



Telephone: +44 (0) 208 508 2224 | Email: info@wes-group.com

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Incorporated in England No: 2326770 VAT Registration No: 506 4059 65
All business undertaken in accordance with our conditions of trade, a copy of which is available upon request

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Key Show Details

Build Up	5th February 2017	10am - 6pm
	6th February 2017	8am - 10pm

Show Open	7th February 2017	10am - 5pm
	8th February 2017	10am - 5pm

Breakdown	8th February 2017	5pm - 9.30pm
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Freight Instructions

Airfreight

Destination
Consignee

London Heathrow - LHR
WES Group
Unit 9 Stort Valley Industrial Estate
Bishop's Stortford
CM23 2TU
United Kingdom
Tel: +44 (0) 208 508 2224
Email: info@wes-group.com

Notify

All documents, such as Airway Bill must show the consignee indicated above.

Oceanfreight

Destination
Consignee

Any UK Port
WES Group
Unit 9 Stort Valley Industrial Estate
Bishop's Stortford
CM23 2TU
United Kingdom
Tel: +44 (0) 208 508 2224
Email: info@wes-group.com

Notify

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

Advanced Warehouse & Courier Receiving

Destination

TJM Transport Ltd
Eagle House
K9 Business Park
Ferry Lane
Rainham
RM13 9YH
United Kingdom

Venue

Destination

Olympia
Hammersmith Road
Kensington
London
W14 8UX
United Kingdom



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Document & Freight Deadlines

Airfreight	Documents Required	1 x Airway Bill 1 x Commercial invoice / packing list
	Document deadline	5 days prior to arrival
	Freight Deadline	26th January 2017

Oceanfreight - FCL	Documents Required	1 x Airway Bill 1 x Commercial invoice / packing list
	Document deadline	5 days prior to arrival
	Freight Deadline	26th January 2017

Oceanfreight - LCL	Documents Required	1 x Airway Bill 1 x Commercial invoice / packing list
	Document deadline	5 days prior to arrival
	Freight Deadline	23rd January 2017

Advanced Warehouse & Courier Receiving	Freight Deadline	2nd February 2017
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Venue	Freight Deadline	During build-up period
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Please send all pre-alerts to info@wes-group.com or contact us on + 44 (0) 208 508 2224

Booking Deadlines	Fork Lifting	2pm - 2nd February 2017
	Storage	2pm - 2nd February 2017
	Labour for Unpacking/Packing	2pm - 1st February 2017

Bookings received after the deadline will have to book onsite during the build-up period with a credit card, however will not be prioritised



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Documentation

Customs Formalities & Examination

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 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 exported, or permanently imported, by WES Logistics.

Permanent Import For goods to remain in the United Kingdom import Duty and VAT will be applicable. Duty and VAT % rates are available. Giveaways are not always exempt from Duty and VAT.

Commercial Invoice & Packing List

In order to assist you in the preparation of documents, we can supply you with a combined commercial invoice and packing list. This must show full description of goods, including unit price and totals. 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 mentioned
- Full description of contents and harmonisation codes
- Dimensions and gross weight

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. When cargo is shipped as an LCL / FCL container, a container packing list / manifest is required.



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Tariff & Payment Options

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 Options

Unless freight is routed via our appointed agent or you have an account with us, we will require immediate payment of all charges upon receipt of 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.



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Download Order Form & Shipping Labels

Insurance

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

Order Form Download

Please note that this link will launch your web browser and the Order Form can be downloaded as a PDF.

Shipping Label Download

Please note that this link will launch your web browser and the Labels can be downloaded as a PDF.

Commercial Invoice Download

Please note that this link will launch your web browser and the Commercial Invoice can be downloaded as a excel.