

AAPG | SEG

International Conference & Exhibition 2017

15-18 October • London, England

AAPG / SEG 2017 Shipping Instructions

Presented by:

Agility Fairs & Events Logistics Ltd
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AAPG / SEG 2017
15th – 18th October ExCeL London

 <p>ROAD</p>	<p>Consignee:</p> <p>AAPG / SEG 2017 C/o Agility Fairs & Events Exhibitor name..... Stand number..... ExCeL Exhibition Centre One Western Gateway Royal Victoria Dock London E16 1XL</p> <p>Notify: Agility Fairs & Events, ExCeL</p> <p>Tel: +44 (0) 843 227 2032</p> <p>Fax: +44 (0) 843 227 2033</p>
 <p>AIRFREIGHT</p>	<p>Consignee:</p> <p>Agility Logistics Ltd Unit 6, North Radius Park Faggs Road Feltham, TW14 ONG</p> <p>AAPG / SEG 2017 Exhibitor name..... Stand number.....</p> <p>Notify: Agility Fairs & Events, ExCeL</p> <p>Tel: +44 (0) 843 227 2032</p> <p>Fax: +44 (0) 843 227 2033</p>
 <p>SEA</p>	<p>Consignee:</p> <p>Agility Fairs & Events Logistics Ltd One Western Gateway Royal Victoria Dock London E16 1XL</p> <p>AAPG / SEG 2017 Exhibitor name..... Stand number.....</p> <p>Notify: Agility Fairs & Events, ExCeL</p> <p>Tel: +44 (0) 843 227 2032</p> <p>Fax: +44 (0) 843 227 2033</p>

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Customs Documents

ALL shipments from outside the European Union must be accompanied by customs documents. Please see below to find out the documentation that is required.

Temporary import items

Goods intended for display at **AAPG / SEG 2017** and return to country of origin at the close of the Event (such as graphics, products for display etc.) should be documented using:

EITHER:

An ATA Carnet

Please contact either our agent in your country or your local Chamber of Commerce to obtain Instructions for obtaining & completing an ATA Carnet.

OR:

A Pro-Forma Invoice

This should be completed on your letterhead, addressed as follows:

AAPG / SEG 2017

Exhibitor..... Stand Number.....

The invoice should list all of your items with a value for each item, and also a total value at the bottom of the invoice. Please describe your items clearly. Please remember the description will have to be understood by people not familiar with your products. Invoice should clearly state that the shipment is a "temporary import".

Final import items

Goods that will not be returning after the event (such as literature, give-away items or goods intended for sale during the event) should be documented using:

Pro-forma invoice

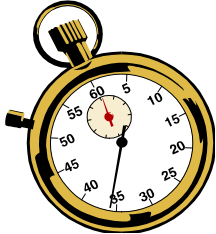
This should be completed on your letterhead, addressed as follows:

AAPG / SEG 2017




Exhibitor..... Stand Number.....

The invoice should list all of your items with a value for each item, and also a total value at the foot of the invoice. Please describe your items clearly. Please remember the description will have to be understood by people not familiar with your products. Invoice should clearly state that the goods are "giveaways".

Deadline dates



Please see below for the relevant deadline dates dependent on your mode of shipment:

 <p>ROAD</p>	<p>Warehouse receiving from Monday 2nd October</p> <p>Complete trucks should arrive the same day as client requires the goods to be delivered to the stand.</p> <p>Please email copies of Order Form, CMR & Pro Forma invoices to Agility F&E kwatkins@agility.com</p>
 <p>AIR</p>	<p>Freight arrival at London Heathrow Airport: Between 2nd – 6th October</p> <p>Please email shipping documents to us at least 24 hours / 1 working day prior to arrival in order for us to prepare customs clearance.</p> <p>Please email Order Form, Airwaybill & Pro Forma invoices to Agility F&E kwatkins@agility.com</p> <p>Original documents: with freight (attach to Airwaybill)</p>
 <p>SEA</p>	<p>Freight arrival: LCL: 10 working days prior to date required on stand FCL: 7 working days prior to date required on stand</p> <p>Please email all shipping documents to us at least 1 week prior to arrival in order for us to prepare customs clearance.</p> <p>Please email Order Form, Bill of lading & Pro Forma invoices to Agility F&E kwatkins@agility.com</p>

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Packing & Labelling

Please remember that your goods will be loaded & offloaded several times en-route to **AAPG / SEG 2017** . We suggest that your goods are well packed, preferably in a wooden case or on pallets.

If your goods are from outside the European Union they may be examined by customs – **Please attach a packing list to the outside of your case** to assist customs in locating items within your shipment.

To ensure your goods can be quickly located at site or during transit, please mark each case/carton as follows, on at least 2 sides:

<p><i>YOUR COMPANY NAME</i> <i>STAND NUMBER</i> AAPG / SEG 2017 ExCeL London For: Agility Fairs & Events Case number 1 of.....</p>
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Contact details

Before the event: All enquiries should be routed via:

Kevin Watkins kwatkins@agility.com
Agility Fairs & Events
One Western Gateway
Royal Victoria Dock
London
E16 1XL

During the event:

Agility Fairs & Events are permanently located at the ExCeL Exhibition centre.
Agility staff will visit exhibitors during the show for return shipping instructions

COMBINED COMMERCIAL INVOICE & PACKING LIST

NAME OF EXHIBITOR : _____

ADDRESS : _____

CONSIGNEE: _____

STAND NO. : _____

HALL NO. : _____

TELEPHONE NO. : _____ FAX : _____

REMARKS

A : RE-EXPORT

B : DISPOSED OF/CONSUMED

C : GIVEN AWAY/SOLD

* PLEASE TICK WHERE APPLICABLE

CASE NO.	DIMENSIONS L x B x H (cm)	VOLUME (M ³)	WEIGHT (KG)		DESCRIPTION OF GOODS (IN ENGLISH)	INTERNATIONAL HARMONIZED CODE	QUANTITY	CIF VALUE		REMARKS		
			GROSS	NETT				UNIT VALUE	TOTAL VALUE	A	B	C

The invoiced goods are of _____ origin and are intended for display only at the exhibition site. We declare that the information given above is **true and correct** and represent **fair market value** for the items described herein.

(To be completed by exhibitor)

Signed for and on behalf of _____

Date _____ Country _____

Page _____ of _____

Name in Block Letters

Authorised Signatory
(To be signed in blue ink)

COMBINED COMMERCIAL INVOICE & PACKING LIST

NAME OF EXHIBITOR : _____

ADDRESS : _____

STAND NO. : _____

HALL NO. : _____