

IPPE 2020
28 – 30 JANUARY
ATLANTA, USA



For your guidance, we would like to give you shipping and documentary requirements for temporary importation of exhibits into the USA. It is important that all Shipping instructions are strictly adhered to in order to ensure quick and smooth clearance of consignments.

Sea freight



Deadline for collecting of goods at your UK warehouse/office address:
Tuesday 26th November 2019

Airfreight



Deadline for receiving of goods at our UK depot:
Thursday 2nd January 2020
Paperwork to be confirmed by 18th December 2019

Packing



All solid wood packaging materials/pallets must be treated and stamped in accordance to the ISPM15 regulation. Avoid sending goods in bubble wrap or flimsy cartons as this is not sufficient packing to protect them. We recommend the sturdiest packing you can provide. If necessary, invest in a sturdy, re-usable exhibition-packing crate
Heavy cases should indicate centre of gravity point
Pallets dispatched by airfreight must declare number of cartons per pallet.
Goods for temporary import and permanent import should be packed separately.

Labelling

All packages should be clearly marked with:

Exhibition Name : _____
Name of Exhibitor : _____
Venue: _____
Stand Number : _____
Case Number : _____ of _____

All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)



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Documents



We shall require the following documents:

- 5 sets of Commercial Invoice
- 5 sets of Packing list unless incorporated into invoice
- USA Customs Power of Attorney
- This form is necessary for Agility Fairs & Events or our agents to file any type of USA Customs Import or Export entry
- Non-Residential Corp. Certificate

To be with us 1 week before receiving dates

You can download a sample commercial invoice and packing list for use when shipping your goods to the show by clicking on the below [link](#).

[Agility F&E Commercial Invoice & Packing List](#)

Insurance

We recommend all exhibitors insure their goods to, from and whilst at the exhibition. Goods not under independent insurance are not held covered whilst at the exhibition. We can arrange marine insurance on your behalf for loss or damage, please refer to our Freight Order form. Unless specifically requested, insurance does not cover damage to exterior packaging.

For more information regarding insurance cover **Please click on the following link:**

[Agility F&E Marine Cargo Insurance Policy](#)

Restricted Goods:

Restricted goods that requires additional documentation:

- Ink
- Food & Drinks
- Textil
- Natural Wood

Kindly contact Agility Staff for further information

Security

Consignments arriving into the USA are subject to enforced security scrutiny via US Customs. Arrival deadlines and therefore departure dates have been set to allow for most eventualities. Airfreight and LCL cargo can be delivered to the appointed Drayage company's advance warehouse as soon as released by US Customs and most Drayage companies offer 30 days free storage prior to target date but full container loads (FCL) will incur port rent and container demurrage almost without exception. Any consignment selected by US authorities will incur transport and examination costs which must be passed back to the exporter.

Shipper must review all available documentation and determine that none of the cargo being offered in this consignment or consolidation has originated in, transferred from, or transited through any point in Egypt, Somalia, Syria or Yemen."

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