

PETEX 2010
EARLS COURT 2, 23-25 NOVEMBER 2010

INTERNATIONAL & DOMESTIC SHIPMENTS

SHIPPING INFORMATION INSTRUCTIONS

GENERAL

Show Carriage Limited is pleased to confirm its appointment as the Sole Official Lifting Handling and Shipping Contractor for Petex 2010.

In conjunction with our global network of agents fully experienced with Exhibition transportation requirements Show Carriage Limited will be offering a comprehensive Door to Stand Service. This includes collection from origin, shipping and all relevant Customs liaison under bond directly to stand. Please contact us for further information and details of our appointed service partners in your region. Services can be booked directly by completing the Show Carriage Service Order Form.

DEADLINE DATES

All goods should be shipped on a freight prepaid basis and should arrive in the UK by the following dates:

Seafreight	8 November 2010
Roadfreight	18 November 2010
Airfreight	15 November 2010

Any freight arriving after these dates may incur additional charges. Documentation must be sent to our office prior to shipment.

BOND FACILITY

To aid the speedy and efficient customs clearance of temporary imports into the UK, Show Carriage Limited has a high threshold bond in place to underwrite potential VAT and duty. This avoids payment on deposit of large sums of money where expensive display material or equipment is involved. Show Carriage reserve the right to maintain control over export of all cargo entered under this bond facility.

PRE-ADVICE OF SHIPMENT

In order that early release from UK Customs may be obtained it is vital that we are informed of your shipping details as soon as the goods are despatched from country of origin.

DOCUMENTATION

For Customs Clearance purposes we require 4 copies of a pro forma invoice and packing list, in English, showing quantity, description and value of each descriptive item. The invoice must show the Origin of the goods and bear an original signature. Invoices should be made out as follows:

PETEX 2010, EARLS COURT 2, LONDON

Exhibitor Name
Stand No.....

Should there be goods that are for temporary importation, it is essential that these be shown on the invoice separately from items that are for permanent importation. Due to changes in UK customs requirements it will be necessary for all temporary imports from outside the EU to carry a unique VAT number which has to be applied for in advance by us. Because of the time constraints we must have sight of Proforma Invoice and AWB prior to dispatch.

Any items that are to remain in the UK after the exhibition will be subject to Value Added Tax and if from Non EC Countries Customs Duty will be payable and charged to your account. These amounts will be calculated in accordance with the declared value and must be paid prior to release of the goods. For exhibitors coming from within the European Union it will be necessary to declare their VAT registration number with country prefix code on all documentation.

For exhibits that are being shipped on an ATA Carnet please ensure that a letter of authorisation for Show Carriage Ltd to sign the Carnet on your behalf is attached and sent with the Carnet.

DOCUMENT DISPOSAL

SEAFREIGHT

Please ensure bills of lading and invoices used for shipping purposes are despatched to Show Carriage without delay – **see consigning instructions (page 3)**. In order to avoid unnecessary detention costs these must be sent at least 7 working days before the arrival of vessel.

AIRFREIGHT

- (i) Kindly send invoices with airline/carrier attached to the airway bill and not to the cases or freight itself. **For consigning instructions (page 3).**
- (ii) Send an additional copy invoice and a copy airway bill in advance of despatch of shipment together with your pre-advice of shipment with estimated time of arrival to Show Carriage Limited on fax no. +44 1371 820 720.

AIRFREIGHT ONLY - Notify party: DHL Logistics (WAM Import Section). Badge Code "DAD" TEL 0208 754 5294/5.

PACKING AND MARKING

All commodities should be packed securely and if the goods are intended to be returned to origin after the event re-useable cases should be supplied. In addition, all Packages should bear the name of the exhibition, your stand number, exhibitor name and the package number.

Any shipments that are for Temporary Importation should be packed separately from items that are for consumption at the exhibition.

LARGE/HEAVY EXHIBITS

The venue has some difficult access areas (depending where your stand is located). Please pre-advise us of all deliveries – preferably including a stand plan diagram BEFORE YOU ARRANGE SHIPMENT.

Please consult the organiser's technical manual for loading details. If you are unsure that any piece complies with these regulations, then please contact Show Carriage for clarification.

DELIVERIES DIRECT TO VENUE

Delivery direct to the venue is strictly controlled and where possible we suggest exhibits be delivered to our warehouse in advance of the show. By using this method, waiting time at the venue is thus avoided. Please seek further advice from Show Carriage and check out our arrival deadlines and delivery costs attached hereto.

INSURANCE

Please check with your insurers that your goods are insured for all risks insurance cover whilst in transit to and from and during the period of the exhibition.

TERMS AND CONDITIONS

Show Carriage will undertake all duties at **PETEX 2010** in accordance with current BIFA Standard Trading Conditions, and in accordance with the following specific conditions:

1. All charges will be applied in accordance with the tariff published herein UNLESS prior agreements or quotations apply.
2. Unless freight is routed via one of our appointed agents we will require payment of all charges as advised by us prior to the final day of the show. Personal and foreign cheques will not be taken but advance Bank Transfers, cash or major credit cards are all acceptable alternatives. Invoice queries must be made in writing on receipt of invoice. Payment of DUTY / VAT is required prior to release of shipment.
3. Freight collect shipments will not be accepted under any circumstances.
4. Exhibitors are reminded that Show Carriage does NOT insure goods. Show Carriage is able to insure your shipment upon your written instructions and against payment of a single premium.
5. Direct delivery to the venue must be pre-booked with Show Carriage.
6. Any items/cargo/stand materials or discarded packing materials left on-site after the final day of tenancy will be removed by Show Carriage Limited at the cost of the exhibitor PLEASE ADVISE YOUR STAND BUILDER ACCORDINGLY.
7. All other terms and conditions as published by the organising and Local Authority.

For clarification of any points raised in these instructions, please contact Show Carriage Limited. We look forward to working with you at **PETEX 2010** and wish you a successful exhibition. For further advice on preparing your shipment, please take a look at our web page: www.showcarriage.com

For further advice on preparing your international shipment, please contact:

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