

INTERNATIONAL SHIPPING INSTRUCTIONS



IEEE PES
T&D
CONFERENCE
& EXPOSITION
NEW ORLEANS 2022

APRIL 26-28



Agility Fairs & Events has been appointed by show management as the **Official International Freight Forwarder and Customs Broker** for **IEEE PES T&D 2022**.

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

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](#)

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LCL OCEAN
INTO NEW
ORLEANS
TERMINAL



Freight for **advance warehouse delivery** should arrive by **March 25th**



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 **March 28th**



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 **April 4th**



Freight for **direct to show delivery** should arrive **10 days** before assigned target move-in date

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- Morial Convention Center
- 900 Convention Center Boulevard
- New Orleans, LA 70130 USA

Consignee



- *“Exhibitor Name”* / Booth No. _____
- IEEE PES T&D 2022
- E-mail: cmay@agility.com
- Tel: + 1 941 861 8930
- Fax: + 1 941 237 5681

Notify



- *“Exhibiting Company Name”*
- c/o IEEE PES T&D 2022
- Booth No. _____
- Morial Convention Center
- New Orleans, LA USA
- Made in (country of origin)

Marks



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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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Shipping Documents

CLICK RED TABS BELOW TO OPEN 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

- 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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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

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Agility Fairs & Events

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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.

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Agility Agent Offices

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.

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