

OFFICIAL SHIPPING INSTRUCTIONS



LONDON
23-26 Sep 2019

GT Exhibitions Limited / Fairexx Logistics

GT House, 25-27 Blackwell Drive, Braintree, Essex, CM7 2PU, United Kingdom

Contact: Andrew Wiens, Tel: +44 (0)1376 567567, Email: andrewwiens@gtexhibitions.com

Contact: Les Boulton, Tel: +44 (0)1376 567567, Email: lesboulton@gtexhibitions.com

1. Consigning of shipments & deadline dates

a) Airfreight shipments



Airfreight shipments should be sent to **London Heathrow** Airport, with the master airway bill consigned to:

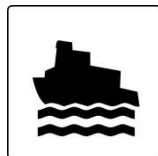
Consignee:

GT Exhibitions Ltd c/o Hellmann Worldwide Logistics Ltd.
Hellmann House Lakeside Industrial Estate Colnbrook By-Pass
Colnbrook, Slough United Kingdom SL3 OEL
Phone: +44 (0) 1753 688500
Agents Code: DEL

Notify:

GT Exhibitions Ltd.

Airfreight shipments should arrive no later than the **7 working days before you need the goods delivered to your stand** (based on general cargo).



b) Sea freight shipments

Sea freight shipments should be sent freight pre-paid to **London Gateway**, which is our preferred arrival sea port. We can also accommodate Felixstowe or Southampton UK Sea ports (Note applicable surcharges in section 2 of our tariff), with the bill of lading consigned to:

GT Exhibitions Ltd
GT House, 25-27 Blackwell Drive,
Braintree, Essex, CM7 2PU, United Kingdom
Contact: Andrew Wiens – Tel: 01376 567567

FCL Sea freight shipments should arrive no later than the **4th September 2019** (based on general cargo).

c) Roadfreight shipments – Outside EU / Subject to 'BREXIT'



Customs Clearance must take place at Dover (NCTS Code GB000060). All vehicles requiring clearance should report to:

GT Exhibitions Ltd
c/o P.S.G.Freight Services,
Lord Warden House, Dover CT17 9EQ

Documents required:

- Copy of CMR
- Copy of Commercial Invoice / packing list
- Copy of T1 Document / Copy of ATA Carnet if applicable

Please send pre-advise in advance of departure by email.

Once the shipment has cleared UK Customs the driver should proceed to (CMR's should be addressed as follows):

Exhibiting Company / Stand Number
SIBOS 2019 c/o GT Exhibitions Ltd
ExCel London, Royal Victoria Dock,
1 Western Gateway,
London E16 1XL

Deliveries can only be made in correspondence with the Rapier Group strict installation schedule.

d) Local / Courier shipments via the advance warehouse

Local / Courier shipments should arrive at the following address between 2nd- 12th September 2019 consigned to:

Exhibiting Company / Stand Number
SIBOS 2019 c/o GT Exhibitions Ltd
GT House, 25-27 Blackwell Drive,
Braintree, Essex,
CM7 2PU, United Kingdom
Contact: Andrew Wiens – Tel: 01376 567567

Please ensure that the drivers documentation clearly indicates that the goods are for Sibos 2019 and show your hall and stand number. Due to increased security requirements, a full pre-alert of incoming courier / local shipments is required to avoid the possibility of your goods being turned away due to incorrect labelling / notification.

e) Local / Courier shipments direct to show site

Local / Courier shipments should arrive at the following address in correspondence with the Rapier Group strict installation schedule:

Exhibiting Company / Stand Number
SIBOS 2019 c/o GT Exhibitions Ltd
ExCel London, Royal Victoria Dock,
1 Western Gateway,
London E16 1XL

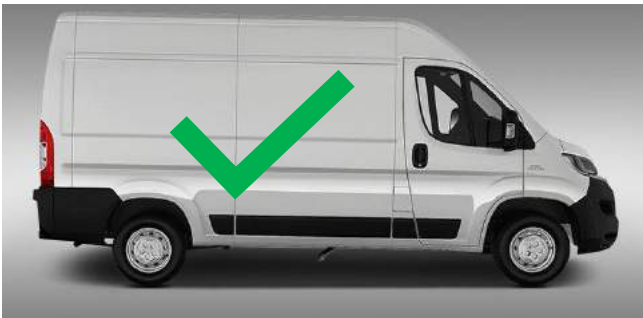
Please ensure that the drivers documentation clearly indicates that the goods are for Sibos 2019 and show your hall and stand number.

IMPORTANT – Courier shipments must be delivered on a DDP basis with all charges including the Customs duties / taxes to the senders account.

2. Onsite handling rules and regulations

GT Exhibitions Ltd are the Sole Official onsite handling agent for Sibos and the only company that can operate forklifts at show site for unloading / reloading. The only self unloads allowed at the venue are small vans / luton vehicles as shown below, you will be given a 45 minute slot on the dock and after this time the vehicle MUST be removed.

TRANSIT VAN



LUTON VAN



Any vehicles over this size, like 7.5 ton / 18 ton and full load trailers / containers will have to be handled by GT Exhibitions and the Official Sibos tariff charges will be applicable.

Sea freight containers / Full load trailers:

Please ensure your container / trailer loads are palletized or crated for unloading / reloading. Loose loaded containers / trailers will incur surcharges as per our Official Sibos handling tariff, examples below of what is acceptable and what will be surcharged at **50%** of the handling rate. Also mixed loaded stands on trailers, **70%** surcharge on handling costs – If the stands are not on the correct targeted delivery date, these will be sent to our warehouse and re-delivered to the stand on the correct scheduled date.



3. Sea Freight & Airfreight documentation required for Customs clearance / shipment pre-alerts

Once your goods have been despatched 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 numbers.

For shipments sent by air or sea, please let us have a copy airway bill / bill of lading prior to arrival and for non-EU shipments a copy of the commercial invoice / packing list in English, with a full detailed description of the contents, Customs HS / tariff codes, quantity of each item and value of each item. Invoices should be addressed as follows:

Exhibitor's Name
c/o GT Exhibitions Ltd
Hall / Stand number
Sibos 2019
ExCel, London E16 1XL

Please send us a full pre-advise at least two days before arrival for airfreight and 5 days before arrival for sea freight to be emailed through to: -

GT Exhibitions Limited / Fairexx Logistics

Contact: Andrew Wiens, Tel: +44 (0)1376 567567, Email: andrewwiens@gtexhibitions.com

Contact: Les Boulton, Tel: +44 (0)1376 567567, Email: lesboulton@gtexhibitions.com

Please contact us in advance if you are planning on sending goods with a value of £100,000.00 or more that will need to be cleared on a temporary basis.

Goods can be cleared on a temporary basis using our temporary import guarantee with UK Customs. Alternatively, an ATA Carnet can be used. Please show "GT Exhibitions Ltd. & Any Authorised Representative" in box B of the ATA Carnet.

However, please note that ATA Carnet goods being returned from the show via LCL sea freight can be problematic due to the short window in which Customs formalities can take place.

All shipments being imported into the UK may be subject to inspection by Customs officials and matched against the Customs invoice / packing list provided. Please do not place any items in your shipment that do not appear on your invoice / packing list. Inaccurate or untrue information on these documents will result in penalties and / or seizure. Any applicable fines will be invoiced as per outlay plus 15%.

4. Controlled / Restricted items in the UK

Please note, military goods, telecommunication equipment, cotton products, foodstuffs, beverages and medicines are amongst goods that may require additional import licences. Please contact us in 2 months in advance if you are planning to send any restricted items to the show.

5. Insurance

We strongly recommend that all exhibitors arrange insurance cover to include transit to and from the exhibition, whilst on display and in storage. All transactions are undertaken subject to our Standard Trading Conditions.

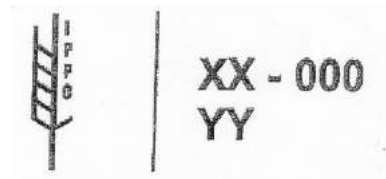
6. Case markings / Packing / Fumigation rules

All packages should be clearly marked as follows:

Exhibitor Name

C/o Sibos 2019 Booth No.

ExCel London, UK



1 of _ , 2 of _ , etc.

All wood packaging entering EU ports will need to conform to the International phytosanitary 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. Shipments packed in non-treated and unmarked wood material will not be permitted entry by UK Customs and will be re-exported at the shipper's expense.

Labels will be available on-site for any return shipments.

7. Empty case storage / Accessible storage

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

We also offer exhibitors accessible storage and daily deliveries for give away items that can't be stored on your stand. Prices for this service are mentioned in section 3 of our onsite handling tariff.

8. Waste

GT Exhibitions will assist the ExCel venue by removing identified waste to the loading dock waste areas for their cleaning teams to remove. Handling rates for this can be found in section 5 & 10 in our onsite and international Official tariffs.

- To order your waste bins and skips please refer to the Exhibitor manual and book this direct with ExCel

This service will happen during the **build period** of Sibos and the waste must be packed safely on pallets suitable and stable for a forklift to lift, no one lift should exceed 300x100x200 cms. Examples below:



9. Temporary imported goods sold or not re-exported

Exhibits / materials entered under the our temporary import procedure are subject to control and examination by UK Customs at the port / airport of entry for both inward and outward movements. Any exhibits remaining in the UK after closure of the exhibition are subject to duties and / or taxes. Payments must be guaranteed prior to removal of goods from the exhibition venue.

10. Courier shipments

Whilst we really don't recommend shipments to exhibitions via courier, if you do decide to go down this route then please send to our advance warehouse mentioned in section 1. D.

Exhibiting Company / Stand Number

SIBOS 2019 c/o GT Exhibitions Ltd

GT House, 25-27 Blackwell Drive, Braintree, Essex, CM7 2PU, United Kingdom

A full pre-alert must be received prior to arrival at the warehouse, otherwise the shipment could be refused. Please ensure this is sent to the following contact:

GT Exhibitions Limited / Fairexx Logistics

Contact: Anja Homann-Petrou, Tel: +49 173 24 77 818, Email: anja.homann-petrou@fairexx.com

You must ship on a DDP basis (delivered duty paid) and any duties / taxes must be for your account. In the event that duty and tax is paid out on your behalf, then additional collection fees will be applicable. If for any reason the courier company can't Customs clear your shipment and we have to intervene, then full tariff charges will be applicable.

11. Payment

Please note below the two 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. Please return credit card form in advance.

All work carried out according to our Standard Trading Conditions.

GT Exhibitions Ltd

January 2019