



2020 Summit of the Americas

Hyatt Regency Orlando
Orlando, FL USA
March 31 - April 2

Official International Freight Forwarder and Customs Broker

Agility Fairs and Events Logistics LLC

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www.agility.com

Quotation & Information Link
www.agility.com/en/contact-fairs-events

International Shipping

As the 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 your freight at the conclusion of the show.

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.
- 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.
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VERY IMPORTANT - Agility Fairs & Events can not US Customs clear any shipment coming through any courier, including DHL, UPS, Fedex, etc. All air shipments must travel on an airline air waybill. Be aware that couriers in your home country do not give out accurate U.S. Customs Information.

What documents are needed?

In order to clear the goods, we will need the following documents:

- Air waybill copy
- Commercial invoice in *English* giving full description and value for each item in the shipment. AN ITEM CAN NOT BE SHOWN AS HAVING NO COMMERCIAL VALUE. The invoice should be issued to your company c/o the exhibition.
- Packing list with details of the weight and dimensions of each package in the shipment.
- Insurance certificate copy with the name of the local settlement agent in the US

Additional Requirements for Perfumes and Cosmetics:

Product Marking:

- All cosmetic items must list all ingredients in English and be marked with the manufacturer's name and address.

Commercial Invoice must Include:

- A full description of the product and use in English.
- The percentage of alcohol in the product where applicable.
- The volume and weight of each product.

Additional Requirements for Chocolate, Candy and all Food and Drink Products:

Commercial Invoice Must Include:

- Description of product form and packaging
- List of ingredients and percentages
- FDA Registration Number – MAKE SURE THAT THIS NUMBER IS ON THE COMMERCIAL INVOICE AND THAT IT IS LARGE ENOUGH TO BE READ CLEARLY ON A COPY

FDA requires prior notice of the arrival of your shipment. Please make sure that you or your forwarding agent notify Agility Fairs and Events in Florida at least 2 business days before your shipment is expected to arrive in the US.

New FDA regulations regarding the importation of food and drink products:

FDA regulations now require that all food / drink shipments sent to the USA have a U.S.A consignee that is registered with the FDA and has a UFI (unique facility identifier number).

The U.S. consignee must also have / obtain a DUNS (Data Universal Numbers System) number for the manufacturing facility.

Additional Requirements for Cigarette Lighters and Sunglasses:

- Cigarette Lighters must be equipped with an US Consumer Product Safety approved child safety device to be imported. Lighters not equipped with the device will be seized and destroyed by US Customs at the shipper's expense.
- Sunglasses must have a medical device number from the FDA to be imported into the USA. Sunglasses without this FDA information will be seized and either destroyed or re-exported by US Customs at the shipper's expense.

Alcoholic Beverages and Tobacco Products:

Due to ATF regulations, Agility Fairs & Events is not able to clear alcoholic beverages or tobacco products through US Customs. These products must be imported through a licensed importer.

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
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Austria

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Belgium

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Brazil

Fulstandig Shows e Eventos
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Canada

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Agility Partner Offices continued -

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Taiwan

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Thailand

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Turkey

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Vietnam

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2020 Summit of the Americas – Orlando, FL – March 31 – April 2

Consign all international shipments and corresponding documents as follows:

Consignee: Hyatt Regency Orlando
9801 International Drive
Orlando, FL 32819 USA

Notify: *Exhibitor name, booth number*
2020 Summit of the Americas
c/o Agility Fairs & Events
E-mail: cmay@agility.com
Tel: 714-617-6675
Fax: 941-237-5681

Mark all goods as follows:

“Exhibiting Company Name”
c/o 2020 Summit of the Americas
Booth No. _____
Hyatt Regency Orlando
Orlando, FL USA
Made in (country of origin)

Arrival Deadlines for air freight shipments to Orlando airport:

March 11 - all shipments of cosmetics, perfume, food products and sunglasses

March 16 - all other air shipments

- ❑ *Please do not send shipments of less than a container load (LCL) by sea due to port congestion and pilferage*
- ❑ *FCL sea freight arrival dates and consignment instructions must be coordinated directly with Agility Fairs and Events Florida BEFORE they are shipped, to avoid delays. Please contact Agility Fairs and Events Florida directly for special FCL instructions.*

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 air waybill. 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.