Agility Fairs & Events has been appointed by show management as the **Official International Freight Forwarder and Customs Broker** for **AAO 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](http://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)

### Arrival Deadline Dates

**LCL OCEAN INTO NEW ORLEANS TERMINAL**

- Freight for **advance warehouse delivery** should arrive by **October 11th**
- Freight for **direct to show delivery** should arrive **21 days** before assigned target move-in date

**FCL OCEAN INTO NEW ORLEANS PORT**

- Freight for **advance warehouse delivery** should arrive by **October 15th**
- Freight for **direct to show delivery** should arrive **14 days** before assigned target move-in date

**AIR FREIGHT INTO NEW ORLEANS (MSY)**

- Freight for **advance warehouse delivery** should arrive by **October 22nd**
- Freight for **direct to show delivery** should arrive **10 days** before assigned target move-in date
Consignment and Marking Instructions

• Morial Convention Center
• 900 Convention Center Blvd.
• New Orleans, LA 70130 USA

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

Consignee

Notify

• “Exhibiting Company Name”
• c/o AAO 2021
• Booth No.____
• Morial Convention Center
• New Orleans, LA USA
• Made in (country of origin)

Marks

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

Medical devices for temporary import must be shipped to New Orleans under ATA Carnet or Trade Fair entry. All items must be re-exported after the show, no exceptions.

Medical devices for permanent import must be FDA approved and registered. Please contact Agility Fairs & Events USA with the product details before shipping.

All medical items, for either permanent or temporary import, must be packed separately from all other items in the shipment, and arrive on a separate HAWB/L.

Send all documents for any medical items to Agility Fairs & Events USA before the items are shipped, so that the details can be reviewed to avoid potential import issues.

Display material, printed matter, giveaways and other non-medical devices must be cleared as a duty-paid permanent import, packed separately from other items, and arrive on a separate HAWB/L.
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).

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.
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- 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.

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**Shipping 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
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.
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 Ostoja
Tel: + 61 3 9330 3303
Fax: + 61 3 9330 3337
Email: expoeasy@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

### 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: sli@agility.com

### Austria
AMB Logistics GmbH
Messeplatz 1
Graz 8010
Austria
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
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Fax: +32 2 716 38 55
Email: selma.demir@schenker.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
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Fax: +33 7 88 63 82 46
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### Germany
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Fax: +49 211 9952 259
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### 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

### Ireland
Interflow Logistics Ltd.
Suite 304
The Crescent Building
Northwood Business Park
Santry, Dublin 9 Ireland
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Tel: +353 13 853 845
Fax: +353 64 662 0558
Email: niall@interflow.ie

### Italy
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### Japan
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7F NO F, Kanda Iwamoto-cho
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101-0032, Japan
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