



# **2019 WORLD CONGRESS ON NUTS & DRIED FRUITS**

Boca Raton Waldorf Astoria  
Boca Raton, Florida USA  
May 23 – 25 May

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# International Shipping

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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.

**VERY IMPORTANT** - Please do not send any shipments containing food via courier service. Agility Fairs & Events cannot arrange Customs clearance on food shipments arriving by courier. 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 and you **get our approval before shipping any product to U.S.**

## 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.
- Power of Attorney.



## **Please contact us before shipping any food product to U.S.**

### ***Additional Requirements for all Food Products:***

Commercial Invoice Must Include:

- Manufacturer's name and address for each product / brand name / FDA registration number
- Clear description of the merchandise, harmonized tariff schedule (HTS) number and value of each product. (refer to <https://www.usitc.gov/tata/hts/bychapter/index.htm>)
- FDA product code (refer to <https://www.accessdata.fda.gov/scripts/ora/pcb/index.cfm>)
- Size and type of packing for each individual item
- Gross and net weight of each piece in the shipment
- Value and dimensions of the shipment
- List of ingredients by weight of material
- Country of origin for each item

**A copy of the commercial invoice for all food items should be sent to Agility Fairs & Events, Florida at least 1 week prior to the exportation of your goods so that we can confirm that all items are suitable for importation into the United States of America.**

**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 2018 FDA regulations regarding the importation of food products:***

All imported shipments of FDA regulated products are reviewed by FDA and must comply with the same food safety and labeling standards as domestic products. FDA determines whether products are admissible into U.S commerce and may refuse entry to any that violate or appear to violate the provisions of the United States Federal Food and Drug and Cosmetic Act (FD&C Act), a set of laws passed by Congress in 1983 giving authority to the U.S Food and Drug Administration (FDA) to oversee the safety of food, drugs and cosmetics.

- **Each manufacturer / shipper of a food product must be registered with the FDA and have a FDA registration number.**
- **Each manufacturing facility must also of been assigned a Unique Facility Identifier (UFI) number such as a Data Universal Numbers System (DUNS) number**

**Without the shipper / manufacturers FDA registration number and UFI (DUNS) number, importation into the UNITED States will not be possible.**



**Deadlines: 8th April 2019**

Please contact to Agility Spain S.A. before this dead line if you want to send any cargo/product to this event.

We will provide a template of combined invoice & packing list to you; once received it back we will check and revert to you the viability of your shipment and what steps need to be taken.

**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 following contact: [adavila@agility.com](mailto:adavila@agility.com)**



## **Conditions of contract**

We would like to advise that it is the responsibility of each exhibitor to arrange insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility Fairs & Events.

It is the exhibitors' responsibility to ensure that goods left on the stand are properly secured with appropriate security measures until the physical pick up through the Agility F&E staff. Agility F&E is not liable for any losses, theft or pilferage.

The responsibility of Agility Spain S.A. is subject to what's stipulated at the national and international legislation for the corresponding mode of transport. With the acceptance / confirmation of our quotation you also confirm that you have read and accepted these General Trading Conditions. We also remind you that our General Trading Conditions are always available for you at our website: (<http://www.agility.com/EN/Countries/Documents/Agility-Spain-General-Trading-Conditions.pdf>).

Agility's responsibility never exceeds the maximum responsibility of the involved carriers or transport companies with reference to the international conventions of CIM, CMR, IATA, Hague Rules or any other that are related to the used means of transport.

We also remind you that our General Trading Conditions are always available for you upon request.

## **Payment**

Our invoices are due for immediate payment upon presentation. Customers with no credit term or any prior agreed payment terms will have to pay the invoices before the event starts or on-site during the event and before the outward shipping of their exhibits.

All payments must be made without any deduction or deferment on account of any claims counterclaims or offset.

Our bank account is:	Agility Spain S.A.
Bank Name:	Barclays / Account NUMBER: 20000043463033
IBAN	GB93BARC20000043463033
Swift Code:	BARCGB22

