

Shipping Instructions

	DATE	START TIME	FINISH TIME
BUILD-UP	9 th February 2016	8am	6pm
SHOW OPEN	10 th February 2016	9.30am	4.45pm
SHOW OPEN	11 th February 2016	9.30am	4pm
BREAKDOWN	11 th February 2016	4.15pm	8.30pm

Freight Instructions – Road & Courier

	DELIVERY ADDRESS	FREIGHT DEADLINE
ADVANCED WAREHOUSE	WES Logistics C/O TJM Transport Limited Eagle House, K9 Business Park Ferry Lane, Rainham, Essex, RM13 9YH United Kingdom	4 th February 2016
VENUE	Chelsea Football Club Stamford Bridge Fulham Road London SW6 1HS United Kingdom	During Build-up Period, see page 1
COURIER	WES Logistics C/O TJM Transport Limited Eagle House, K9 Business Park Ferry Lane, Rainham, Essex, RM13 9YH United Kingdom	4 th February 2016

Please send all pre-alerts to mailuk@wes-group.com or contact us on +44 208 508 2224

Onsite Services

SERVICE	PRE-BOOKING DEADLINE	LATE BOOKINGS
STORAGE	2pm - 4 th February 2016	Service can be booked onsite with a credit card, however will not be prioritised
LABOUR	2pm – 4 th February 2016	Service can be booked onsite with a credit card, however will not be prioritised

To request an order form please e-mail mailuk@wes-group.com or contact us on +44 208 508 2224

INSURANCE

It is recommended that all exhibitors should arrange a comprehensive cover for their goods which covers shipment to the United Kingdom, the period of display and which allows either return to the country of origin or an appropriate disposal period at the conclusion of the exhibition.

TARIFF

Comprehensive quotations will be supplied upon receipt of consignment details where requested or a copy of our tariff of charges can be sent by e-mail.

PAYMENT

Unless freight is routed via our appointed agent or you have an account with us, we will require immediate payment of all charges immediately upon receipt of our invoice. Bank details are specified at the bottom of the invoice. Credit cards are also accepted for account settlement. All business, without exception, is handled subject to the WES Group Trading Terms and Conditions whether we act as agents or otherwise, a copy of which is available upon request.

Order Form

Exhibiting Company Name		Hall Number
		Stand Number
Invoicing Company		
Invoicing Address		
Town / City		
County / Post Code		Telephone
Country		VAT Number
E-Mail		

QUANTITY	DESCRIPTION	L X W X H (CMS)	WEIGHT (KGS)
Number of Vehicles Expected:			






TRANSPORT REQUEST – Please complete if appropriate			
Collection Address:		Delivery Date to Stand:	
		Return Delivery Required – Please indicate below	
		YES	NO

DELIVERY DATE – Please complete if appropriate	
Advanced Warehouse:	To Stand:

ONSITE SERVICES – Please complete if appropriate			INBOUND		OUTBOUND	
Labour	No. of Men:	No. of Hours:	Date:		Date:	
Pallet Truck Hire			Date:		Date:	

STORAGE – Please complete if appropriate	
Empty Case Storage:	Full Goods Storage:

YOU WILL BE ISSUED WITH A BOOKING REFERENCE AND ONSITE INSTRUCTIONS ONCE A COMPLETED ORDER FORM HAS BEEN SUBMITTED TO MAILUK@WES-GROUP.COM. IF YOU REQUIRE INSURANCE PLEASE CONTACT US VIA EMAIL.

Cardholder's Name:				
Card Number:				
Expiry Date:			Three Digit Security Code:	
Issue Number:			Date:	
Cardholder's Signature:				
Select the following as appropriate:				
 Maestro	 AMEX	 Mastercard	 Visa	 Visa Debit

ADVANCE SHIPMENT



EXHIBITOR:

HALL: STAND NUMBER:

PACKAGE NUMBER: OF PIECES

TO:-

**WES Logistics
C/O TJM Transport Limited
Eagle House, K9 Business Park
Ferry Lane, Rainham,
Essex, RM13 9YH
United Kingdom**

**Telephone: + 44 208 508 2224
E-Mail: mailuk@wes-group.com**



Website – www.wes-group.com

EXHIBITION CARGO

ADVANCE SHIPMENT



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