

International Shipping Instructions

	DATE	START TIME	FINISH TIME
BUILD-UP	6 th June 2016	8am	8pm
SHOW OPEN	7 th June 2016	10am	5.30pm
SHOW OPEN	8 th June 2016	9am	4.30pm
BREAKDOWN	8 th June 2016	5.30pm	10pm

Freight Instructions – Air & Sea

	PORT	CONSIGNEE	NOTIFY PARTY
AIRFREIGHT	London Heathrow - LHR	Worldwide Exhibition Specialists Ltd 30 Panton Street Cambridge CB2 1HP United Kingdom	Tel – +44 208 508 2224 E-Mail – Mailuk@wes-group.com
SEA FREIGHT	Any UK Port	Worldwide Exhibition Specialists Ltd 30 Panton Street Cambridge CB2 1HP United Kingdom	Tel – +44 208 508 2224 E-Mail – Mailuk@wes-group.com

All documents, such as Bill of Lading or Air Waybill must show the consignee as indicated above.

DOCUMENT / FREIGHT DEADLINES

	DOCUMENTS REQUIRED	DOCUMENT DEADLINE	FREIGHT DEADLINE
AIRFREIGHT	1 x Airway Bill 1 x Commercial Invoice	5 days prior to arrival	24 th May 2016
SEA FREIGHT FCL	1 x Express release Bill of Lading 1 x Commercial Invoice	5 days prior to arrival	24 th May 2016
SEA FREIGHT LCL	1 x Express release Bill of Lading 1 x Commercial Invoice	5 days prior to arrival	19 th May 2016

All deadlines have been brought forward to account for the United Kingdom's National holiday on 30th May 2016.

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

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	1 st June 2016
VENUE	Vision London 2016 Olympia Central Hammersmith Road Kensington London W14 8UX	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	1 st June 2016

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Onsite Services

SERVICE	PRE-BOOKING DEADLINE	LATE BOOKINGS
FORK LIFT	2pm – 3 rd June 2016	Service can be booked onsite with a credit card, however will not be prioritised
STORAGE	2pm – 3 rd June 2016	Service can be booked onsite with a credit card, however will not be prioritised
LABOUR	2pm - 1 st June 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.

Documentation

CUSTOMS FORMALITIES / EXAMINATION

There are 3 means of importing goods into the United Kingdom. They are as follows:

METHOD	DESCRIPTION
ATA CARNET	Entry for goods under ATA Carnet allows free movement of the goods within the EU, after the exhibition, for a period of up to 12 months or until the expiry of the Carnet, whichever occurs first, before which the goods must be re-exported (under Customs supervision).
TEMPORARY IMPORT	Goods may be temporarily imported under WES Logistics Temporary Import Bond facility subject to a non-refundable bond fee. Please be advised that all goods entered under our security bond, remain under our control and, at the end of the show, should either be re-exported, or subsequently permanently imported, by WES Logistics.
PERMANENT IMPORT	This is for goods entered for home consumption i.e. to remain in United Kingdom where import duty and VAT will apply. You can contact us for Duty and VAT % rates. Please Note: Goods that are given away may not be exempt from VAT and duty. VAT and duty may still be payable.

COMMERCIAL INVOICE / PACKING LIST

In order to assist you in the preparation of documents, we have supplied you with a Combined Commercial Invoice and Packing List, for your use, please refer to page 5.

This must show FULL descriptions of goods, including unit price and total prices. A separate invoice should be issued for giveaways, samples, brochures etc. Restrictions apply on quantities of giveaway items allowed which should be appropriate to the duration and attendance of the exhibition. The following must be shown:-

- Package number (it must match the case / markings previously mentioned)
- Full description of contents Harmonisation Codes
- Gross weight / Net weight / Dimensions

A copy of the Commercial Invoice / Packing List should be firmly attached to the case beneath the case mark. Customs may examine the goods on importation, so it is essential that a detailed packing list is provided to avoid delays in clearance. Although not essential, to facilitate customs clearance, items such as giveaways, brochures, etc, should be invoiced and packed separately. When cargo is shipped as an LCL/FCL container, a container packing list/manifest is required.

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		
	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO		

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

ONSITE SERVICES – Please complete if appropriate			INBOUND		OUTBOUND	
Forklift to Unload / Reload Vehicle			Date:		Date:	
Crane Hire			Date:		Date:	
Labour	No. of Men:	No. of Hours:	Date:		Date:	
Erection / Dismantle of Steel Works with Forklift			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

COMMERCIAL INVOICE AND PACKAGING LIST

Exhibition Name:	Vision London 2016	Invoice Number:	
Venue:	Olympia Central, London	Permanent Import (please tick the box)	
Exhibition Date:	7 th – 8 th June 2016	Temporary Import (please tick the box)	

Exhibitor Name:	SHIPPER / EXHIBITOR	CONSIGNEE	NOTIFY
Hall:		Worldwide Exhibition Specialists Ltd 30 Panton Street Cambridge CB2 1HP United Kingdom	Tel – +44 208 508 2224 E-Mail – Mailuk@wes-group.com
Stand Number:			
Contact:			

CASE No	ITEM No	DESCRIPTION OF GOODS	HS CODES	QTY	UNIT PRICE	TOTAL PRICE	WEIGHT KILOS	DIMENSIONS CM			VOLUME CBM	DISPOSALS			
								L	W	H		C	R	S	
Total															

<p>We certify that the invoiced goods are of [enter country] origin. And the above description is true and correct. The Value given is for customs purposes only. The invoiced goods are intended for display purposes only at Vision London 2016</p>	<p>Authorized signature: Name of Signatory:</p>	<p>C: Consumed S: Sold R: Returned</p>
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ADVANCE SHIPMENT



7-8 JUNE 2016
OLYMPIA
LONDON

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



7-8 JUNE 2016
OLYMPIA
LONDON

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TO:-

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EXHIBITION CARGO