



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

1

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

## Music & Drama Education Expo 2023

### Key Show Details

Build Up	22nd February 2023	10am - 8pm
Show Open	23rd February 2023 24th February 2023	9am - 5pm 9am - 4.30pm
Breakdown	24th February 2023	4.45pm - 8pm



## Music & Drama Education Expo 2023

### Freight Instructions

<b>Airfreight</b>	<b>Destination</b> <b>Consignee</b>	London Heathrow - LHR WES Group Unit 9 Stort Valley Industrial Estate Bishop's Stortford CM23 2TU United Kingdom
	<b>Notify</b>	Tel: +44 (0) 208 508 2224 Email: <a href="mailto:info@wes-group.com">info@wes-group.com</a>
<p>All documents, such as Airway Bill must show the consignee indicated above. This is not a warehouse, for warehousing please see address below under Advanced Cargo Centre &amp; Courier Receiving.</p>		

<b>Oceanfreight</b>	<b>Destination</b> <b>Consignee</b>	Any UK Port WES Group Unit 9 Stort Valley Industrial Estate Bishop's Stortford CM23 2TU United Kingdom
	<b>Notify</b>	Tel: +44 (0) 208 508 2224 Email: <a href="mailto:info@wes-group.com">info@wes-group.com</a>
<p>All documents, such as Bill of Lading must show the consignee indicated above.</p>		

<b>International Road Transport / TIR</b>	Please advise prior to dispatch, port / freight terminal arrival info for import customs clearance information	
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<b>Advanced Cargo Centre &amp; Courier Receiving</b>	<b>Destination</b>	TJM Transport Ltd Eagle House K9 Business Park Ferry Lane Rainham RM13 9YH United Kingdom
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<b>Venue</b>	<b>Destination</b>	Music & Education Expo 2023 <b>Enter Exhibiting Company Name</b> <b>Enter Stand Number</b> Business Design Centre Loading Bay Liverpool Road Islington, London, N1 0QH United Kingdom
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## Music & Drama Education Expo 2023

### 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	<b>4 working days prior to delivery to stand</b>
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	<b>7 working days prior to delivery to stand</b>
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	<b>10 working days prior to delivery to stand</b>
International Road Transport / TIR	Documents Required	1 x Commercial invoice / ATA Carnet
	Document Deadline	5 days prior to arrival
	Freight Deadline	<b>3 working days prior to build-up</b>
<b>Please advise prior to dispatch, port / freight terminal arrival info for import customs clearance information</b>		
Advanced Cargo Centre & Courier Receiving	Freight Deadline	<b>3 working days prior to build-up</b>
Venue	Freight Deadline	During build-up period
<b>Please send all pre-alerts to <a href="mailto:info@wes-group.com">info@wes-group.com</a> or contact us on + 44 (0) 208 508 2224</b>		
Booking Deadlines	Fork Lifting	<b>5 working days prior to service required</b>
	Storage	<b>5 working days prior to service required</b>
<b>Bookings received after the deadline will have to book onsite during the build-up period with a credit card, however will not be prioritised</b>		



## Music & Drama Education Expo 2023

### Documentation

#### Customs Formalities & Examination

**AtA Carnet** Entry for goods under ATA Carnet allows free movement of the goods within the UK, 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.



## Music & Drama Education Expo 2023

### 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.



## Music & Drama Education Expo 2023

# 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.