



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

BSI Congress 2021

Key Show Details

Build Up	27th November 2021	8am - 6pm - Space Only 3pm - 6pm - Exhibitor access
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Show Open	28th November 2021 29th November 2021 30th November 2021 1st December 2021	7pm - 8pm 10.30am - 7.30pm 10.30am - 7pm 10.30am - 4.30pm
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Breakdown	1st December 2021	4.30pm - 10pm
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Freight Instructions

Airfreight	Destination	London Heathrow - LHR
	Consignee	WES Group Unit 9 Stort Valley Industrial Estate Bishop's Stortford CM23 2TU United Kingdom Tel: +44 (0) 208 016 7148 Email: logistics@indexgroup.org
	Notify	
All documents, such as Airway Bill must show the consignee indicated above.		

Oceanfreight	Destination	Any London Port
	Consignee	WES Group Unit 9 Stort Valley Industrial Estate Bishop's Stortford CM23 2TU United Kingdom Tel: +44 (0) 208 0167 7148 Email: logistics@indexgroup.org
	Notify	
All documents, such as Bill of Lading must show the consignee indicated above.		

Advanced Warehouse & Courier Receiving	Destination	Neely Transport Unit H Flaxley Park Flaxley Way, Stechford Birmingham B33 9AN United Kingdom
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Venue	Destination	BSI Congress 2021 Exhibiting Company Name Stand Number Hall 2 The Lennox Suite and Cromdale Hall EICC 150 Morrison Street Edinburgh EH3 8EE
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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	18th November 2021
Oceanfreight - FCL	Documents Required	1 x Express Bill of Lading 1 x Commercial invoice / packing list
	Document deadline	5 days prior to arrival
	Freight Deadline	18th November 2021
Oceanfreight - LCL	Documents Required	1 x Express Bill of Lading 1 x Commercial invoice / packing list
	Document deadline	5 days prior to arrival
	Freight Deadline	15th November 2021
Advanced Warehouse & Courier Receiving	Freight Deadline	25th November 2021
Venue	Freight Deadline	During build-up period
Please send all pre-alerts to logistics@indexgroup.org or contact us on + 44 (0) 208 016 7148		
Booking Deadlines	Fork Lifting	25th November 2021
	Storage	25th November 2021
	Labour for Unpacking and Packing	22nd November 2021

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 United Kingdom, after the exhibition, for a period of up to 6 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 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.