

# OFFICIAL SHIPPING INSTRUCTIONS



**GT Exhibitions Limited**

GT House, 25-27 Blackwell Drive

Braintree

Essex, CM7 2PU

United Kingdom

## 1. Contact Details

Your contacts at GT Exhibitions Ltd. for this event are Steve Andrews & Matt Cross, both can be contacted on telephone +44 (0)1376 567567 or via email: -

Steve Andrews - [steveandrews@gtexhibitions.com](mailto:steveandrews@gtexhibitions.com)

Matt Cross – [mattcross@gtexhibitions.com](mailto:mattcross@gtexhibitions.com)

They will be happy to assist you with any questions you have regarding shipping items to the event. We strongly recommend that anyone wishing to ship items from outside the EU (European Union) read these instructions thoroughly and contact us in advance to discuss the best method of shipping. **Exhibitors and contractors from the UK should be aware that following the end of the Brexit transition period, all shipments originating from the UK will now be subject to Customs formalities.**

## 2. Introduction / Important Information

The event takes place at Bordeaux Exhibition Centre between 13<sup>th</sup>-15<sup>th</sup> September 2021. **All vehicles delivering directly to the venue, during the official tenancy period must request a time-slot in advance and any vehicle over 3.5 ton will have to be unloaded/reloaded by GT Exhibitions.** Further information on this can be found in paragraph 3d.

Smaller “groupage” shipments must be sent to our advance warehouse and not direct to the show-site. We will transfer the goods to the venue and deliver them to your stand during the official move-in period. You are not required to be present during delivery if you choose this option. Full information on this can be found in paragraphs 3a, 3b & 3c.

For any International exhibitors wishing to send goods by air or sea we can arrange a full door to door service through our overseas partners. Please contact us for their contact details. Alternatively, we can arrange Customs clearance (if required) and transport from Bordeaux airport or French port to our advance warehouse near Bordeaux. Details of consignee address & deadline dates and can be found in paragraphs 3e & 3f. If you are using this service then please pass a copy of these shipping instructions to your freight forwarder.

Any participants sending goods from outside the EU, should ensure their freight forwarder/courier can Customs clear the goods into France. Any shipments that get held by French Customs, that require our assistance may be delayed and will be charged accordingly. Alternatively, shipments can be sent to our advance warehouse under a Customs transit document and Customs cleared there. For further information please refer to paragraph 3b of these instructions.

### 3. Ship to address, consignee details and arrival dates

#### **a) Advance warehouse shipments - Road & Courier shipments from within the EU**

All shipments must be sent to the following address between Monday 30<sup>th</sup> August and Thursday 9<sup>th</sup> September 2021: -

GT Exhibitions Ltd.  
c/o W&S Logistics  
Z.I. Bordeaux Fret  
33521 BRUGES CEDEX  
France  
Tel. +33 (0) 5 56 43 88 26 / contact Olga LANCEMOT

It is imperative that both the paperwork and the freight clearly mention "ECOC 2021, Bordeaux" and the exhibitor name and stand number. Please let us have a pre-alert with haulier/courier's name and any tracking numbers once the goods have departed. Please also include the shipment's value in your pre-alert.

Shipments can be re-collected from the advance warehouse from Friday 17<sup>th</sup> September 2021 and hauliers/transport companies collecting must quote the exhibitor name, stand number and our job number (which will be given to you in advance). They must also give sufficient proof that they are permitted to collect on your behalf.

#### **b) Advance warehouse shipments - Road shipments from outside the EU (UK, Switzerland, etc)**

All shipments from outside the EU that require Customs clearance by us, must be sent to the following address between Monday 30<sup>th</sup> August and Friday 3<sup>rd</sup> September 2021: -

GT Exhibitions Ltd.  
c/o W&S Logistics  
Z.I. Bordeaux Fret  
33521 BRUGES CEDEX  
France  
Tel. +33 (0) 5 56 43 88 26 / Ctc. Olga LANCEMOT

It is imperative that both the paperwork and the freight clearly show “ECOC 2021, Bordeaux” and the exhibitor name and stand number. Please let us have a pre-alert with the haulier’s name, any tracking number and a copy of the Customs invoice/packing list by email 2 days before the truck arrives at the advance warehouse.

Shipments can be re-collected from the advance warehouse from Monday 20<sup>th</sup> September 2021, to allow for Customs export formalities to be completed. Hauliers/transport companies collecting must quote the exhibitor name, stand number and our job number (which will be given to you in advance). They must also give sufficient proof that they are permitted to collect on your behalf.

**c) Courier shipments to advance warehouse from outside the EU (UK, Switzerland, North America, Asia, etc.)**

We cannot emphasise strongly enough that exhibitors from outside the EU should not send their goods via courier companies (Fedex, UPS, DHL, etc.). The only commodities that should be sent via this method are printed matter and/or giveaways for permanent import, with a low value (\$50 or less) declared on the waybill. Courier shipments must be sent pre-paid, including local duties & taxes. Any duties and taxes that are paid on your behalf will be billed on, plus an outlay fee (see our tariff of charges).

Couriers may seem the cheapest option but this is a false economy as often they cannot Customs clear the goods into France (in particular goods for temporary import) and we have to intervene. If you are sending higher value goods or goods for temporary import we strongly recommend opting for a “door to door” service with one of our recommended partners in your Country. Alternatively, find a local freight forwarder (not courier company) and have them ship to the advance warehouse,, Bordeaux Airport or French Port, consigned to us (see paragraphs 3b, 3e & 3f for more information).

**d) Trucks and vehicles direct to the venue (Trucks from EU origin & non-EU trucks already Customs cleared)**

The venue delivery address is: -

ECOC Exhibition 2021  
c/o Parc des Expositions Bordeaux Lac  
Cours Jules Ladoumégue – Gate F  
F-33000 Bordeaux  
France  
Ctc. Olga LANCEMOT / Tel. +33 6 76 34 23 79

Shipments sent directly to the venue must only arrive during the official move-in times, which are: -

- Friday 10<sup>th</sup> September, from 0800 hrs to 2000 hrs (space only stands)
- Saturday 11<sup>th</sup> September, from 0800 hrs to 2000 hrs (space only stands)
- Sunday 12<sup>th</sup> September, from 0800 hrs to 2000 hrs (shell scheme exhibitors)

**Any exhibitor or contractor sending a full load vehicle from outside the EU, that require our assistance with Customs clearance should contact us in advance to discuss your options and arrival deadlines.**

Upon arrival at the Bordeaux Exhibition Centre vehicles should report to Gate F. Vehicles should arrive at their allotted time and will be directed to the halls for unloading when space is available. Vehicles over 3.5 ton delivering direct to the venue must apply for a time slot in advance. Time slots will then be issued, depending on size and location of the stand. A time slot request form can be found at the end of these instructions. Failure to request a time slot will result in delays in your vehicle being unloaded/loaded. **Exhibitors choosing our door to door, via warehouse or air/sea services do not need to request a time slot.**

**To speed up the unloading and reloading process, all vehicles over 3.5 ton such as 7.5 ton, 18 ton and 13.6m vehicles or any shipping containers will have to be handled by GT Exhibitions and the official ECOC 2021 tariff charges will apply.**

Please ensure all items loaded are palletised or crated for unloading / reloading. Loose loaded containers / trailers will incur surcharges as per our the official ECOC 2021 handling tariff, examples below of what is acceptable and what will be surcharged at **50%** of the handling rate.



The only self unloads allowed at the venue are small vans / luton vehicles as shown below, you will be given a 45 minute slot to unload and after this time the vehicle MUST be removed.



#### **e) Airfreight shipments**

Airfreight shipments must be sent freight pre-paid to **Bordeaux Mérignac (BOD)** Airport and on their own master airway bill, consigned as follows: -

#### **AIR BALGUERIE**

Z.I. BORDEAUX FRET  
33521 BRUGES CEDEX –  
FRANCE  
Tel. 33 (0) 5 56 43 88 26

Notify Party: -

*Exhibitor's name and stand number*

c/o ECOC 2021

Parc des Expositions Bordeaux Lac

**Deadline for arrival at Bordeaux Mérignac Airport is Wednesday 1<sup>st</sup> September 2021**

**Pre-alert to be sent 2 days prior to flight arrival.**

#### **f) Sea freight shipments**

Please contact us if you are thinking of sending goods via sea to the event so we can discuss the best options, port of arrival, etc.

***ALL AIR & WAREHOUSE SHIPMENTS ARRIVING AFTER THE ABOVE DEADLINE DATES WILL BE SUBJECT TO A LATE ARRIVAL SURCHARGE OF 50% OF OUR CLEARANCE AND HANDLING CHARGES.***

#### **4. Documentation Requirements / Customs Regulations**

Once your goods have been despatched, if you require any of our services please let us have a short pre-alert with details of the number of pieces, weight and volume being sent. Please also advise the name of the courier/freight forwarder used, estimated date of arrival and any tracking/waybill numbers.

For shipments sent by air or sea, please let us have a copy airway bill / Bill of Lading prior to arrival.

For non-EU shipments a copy of the commercial invoice / packing list must also be sent with your pre-alert. Temporary and permanent item goods should be packed and invoiced separately. The commercial invoice / packing list that must be used for all shipments is attached to these instructions. This is an official document that is accepted by French Customs and is the only invoice that should be used.

**We strongly recommend sending us draft copies of your commercial invoices / packing lists prior to shipping for checking and pre-approval before sending your shipment.**

Alternatively for temporary import goods an ATA Carnet can be used, with the following shown in box B: - "AIR BALGUERIE, W&S LOGISTICS & GT EXHIBITIONS LTD." An ATA Carnet cannot be used for permanent import goods (giveaways, brochures, etc.)

Please refrain from sending restricted items such as foodstuffs, beverages, pharmaceutical products, etc. as they will be subject to additional licence requirements.

## 5. Case markings / Packing / Fumigation rules

All packages should be clearly marked as follows:

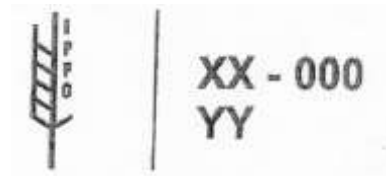
Exhibitor Name

C/o ECOC 2021

Bordeaux Exhibition Centre

*Exhibitor Name*

*Hall & Stand Number*



1 of \_ , 2 of \_ , etc.

All wood packaging entering EU ports will need to conform to the International phyto-sanitary standard – ISPM 15. This means only wood which is free of bark, correctly treated and showing the IPPC stamp will be accepted. This includes crates, pallets, cases, skids, and dunnage.

## 6. Empty case storage / Accesible Storage

It is forbidden to store your empty packages behind your stand. We can arrange to take away your empty packing materials, tools, etc. store them and return at the close of the event. We will issue you with labels to place onto your boxes, once they are empty. All empty cases will be returned to you as quickly as possible at the close of the show.

We can also arrange accesible storage and daily deliveries for items that you are unable to keep on your stand. Please contact us in advance for more information.

## 7. Breakdown / Return Shipping

Vehicles will not be given access to unload empties or reload until approx. 5.30-6.00pm on Wednesday 15<sup>th</sup> September. All trucks for reloading must report to Gate F and will be held until they are ready to load and there is space available around the halls.

All exhibitors that have used our services on the inbound will be visited during the show days to discuss return shipping and the outbound procedure.

All goods must be removed from the halls by 4.00pm on Thursday 16<sup>th</sup> September 2021. Any items remaining after this time will be removed from site and taken back to our warehouse facility in Bruges, near Bordeaux. Any charges will be billed to the exhibitor concerned. The exhibitor may also incur penalty charges from the venue.



Any exhibitors that require us to take their return goods back to our warehouse for a courier company to collect should bring the courier return waybill and labels with them to attach once they have packed away. Please ensure you show our Bruges, France warehouse address, as shown in paragraphs 3a & 3b, as the collection point. **We can print and attach courier waybills and labels on your behalf but a fee for this service will apply (see paragraph 8 of our tariff).** It is also the exhibitor's responsibility to book the courier to collect from our Bruges warehouse.

It is imperative that all hauliers, couriers, etc. collecting goods from our warehouse at the close of the show provide the exhibitor name, stand number, destination and GT job number when collecting. The GT job number will be provided upon receipt of your inbound pre-alert. **Shipments will not be handed over without this information.**

Shipments will be available for collection from our Bruges warehouse from **Friday 17<sup>th</sup> September 2021**. **Shipments to non- EU destinations that we are arranging Customs formalities on, will be available from Monday 20<sup>th</sup> September 2021.**

## 8. Insurance

The carriage and handling of goods is carried out at the exhibitor/contractor's risk. We are also not responsible for any loss, pilferage whilst the goods are left unattended on your stand.

We therefore strongly recommend that all exhibitors and contractors arrange insurance cover to include transit to and from the exhibition, whilst on display and in storage.

## 9. Payment

**Please note below the three methods of payment accepted by GT Exhibitions.**

- Bank Transfer - Bank details must be sent on request
- Credit Card - We can accept payment by credit card via our on-line payment system. Credit card payments are converted into Pounds Sterling at the rate of exchange of the day.
- Cash - All major currencies accepted

All work carried out according to our Standard Trading Conditions, which are available on request.

## TIME SLOT REQUEST FORM

Company / Contractor Name	
Contact Person	
Telephone Number	
Email Address	

<b>Exhibitor Name, Hall &amp; Stand no.</b>  (Please specify <u>ALL</u> stands you have equipment for)	

Please send an attached list if more than 4 x exhibitors

Preferred unloading time slot: -

<b>Build up</b>	Date:	<b>Dismantling</b>	Date:
	Time:		Time:

Vehicle & shipment details: -

Vehicle size & type	
Gross weight	
Volume (in CBM)	
Type of goods	

Please complete and return this form by **23rd July 2021** to the following contacts: -

Email: [steveandrews@gtexhibitions.com](mailto:steveandrews@gtexhibitions.com) / [mattcross@gtexhibitions.com](mailto:mattcross@gtexhibitions.com) Fax: +44 (0)1376 335034

Time slots are given depending on stand size, location & commodity being delivered, and in the event of delays on-site cannot be guaranteed.

By submitting this time slot request form you acknowledge that all vehicles above 3.5ton must be unloaded by GT Exhibitions Ltd. and the official ECOC 2021 handling tariff will apply.