



**35<sup>th</sup> Annual Meeting & Exposition  
of the  
Controlled Release Society**

July 12 – 16, 2008  
Hilton New York  
New York, NY

**International Freight Forwarder  
and Customs Broker services**

**Agility Fairs and Events LLC**

Formerly GeoLogistics Expo Services

1123 Zonolite Road, Suite 22

Atlanta, GA 30306

Tel: 404-815-8816

Fax: 404-724-9135

Contact: Margaret Churchill

E-mail: [mchurchill@agilitylogistics.com](mailto:mchurchill@agilitylogistics.com)

[www.agilitylogistics.com](http://www.agilitylogistics.com)

# International Shipping

---

Agility Fairs & Events / GeoLogistics Expo is the authorized International Freight Forwarder & Customs Broker for **CRS 2008**. 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 Fairs / 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 Fairs & Events / GeoLogistics Expo's payment terms?***

Our terms and conditions require that all transportation services be paid to Agility Fairs & Events LLC / 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. **You can get a free estimate of shipping and import charges at [www.agilitylogistics.com/fairsevents enquiry](http://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, please contact us and we will assist you.

### China

BTG Beijing  
Rm 406/408 CIEC Business Center  
No 6 East Road of Beisanhuan,  
Chaoyang District  
Beijing 100028-9 China  
Contact: Ms. Zhong Yuan  
Tel: +86 010 8460 1067  
Fax: +86 010 6461 9507  
Email:  
zhongyuan@natural-btg.com.cn

### 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

### Finland

Suomen Messulogistiikka Oy  
Messaukio 1  
00520 Helsinki, Finland  
Contact: Kaija Hakkinen  
Tel: +358 50 430 7082  
Fax: +358 10 309 6611  
Email: kaija.hakkinen@smlog.fi

### Germany

Agility Fairs & Events /  
GeoLogistics Expo Services GmbH  
Voltastrasse 81  
60486 Frankfurt/Main Germany  
Contact: Gernot Iven  
Tel: +49 69 70 60 98 0  
Fax: +49 69 70 60 98 49  
Email: given@agilitylogistics.com

### Hong Kong

Agility Fairs & Events /  
Trans-Link Exhibition Forwarding  
29<sup>th</sup> Fl. Fook Lee Commercial Centre  
Town Place, No. 33 Lockhart Rd.  
Wanchai, Hong Kong SAR  
Contact: June Mea  
Tel: +852 25949207  
Fax: +852 2365 8907  
Email: jmea@agilitylogistics.com

### Israel

Hermes Exhibitions & Projects Ltd.  
Lod 71100, Israel  
Contact: Irit Sofer  
Tel: +972 89146318  
Fax: +972 89146316  
Email: irit@hermes-exhibitions.com

### Italy

Agility Fairs & Events /  
GeoLogistics Srl  
Strada Vecchia Pauledese 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 /  
GeoLogistics Ltd.  
Segi Building 4th Floor  
7-1 Iwamotocho 1-Chome  
Chiyoda-ku, Tokyo 101-0032 Japan  
Contact: Tokiko Inaba  
Tel: +81 (03) 5821 4617  
Fax: +81 (03) 5821 4610  
Email:  
expo-japan@agilitylogistics.com

### Korea

Agility Fairs & Events /  
GeoLogistics Expo Services  
15F PMK Bldg. # 746  
Yeoksam-Dong, Kangnam-Ku, Seoul  
135-080 Korea  
Contact: Jim Lim  
Tel: +82-2-2192 7426  
Fax: +82-2-539 9420  
Email: jimlim@agilitylogistics.com

### Netherlands

Fairexx B.V.  
De Trompet 1540  
1967 DB Heemskerk  
Netherlands  
Contact: Paul van Zijl  
Tel: +31 251 2500 60  
Fax: +31 251 2500 65  
Email: paul.van-zijl@fairexx.nl

### Spain

Agility Fairs & Events /  
GeoLogistics SA  
Centro de Cargo Aerea, Oficina 704  
Piso 7a, 28042 Madrid, Spain  
Contact: Santiago Salso  
Tel: +34 91 67 39 644  
Fax: +34 91 66 91 004  
Email: ssalso@agilitylogistics.com

### Sweden

Agility Fairs & Events /  
GeoLogistics AB  
Generatorgatan 7  
Stockholm - Arlanda  
S - 190 45 Sweden  
Contact: Christina Rangse  
Tel: +46 (8) 797 8858  
Fax: +46 (8) 797 8899  
Email: crangse@agilitylogistics.com

### Switzerland

Agility Fairs & Events /  
Natural AG ExpoLogistics  
Bleichstrasse 27, P.O. Box  
CH-4002 Basel, Switzerland  
Contact: Thomas Luechinger  
Tel: +41 61 691 33 77  
Fax: +41 61 691 70 36  
Email: thomas.luechinger@  
agilitylogistics.com

### Taiwan

Agility Fairs & Events / Translink  
Room 5-2, 5<sup>th</sup> 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 /  
GeoLogistics Expo Services  
Royal Court, 81 Tweedy Rd.  
Bromley, Kent BR1 1TW UK  
Contact: Garcia Newell  
Tel: +44 20 8461 8799  
Fax: +44 20 8461 8866  
Email: gnewell@agilitylogistics.com

# CRS 2008 - NEW YORK, NY USA - JULY 12-16

## **Consign all international shipments and corresponding documents as follows:**

Consignee: "Exhibiting Company Name"  
c/o CRS 2008  
Booth No. \_\_\_\_\_  
Hilton New York,  
1335 Avenue of the Americas,  
New York, NY 10019 USA

Notify: Agility Fairs / GeoLogistics Expo  
1123 Zonolite Road, Suite 22  
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 CRS 2008  
Booth No. \_\_\_\_\_  
Hilton New York  
Made in (country of origin)

## **Arrival Deadlines:**

**Deadline for arrival of LCL sea freight to New York terminal: June 12**

**Deadline for arrival of FCL sea freight to New York port: June 19**

**Deadline for arrival of air freight at New York (JFK) airport: June 24**

*The above deadlines are based on delivery to the advance warehouse. Please contact Agility Fairs & Events in Atlanta for deadlines based on delivery direct to the show site.*

**PLEASE NOTE THAT SPECIAL RESTRICTIONS APPLY TO ALL MEDICAL DEVICES AND RELATED EQUIPMENT BEING IMPORTED TO THE USA. ATA CARNET MUST BE USED FOR ALL MEDICAL DEVICES THAT ARE NOT FDA REGISTERED/APPROVED WITH MEDICAL DEVICE LISTING/510-K NUMBERS ON FILE WITH THE US FDA. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT AGILITY, ATLANTA FOR ASSISTANCE.**

## **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 not targets. Arrival up to 3 weeks early is encouraged.
- **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/GeoLogistics Expo of the details of your shipment. List Agility/GeoLogistics Expo at the above address as the notify party on all shipping documents. All shipping documents must be 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 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 numbers for each line item on the invoice, if available. 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 and import charges at [www.agilitylogistics.com/fairsevents enquiry](http://www.agilitylogistics.com/fairsevents enquiry).