

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Spain

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08908 Hospitalet (Barcelona),
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pmartinez@resainternacional.com

Sweden

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Exportgatan 26,
40150 Gothenburg
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E-mail: crangse@agilitylogistics.com

Switzerland

Agility Fairs & Events /Natural AG
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Bleichestrasse 27
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Taiwan

Agility Fairs & Events/Translink
Room 5-2, 5th Floor,
No. 99, Chung Shan N. Rd
Sec 2. Taipei, Taiwan R.O.C.
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FLinYuKuei@agilitylogistics.com

United Kingdom

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

NAB Show & RTNDA@NAB, 14 – 17 April 2008, Las Vegas

Consign all international shipments and corresponding documents as follows:

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

Notify: Agility Fairs / GeoLogistics Expo
1123 Zonolite Road, Suite 22
Atlanta, GA 30306 USA
E-mail: expousa@agilitylogistics.com
Tel: 404-815-8816
Fax: 404-724-9135

Mark all goods as follows:

"Your Company Name"
C/o 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 14

Deadline for arrival of FCL sea freight to Long Beach port: March 20

Deadline for arrival of air freight at Las Vegas (LAS) airport: March 23

Deadlines are set for delivery of freight to the advance receiving warehouse by March 31st. For delivery direct to show site please contact Agility Fairs & Events in Atlanta for a specific arrival deadline.

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 / GeoLogistics Expo of the details of your shipment. List GeoLogistics Expo at the above address as the notify party on all shipping documents. All shipping documents must be e-mailed or faxed to Agility Fairs / GeoLogistics Expo as soon as they are issued. **Only then can Agility Fairs / 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 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.