



FESPA Awards Shipping instructions

Presented by:

Kevin Watkins

**Agility Fairs & Events
One Western Gateway
Royal Victoria Docks
London
E16 1XL**

Tel: +44 (0) 843 227 2032

Fax: +44 (0) 843 227 2033

www.agilitylogistics.com

All enquires & bookings to be directed as follows;


fespaawards@agility-fespa.com

All business is undertaken subject to the current editions of our standard trading conditions which are UKWA (warehousing) and BIFA (all other business).

All entries for the Fespa awards must arrive between **2nd - 18th February 2018** to the below address.

Please note that if your goods are from outside of the EU they must arrive customs cleared and duty/tax paid. You must ensure that you arrange this with your courier before you send your shipment. If your courier is not able to arrange this, you must contact us by email prior to shipping.

Once you have packed your shipment and booked your courier you must complete the Shipping Advice form and send it to fespaawards@agility-fespa.com

 COURIER	<p>DELIVERIES WILL BE ACCEPTED FOR THE AWARDS 2nd FEBRUARY – 18th FEBRUARY</p> <p>Consignee: AGILITY FAIRS AND EVENTS BAY 22 - 26 SANDSTONE LANE ExCel LONDON E16 1XL</p> <p>Notify: AGILITY FAIRS AND EVENTS FESPA AWARDS 2018 ENTRY NAME... / ENTRY NUMBER</p>
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Packing & labelling

Please remember that your goods will be handled several times en-route to **FESPA AWARDS 2018**

Please ensure that your goods are securely packed and clearly labeled using the label template provided. There are many entries into the awards so it is very important you attach the label and include your entry number so we can easily identify your shipment. If your goods are from outside the European Union they may be examined by customs – **Please attach a commercial invoice to the outside of your package** to assist Customs in locating items within your shipment. A template of which is included with these instructions



FESPA AWARDS SHIPPING ADVISE FORM

One Western Gateway
Royal Victoria Dock
London
E16 1XL
Tel: + 44 (0) 843 2272032
Fax: + 44 (0) 843 2272033

Email: fespaawards@agility-fespa.com

NAME OF ENTRANT : _____

ENTRY NUMBER: _____

COURIER NAME: _____

TRACKING NUMBER: _____

Number of pieces	Description of Goods	Gross Wt. Kg	Dimension cm			Courier name & tracking number
			L	W	H	

Contact details

Contact Name: _____

Contact Email: _____

Contact Telephone: _____

All shipping advice forms must be sent in advance to:

fespaawards@agility-fespa.com

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COMBINED COMMERCIAL INVOICE & PACKING LIST

ENTRANT NAME : _____
 ADDRESS : _____

 CONSIGNEE: _____

STAND NO. : _____
 HALL NO. : _____
 TELEPHONE NO. : _____ FAX : _____

REMARKS

A : RE-EXPORT
 B : DISPOSED OF/CONSUMED
 C : GIVEN AWAY/SOLD
 * PLEASE TICK WHERE APPLICABLE

CASE NO.	DIMENSIONS L x B x H (cm)	VOLUME (M ³)	WEIGHT (KG)		DESCRIPTION OF GOODS (IN ENGLISH)	INTERNATIONAL HARMONIZED CODE	QUANTITY	CIF VALUE		REMARKS					
			GROSS	NETT				UNIT VALUE	TOTAL VALUE	A	B	C			

The invoiced goods are of _____ origin and are intended for display only at the exhibition site. We declare that the information given above is **true and correct** and represent fair **market value** for the items described herein.

(To be completed by exhibitor)

Signed for and on behalf of _____

Date _____ Country _____

Page _____ of _____

Name in Block Letters _____

Authorised Signatory
(To be signed in blue ink)

COMBINED COMMERCIAL INVOICE & PACKING LIST

NAME OF EXHIBITOR : _____
 ADDRESS : _____

STAND NO. : _____
 HALL NO. : _____
 TELEPHONE NO. : _____ FAX : _____