



The World Library and Information Congress IFLA 2010

Order Forms

Services and Products

Please complete the following order forms and return them by the due dates. **Exhibitor participation order forms marked with an asterisk * should be completed by all exhibitors.** Other forms should be completed as required.

ORDER FORM	RETURN TO	DEADLINE DATE	SUBMITTED
* Contact Details	Congrex UK Ltd	Monday 14 June 2010	
* Shell Scheme Nameboard form	Swedish Exhibition and Congress Centre	Thursday 8 July Please visit www.monterservice.com and email your nameboard form to anders.stenfeldt@svenskamassan.se	
* Exhibition Guide Editorial	Congrex UK Ltd	Friday 14 May 2010	
* Stand Drawing Submission (free build)	Congrex UK Ltd	Monday 21 June 2010	
* Exhibitor Name Badges - <i>Will follow by email</i>	Congrex UK Ltd	Wednesday 14 July 2010	
* Risk Assessment	Congrex UK Ltd	Friday 25 June 2010	
* Access Passes	Congrex UK Ltd	On Exhibition set up dates Tuesday 10 August and Wednesday 11 August 2010	
* Vehicle Scheduling	Congrex UK Ltd	Monday 28 June 2010	
Bar Code Readers	Congrex UK Ltd	Monday 28 June 2010	
Stand Cleaning	Swedish Exhibition and Congress Centre	Thursday 8 July Please visit www.monterservice.com and send an email to anders.stenfeldt@svenskamassan.se	
Audiovisual equipment	Swedish Exhibition and Congress Centre	Thursday 8 July Please visit www.monterservice.com and send an email to anders.stenfeldt@svenskamassan.se	
* Transport, Lifting, Shipping and Storage	Agility Fairs and Events Ltd	Wednesday 30 June	
Stand Catering	Swedish Exhibition and Congress Centre	Thursday 8 July Please visit www.monterservice.com and send an email to eva.enoch@gothiatowers.com	
Electrical Mains and Fittings	Swedish Exhibition and Congress Centre	Thursday 8 July Please visit www.monterservice.com and send an email to anders.stenfeldt@svenskamassan.se	
Additional Exhibition Furniture	Swedish Exhibition and Congress Centre	Thursday 8 July Please visit www.monterservice.com and send an email to anders.stenfeldt@svenskamassan.se	
*Public Liability Insurance Coverage	Congrex UK Ltd	Please ensure that your Insurance Certificate is brought on-site as the Exhibition Organisers may ask you for this.	
Flowers and Plants	Swedish Exhibition and Congress Centre	Thursday 8 July Please visit www.monterservice.com and send an email to anders.stenfeldt@svenskamassan.se	
Telephone, Fax and Internet	Swedish Exhibition and Congress Centre	Thursday 8 July Please visit www.monterservice.com and send an email to anders.stenfeldt@svenskamassan.se	
Temporary Staff / Stand Security	Swedish Exhibition and Congress Centre	Thursday 8 July Please visit www.monterservice.com and send an email to anders.stenfeldt@svenskamassan.se	
Computers and Peripherals	Swedish Exhibition and Congress Centre	Thursday 8 July Please visit www.monterservice.com and send an email to anders.stenfeldt@svenskamassan.se	
Graphic Services	Swedish Exhibition and Congress Centre	Thursday 8 July Please visit www.monterservice.com and send an email to anders.stenfeldt@svenskamassan.se	

Contact Details

**IFLA 2010,
Swedish Exhibition and Congress Centre,
Gothenburg, Sweden, 10 – 15 August 2010**



Please return by Monday 14 June 2010

For ease of Order Form completion, we ask all exhibitors and/or their stand builders to complete the undernoted details. This will reduce the amount of information needed on the Order Forms.

EXHIBITOR

Name Stand No

Address

.....

Contact

Email

Tel No Fax No

STAND BUILDER and/or DESIGNER (if applicable)

Name

Building for Stand No

Address

.....

Contact

Email

Tel No Fax No

THIS CONTACT SHEET SHOULD BE RETURNED BY

Monday 14 June 2010

CONGREX UK LTD

4B, 50 SPEIRS WHARF

PORT DUNDAS

GLASGOW, G4 9TH

TEL: +44 (0) 141 331 0123

FAX: +44 (0) 141 331 0234

EMAIL: IFLA2010@CONGREX.COM

CONTACT: DANIELLA GIRASOLI

Exhibition Guide Editorial

**IFLA 2010,
Swedish Exhibition and Congress Centre,
Gothenburg, Sweden, 10 – 15 August 2010**



Please return by Friday 14 May 2010

Exhibitor Name Stand No

Contractor Name

Contact
.....

Tel No Fax No
.....

Each Exhibitor may have a maximum of 50 words free editorial in the Exhibition Guide. Company name, address and contact name will be included in addition to this.

PLEASE EMAIL your editorial to Ifla2010@congrex.com

Example:

Congrex UK Ltd 4B, 50 Speirs Wharf GLASGOW, G4 9TH Tel: +44 (0) 141 331 0123 Fax: +44 (0) 141 331 0234 Email: ifla2010@congrex.com Website: www.congrex.com	Stand TBC
.....	
.....	
.....	
.....	

The Email address and Website will be published in lower case letters.

Please note : Editorials must be returned by specified date to be included in the Exhibition Guide.

Exhibitors not returning copy will have name and address only included.

THE EDITORIAL MUST BE RETURNED BY:
Friday 14 May 2010
CONGREX UK LTD
4B, 50 SPEIRS WHARF
PORT DUNDAS
GLASGOW, G4 9TH
TEL: +44 (0) 141 331 0123 FAX: +44 (0) 141 331 0234
EMAIL: IFLA2010@CONGREX.COM
CONTACT: DANIELLA GIRASOLI

Stand Drawing Submission (free build)

**IFLA 2010,
Swedish Exhibition and Congress Centre,
Gothenburg, Sweden, 10 – 15 August 2010**



Please return by Monday 21 June 2010

For all Space Only stands, please fill out this form below, the Space Only Risk Assessment form.

Exhibitor Name Stand No

Contractor Name

Contact
.....

Tel No Fax No
.....

It is important that we receive electronic copies of your stand drawings by the above due date. Please note and confirm the following:

- We enclose two copies of our stand design drawing
- Our stand does not exceed 4m in height
- Our stand exceeds 4m in height

If you have ticked this box, please contact the Exhibition Organisers immediately.

- Our stand incorporates closed rooms/theatres/covered ceilings: we enclose two additional stand design drawings
- Our stand has a raised platform of more than 600mm: we enclose two additional stand design drawings

**THIS ORDER MUST BE RETURNED BY
Monday 21 June 2010 to:**

CONGREX UK LTD
4B, 50 SPEIRS WHARF
PORT DUNDAS
GLASGOW, G4 9TH
TEL: +44 (0) 141 331 0123 FAX: +44 (0) 141 331 0234
EMAIL: IFLA2010@CONGREX.COM
CONTACT: DANIELLA GIRASOLI

Risk Assessment

**IFLA 2010,
Swedish Exhibition and Congress Centre,
Gothenburg, Sweden, 10 – 15 August 2010**



Please return by Friday 25 June 2010

SHELL SCHEME RISK ASSESSMENT

As an exhibitor you have a legal requirement to assess risks appertaining to your participation in any exhibition. This form must be completed, even if you class your stand as low risk.

This form is intended as guidance only and completion does not absolve you from your legal responsibilities or transfer them to IFLA 2010.

Please read Guidance Notes overleaf before completing and returning this form.

Exhibition: IFLA 2010		Return by: Friday 25 June 2010	
Exhibitor:		Stand Number:	
LIST HAZARDS: <i>See Note 1</i>		PERSONS AT RISK: <i>See Note 2</i>	
ASSESS YOUR RISK: <i>See Note 3</i>		PROBABILITY RATING: <i>See Note 3</i>	
HIGH: Probable to cause major injury		POSSIBLE:	
MED: Possible to cause minor injury requiring First Aid treatment		UNLIKELY:	
LOW: Unlikely to cause anything		REMOTE:	
HOW IS THE RISK ADEQUATELY CONTROLLED? <i>See Note 4</i>			
CONTRACTOR CONTROL: <i>See Note 5</i>			
Signed:		Position:	
PRINT (BLOCK CAPS):			
This Risk Assessment is due to be reviewed on (date here):			

**Please return this form to Congrex UK Ltd by Friday 25 June 2010.
Fax No. +44 (0) 141 331 0234 or email to Ifla2010@congrex.com**

IMPORTANT

GUIDANCE NOTES FOR SHELL SCHEME RISK ASSESSMENT

How to complete your Risk Assessment Form

All Risk Assessments should be a careful and studied examination of your activities ensuring that your build-up, the open period and breakdown are achieved safely and nothing occurs which could cause harm to any person.

The following guidelines will assist you to make a basic Risk Assessment of your activities. If you are building a large or complicated stand, or are involved in unusual activities during the exhibition, you may need to seek the assistance of a qualified Health and Safety Adjudicator.

Note 1

A hazard is anything that has the potential to cause harm, i.e., a workman falling from a ladder, dropping tools, moving large and heavy loads, etc.

Note 2

In this section you must include everyone who could be injured as a result of such activities, i.e., the workman, other people working on the stand, other exhibitors, porters moving furniture, visitors, etc.

Note 3

Your own assessment of the risks. **A risk is the likelihood of harm arising from a hazard.** Use the columns to judge the risk and tick the appropriate boxes. If both ticks are in the top boxes then you should not pursue the activity (it is too dangerous) and should seek an alternative way of completing the task. If both ticks are in the centre boxes you will need to implement some form of control. If both ticks are in the bottom boxes then it is unlikely that you will need to implement additional controls.

Note 4

You must record the steps you have taken to ensure nothing dangerous occurs. Your entry may read something like 'Use of trained and qualified staff only, rope and post area to restrict area, ensure staff trained in manual handling, etc.' (these examples are guidelines only).

Note 5

You carry some legal responsibility for any person working for you and acts or omissions. You must ensure that any contractors you use are competent and will work in a safe manner. This you may do through requesting copies of their Health & Safety policy. If they cannot supply such documentation you would be wise not to use them. Details of such checks should be entered in this box.

Risk Assessment

**IFLA 2010,
Swedish Exhibition and Congress Centre,
Gothenburg, Sweden, 10 – 15 August 2010**



Please return by Friday 25 June 2010

SPACE ONLY RISK ASSESSMENT

As an exhibitor you have a legal requirement to assess risks appertaining to your participation in any exhibition. This form must be completed, even if you class your stand as low risk.

This form is intended as guidance only and completion does not absolve you from your legal responsibilities or transfer them to the IFLA 2010

Please read Guidance Notes overleaf before completing and returning this form.

Exhibition: IFLA 2010			Return by: Friday 25 June 2010	
Exhibitor:			Stand Number:	
DATE RA UNDERTAKEN:				
Task	Hazard	Who's at Risk	Risk Level	Precaution/ Control Measure(s) required
SIGNED:			POSITION:	
PRINT NAME: (BLOCK CAPS)				

Continue listing tasks and hazards on additional sheets, but remember that they should only be the most significant areas of risk that will be present on site, during build up, open and break down times.

Please return this form to Congrex UK Ltd by Friday 25 June 2010
Fax No. +44 (0) 141 331 0234 or email to Ifla2010@congrex.com

The five steps for undertaking a Space Only Risk Assessment are:

An example Risk Assessment (RA) is included overleaf for your reference. A RA can be very simple or involved depending on the complexity of the exhibition it covers. The Law states that any RA must be 'suitable and sufficient' and 'should identify the significant risks arising out of work'; therefore, do not list unlikely hazards, only those which may reasonably be expected to cause harm.

Step 1: Consider the hazards: From the tasks you know that are to be undertaken (the Exhibitor can identify these from their Contractors' Method Statement) list the hazards.

Ask yourself some difficult questions. Ignoring any significant hazard in the hope that nothing will happen will often result in an accident. If all significant hazards have been addressed, then you have done everything that is reasonably practicable – it may not be possible to think of every eventuality, but you must be able to show that you have considered and taken action to eliminate or reduce the most likely hazards.

Ask yourself what plant, equipment and materials will be used? What substances being used fall under the COSHH laws? Are datasheets available? How much noise and dust will there be? Will there be vehicle movements and lifting? What fumes will there be? Are the exhibits or displays dangerous? Are the floor plan layout/stand designs safe? Are emergency exits, wider aisles or queuing areas required? Are there sufficient toilet facilities for the expected number of visitors? Is there electricity present? Is alcohol available on site? Is there work being carried out overhead height? Is there the need for late working? Is the weather or time an important factor? What hazards **does** the immediate environment pose – deep water, uneven floors, for example. Have you cash at the show or valuable items?

Ask your staff and Contractors for their observations, as they will usually have spotted things that are not immediately obvious.

Step 2: Decide who could be harmed and how: Who will be affected by the hazards identified by Step 1. Consider your employees, exhibitors and contractors, the visitors themselves. Will the general public or office staff from the venue be walking through the area? What about the disabled, or lone workers? After the show shuts for the day, can children, the young and inexperienced or vandals gain access?

Safe working depends on co-operation and communication between firms on site, so take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and the provision of information.

Step 3: Evaluate the risks: Once you have considered the first two steps adequately, you can then decide on the appropriate action.

Ask yourself:

- a) Can the hazard be eliminated completely?
- b) If the risk cannot be totally removed, can it be reduced by being done in a different way?
- c) Can protective measures be taken that will protect the entire workforce on site by isolating the hazard?
- d) What measures can you put in place to control the hazard? Can a safe system of work be established?

Personal Protective Equipment (PPE): Protective clothing such as hard hats, ear defenders, etc.) should only be the last step to take and are rarely the only solution. For example, it is far better to schedule overhead work for early access whilst there are no people about in the venue, or at least suitably cordon off the area below, erect signage and ensure that the riggers on the floor use the appropriate **PPE**. Riggers working at height should wear the appropriate PPE.

Step 4: Record the findings: If you have risks present, then write down the findings in your Risk Assessment. Communicate the information to those people identified in Step 2, and record what measures you have taken to control those risks.

Step 5: Review your findings: This allows you to learn by experience and take account of any unusual conditions or changes that occur – or occurred on site.

Shortly after the show, ask yourself some hard-hitting questions: Were the control measures you implemented effective? How many accidents or near misses occurred? Have your contractors brought new plant and equipment since the last Risk Assessment? Have you taken on new or young and inexperienced staff, appointed new contractors or sold space to new exhibitors? Has the venue changed? Establishing what went wrong and what went right will help in managing your show all the more effectively next time.

Notes

The form overleaf is included as an example of the way a Risk Assessment can be set out and the information recorded.

A **SIGNIFICANT RISK** can be defined as a hazard that will more than likely cause harm or injury.

A **SAFE SYSTEM OF WORK** can be defined as 'The integration of personnel, articles and substances in a suitable environment and workplace to produce and maintain an acceptable standard of safety.'

Access Passes for Build up and Break down times

**IFLA 2010,
Swedish Exhibition and Congress Centre,
Gothenburg, Sweden, 10 – 15 August 2010**



**Please collect on set up dates Tuesday 10 and
Wednesday 11 August 2010**

All exhibiting stand personnel and contractors will require Access Passes in order to gain access through the Loading Bay area through Entrance 2 gates and entry into Exhibition, Hall C during build up and break down times of the exhibition.

An Access Pass voucher will be sent to you electronically, and will be included in the Joining Instructions email.

Please give the vouchers to your contractors for them to hand over to me on the exhibition build dates and in return I will provide them with a Contractor badge.

There is no charge for Access Passes.

Vehicle Scheduling

**IFLA 2010,
Swedish Exhibition and Congress Centre,
Gothenburg, Sweden, 10 – 15 August 2010**



Please return by Monday 28 June 2010

Exhibitor Name Stand No

Contractor Name

Contact

Tel No Fax No

Type of stand (✓) space only shell scheme

Please indicate your first, second and third choice for access to the loading area during the exhibition build days:

Space Only Exhibitors (Not Shell Scheme) – Tuesday 10 August (08.00 – 16.00)

All Exhibitors (Shell Scheme) – Tuesday 10 August (16.00 – 20.00) and Wednesday 11 August (08.00 – 12.00)

Date Tuesday 10 August	Time	(✓) 1 st Preference	(✓) 2 nd Preference	(✓) 3 rd Preference
	08.00 – 08.30			
	08.30 – 09.00			
	09.00 – 09.30			
	09.30 – 10.00			
	10.00 – 10.30			
	10.30 – 11.00			
	11.00 – 11.30			
	11.30 – 12.00			
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	17.30 – 18.00			
	18.00 – 18.30			
	18.30 – 19.00			
	19.00 – 19.30			
	19.30 – 20.00			

Date Wednesday 11 August	Time	(✓) 1 st Preference	(✓) 2 nd Preference	(✓) 3 rd Preference
	08.00 – 08.30			
	08.30 – 09.00			
	09.00 – 09.30			
	10.00 – 10.30			
	10.30 – 11.00			
	11.00 – 11.30			
	11.30 – 12.00			

Estimated time to unload the vehicle (Please try to restrict this to 30 minutes)	
Registration Number	
Size/Type of Vehicle	

If you are using more than one vehicle, please photocopy this form and complete one form per vehicle. Unloading times will be confirmed upon receipt of form.

Note: Drivers must accept the instructions of traffic controllers/security staff at all times.

Important: Forms must be returned by the specified date to be included in the vehicle schedule.

**THIS ORDER MUST BE RETURNED BY
Monday 28 June 2010 to:**

CONGREX UK LTD
4B, 50 SPEIRS WHARF
GLASGOW, G4 9TH
TEL: +44 (0) 141 331 0123 FAX: +44 (0) 141 331 0234
EMAIL: IFLA2010@CONGREX.COM
CONTACT: DANIELLA GIRASOLI

Barcode Readers

**IFLA 2010,
Swedish Exhibition and Congress Centre,
Gothenburg, Sweden, 10 – 15 August 2010**



Please return by Monday 28 June 2010

To hire one or more bar code readers, please complete this order form and return to Congrex UK Ltd as soon as possible. The deadline for receipt of orders is Monday 28 June 2010, after which delivery on site cannot be guaranteed. The data sent to you after the Congress will be sent via email and can be either in PC-CSV or PC Excel format. You will receive the name and demographic data that has been received by the secretariat.

It is vital that you enter ALL of the required information on both pages to hire the readers.

Name

Company

Address

.....

Tel No **Fax No**

Contact (on-site)

Email

Stand Number

Number of bar code readers required **x £99.00 + VAT @**
17.5%

(Total per reader =

£116.33)

Total Due **£ Pound Sterling**

Email for delivery of data after the Congress

Format: PC Excel Spreadsheet

Bar Code Readers

**IFLA 2010,
Swedish Exhibition and Congress Centre,
Gothenburg, Sweden, 10 – 15 August 2010**



Please return by Monday 28 June 2010

Disclaimer

In the event that your bar code reader becomes damaged or is lost, you will be liable for a charge. You are required to return your bar code reader each evening at the latest 30 minutes after the exhibition closes. Should you not meet this requirement, we cannot guarantee the battery life and data integrity in the bar code reader. Should any data be lost or corrupted for any other reason, you will be refunded the hire for the day of the incident.

In order to collect your reader(s) on site you will need to complete the information below.

You will be asked for your credit card number onsite, which will be held as a guarantee for the duration of the Congress and for one month following. If any readers suffer damage, are lost or are not returned this credit card will be charged for replacement costs.

Name and address of the person hiring Barcode Reader

Name:

Address:

Print Name: Date:

.....

Signature:

**THIS ORDER MUST BE RETURNED BY
Monday 28 June 2010 to:**

CONGREX UK LTD
4B, 50 SPEIRS WHARF
GLASGOW, G4 9TH

TEL: +44 (0) 141 331 0123 FAX: +44 (0) 141 331 0234

EMAIL: IFLA2010@CONGREX.COM

CONTACT: DANIELLA GIRASOLI

EXHIBITION HANDLING & FREIGHT ORDER FORM

DEADLINE : 30th JUNE 2010



7th Floor
26 Elmfield Road
Bromley
Kent
BR1 1WA
Tel: + 44 (0) 208 461 8730
Fax: + 44 (0) 208 228 1172
Contact: John Evans
Email: jevans@agilitylogistics.com



Please arrange to receive, unload and position the following consignment to:		Exhibitor name	Hall no	Stand no
Number and Type of Packaging	Description of Goods	Gross Wt. Kg	Dimension cms	
			L	W
			H	Value

NB: If you are unsure of this information at the time of completing this form, do not worry!
We will contact you to discuss final arrangements nearer the time of the exhibition.

We require the following services:
(Please tick as required)

- UK / overseas transport
- Customs clearance at local airports and direct service to fairsite
- Temporary customs clearance (upon approval of documentation)
- Permanent customs clearance (duty may be applicable)
- Unloading / Reloading by Fork truck / Crane to our exhibition stand
- Additional labour/equipment for unpacking/assembly of exhibits
- Collection, storage and re-delivery of empty packing material
- Full goods storage
- Return shipping services

Special Instructions:

Goods are ready for collection on:

Date: _____ Time: _____

We require goods on stand by:

Date: _____ Time: _____

Company name: _____

Address: _____

Signed: _____

Name (please print): _____

Date: _____

Email: _____

CONTACT LIST

<p>AUDIO VISUAL Swedish Exhibition & Congress Centre S-412 94 Gothenburg Sweden Tel: +46 (0)31 708 81 39 Fax: +46 (0)31 708 86 30 Email: anders.stenfeldt@svenskamassan.se</p> <p>Website: http://www.monterservice.com/</p>	<p>EXHIBITION NAMEBOARD FORM Swedish Exhibition & Congress Centre S-412 94 Gothenburg Sweden Tel: +46 (0)31 708 81 39 Fax: +46 (0)31 708 86 30 Email: anders.stenfeldt@svenskamassan.se</p> <p>Website: http://www.monterservice.com/</p>
<p>CATERING Swedish Exhibition & Congress Centre eva.enoch@gothiatowers.com S-412 94 Gothenburg Sweden Tel: +46 (0)31 750 85 05 Fax: +46 (0)31 708 86 30</p> <p>Website: http://www.monterservice.com/</p>	<p>SHELL SCHEME AND FLOORING Swedish Exhibition & Congress Centre S-412 94 Gothenburg Sweden Tel: +46 (0)31 708 81 39 Fax: +46 (0)31 708 86 30 Email: anders.stenfeldt@svenskamassan.se</p> <p>Website: http://www.monterservice.com/</p>
<p>ELECTRICS AND ELECTRICAL FITTINGS Swedish Exhibition & Congress Centre S-412 94 Gothenburg Sweden Tel: +46 (0)31 708 81 39 Fax: +46 (0)31 708 86 30 Email: anders.stenfeldt@svenskamassan.se</p> <p>Website: http://www.monterservice.com/</p>	<p>GRAPHICS Swedish Exhibition & Congress Centre S-412 94 Gothenburg Sweden Tel: +46 (0)31 708 81 39 Fax: +46 (0)31 708 86 30 Email: anders.stenfeldt@svenskamassan.se</p> <p>Website: http://www.monterservice.com/</p>
<p>EXHIBITION ORGANISERS Congrex UK Ltd. Unit 4b, 50 Speirs Wharf, Port Dundas, Glasgow, G4 9TH, UK Contact: Jillian Hart Tel: +44 (0) 141 331 0123 Fax: +44 (0) 141 331 0234 Email: ifla2010@congrex.com</p>	<p>IT / TELECOMMUNICATIONS Swedish Exhibition & Congress Centre S-412 94 Gothenburg Sweden Tel: +46 (0)31 708 87 72 Fax: +46 (0)31 708 86 30 Email: arto.moilanen@svenskamassan.se</p> <p>Website: http://www.monterservice.com/</p>

EXHIBITION FURNITURE & FLORAL

Swedish Exhibition & Congress Centre
S-412 94
Gothenburg
Sweden

Tel: +46 (0)31 708 81 39

Fax: +46 (0)31 708 86 30

Email: anders.stenfeldt@svenskamassan.se

Website:

<http://www.monterservice.com/>

TRANSPORT, LIFTING, SHIPPING & STORAGE

Agility Fairs & Events Logistics Ltd
4th Floor Broadway House
3 High Street
Bromley, Kent.
BR1 1 LF. UK

Contact name: John Evans

Tele: +44 (0) 208 461 8730

Mob: +44 (0) 7971388024

Fax: +44 (0) 208 228 1172

Email: jevans@agilitylogistics.com

Website: www.agilitylogistics.com