



SHIPPING INSTRUCTIONS

CANADA GAS & LNG 2020

VANCOUVER CONVENTION CENTER

VANCOUVER – CANADA

12 – 14 MAY



CANADA GAS & LNG
EXHIBITION & CONFERENCE

12-14 May 2020

Vancouver Convention Centre | Vancouver, Canada

Presented by :
Agility Fairs & Events UK
Nuriye Zafer



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Agility Fairs & Events have been appointed as the sole official freight, customs and on-site handling contractor for the **CANADA GAS & LNG 2020** event which will be held during, **12 – 14 May 2020** at the **Vancouver Convention Centre** in **Vancouver, Canada**.

We provide specialised freight forwarding services and transportation arrangements for exhibit materials, including on-forwarding after the event.

Our main aim is to ensure that you and your show teams receive the very best freight and handling assistance in the run up to, during and after the event.

The following instructions are provided to assist you in the planning of your exhibition shipping arrangements. Please read carefully.

During the event:

Agility Fairs & Events will be available on site during the build-up & pill-down period via our on-site office.

Key staff will be on site and will have mobile phones; details will be provided in due course



All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)



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Consignment Instruction – Sea Freight

OCEAN BILL OF LADING CONSIGNEE:

Agility Logistics
13071 Vanier Place Unit 100
Richmond, B.C.
V6V 2J1

Notify : Paula Collaco

Email : PCollaco@agility.com

Tel: 905-612-7158

DESCRIPTION OF GOODS ON MBL: Consolidation as per manifest

HOUSE BILL OF LADING CONSIGNEE:

Exhibitor / Stand Number c/o SHOW NAME

DESTINATION: Vancouver Port

MASTER AND HOUSE BL'S MUST BE ISSUED FOR EVERY SHIPMENT

Deadline for dispatch of documents (Pre-alerts)

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded well in advance to the arrival of shipments in Vancouver yo Agility:

Nuriye Zafer

E-mail: nzafer@agility.com

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Consignment Instruction – Air Freight

MASTER AWB CONSIGNEE:

Agility Logistics
13071 Vanier Place Unit 100
Richmond, B.C.
V6V 2J1

Notify : Paula Collaco

Email : PCollaco@agility.com

Tel: 905-612-7158

DESCRIPTION OF GOODS ON MAWB: Consolidation as per manifest

HOUSE AWB CONSIGNEE:

Exhibitor / Stand Number c/o SHOW NAME

DESTINATION: Vancouver Airport

MASTER AND HOUSE AWBs MUST BE ISSUED FOR EVERY SHIPMENT

Deadline for dispatch of documents (Pre-alerts)

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded well in advance to the arrival of shipments in Vancouver to Agility:

Nuriye Zafer

E-mail: nzafer@agility.com

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CARGO ARRIVAL DEADLINE VIA AIRFREIGHT:

Your cargo freight needs to arrive at Vancouver Airport: **7 working days before goods are due to be delivered to the convention center or advanced warehouse**

DOCUMENT DEADLINE VIA AIRFREIGHT:

5 days prior to the arrival of the flight. Please ensure you send us a full pre alert containing the following documents:

- Flight number, weights and dimensions
- A copy of the Commercial Invoice/Packing List
- AWB Copies (MAWB & HAWB)

These deadlines are subject to general cargo only. For restricted items/dangerous goods and perishable food or freighter services items you will need to contact our office for confirmation of arrival deadlines



CARGO ARRIVAL DEADLINE VIA SEAFREIGHT:

Your cargo freight needs to arrive at Vancouver Port:

FCL CARGO: 7 working days prior to requested delivery to the convention centre or advanced warehouse

LCL CARGO: 10 working days prior to requested delivery to your stand

DOCUMENT DEADLINE VIA SEAFREIGHT:

10 days prior to the arrival of the vessel into Vancouver Port.. Please ensure you send us a full pre alert containing the following documents:

- One original of Bill of Lading (or copy of express - release sea waybill)
- Combined Commercial Invoice/Packing List

These deadlines are subject to general cargo only. For restricted items/dangerous goods and oversized cargo you will need to contact our office for confirmation of arrival deadlines.

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DOCUMENTATION INFORMATION

Commercial Invoice/Packing List (CIPL) In order to assist you in the preparation of documents, we have designed a sample **Commercial Invoice and Packing List** for your reference. Explanatory notes on the completion of the Combined Commercial Invoice and Packing List form are as follows:

- All entries in these forms must be in English
- Indicate separate FOB and CIF values on commercial invoice
- A full description of the item must be given. Do not just indicate the model name or model number.
- Describe the item – such as ‘1:3 scale (cutaway) plastic model’ or ‘souvenirs-lapel pins’ or wooden mdf display
- Package number (must match the case/markings previously mentioned)
- Gross weight/Net weight/Dimensions For specific machinery/tools/special items please note we require the HS No./Code for classification

Please be advised every item needs to have a declared value. The term “No Commercial Value” is NOT ACCEPTED by Customs.

IMPORTANT CARGO COVERED BY COMMERCIAL INVOICE AND ATA CARNET

Please ensure cargo consisting of temporary items shipped under ATA Carnet and permanent items shipped under Commercial Invoice are split under separate HAWBs. We are not able to clear shipments which do not have separate HAWBs issued (1 for ATA Carnet and 1 for goods covered under commercial invoice).

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Case Markings

Agility Logistics

Canada Gas & Lng 2020

Name of Exhibitor: _____

Stand Number: _____

Case Number: _____ of _____

Gross/Net Weight: _____

Dimension: _____

We recommend you to design your packing carefully to minimize risks to your equipment. It is also advisable to use bolts, screws and hinges whenever possible if your cases are to be used for return or onward transport. Cardboard cartons should be avoided if they are intended for onward use. Agility will not be responsible for damages / claims arising out of improper packing.

Hand-carry Shipments

Overseas exhibitors are not encouraged to hand-carry exhibits which will be subject to customs clearance on arrival.

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Insurance

Insurance of the cargo is not included in our scope of work / tariff and same to be arranged by the Exhibitor and / or Exhibitor Company with an express and unconditional waiver of subrogation towards Agility, partners & our sub-contractors.

The show site yard is not a covered site, therefore all freight and empties moving in and out of the halls or stored on site during the show are exposed to climatic conditions. Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. For shipments arriving in apparent damaged condition, the airport and sea port will not assist with surveys and provide any damage reports. The goods will need to be surveyed on site by the exhibitor's survey company to process any claims.

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Upon written instructions, Agility – Fairs & Events can offer the exhibitor insurance coverage at competitive premiums.

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The Packing List must give details of the number of packages, weight and measurement of individual package including shipping marks of the goods.

You can download a sample commercial invoice and packing list for use when shipping your goods to the show by clicking on the below **link**.

[Agility F&E Commercial Invoice & Packing List](#)

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Thank you for reviewing our shipping instructions, we hope that it was helpful to you with the planning of your shipment and documents. It is our philosophy and belief that proper planning, accuracy of documents, and a proactive approach are all critical for a successful shipment to an exhibition.

As your exhibition freight forwarder, Agility Fairs & Events staff & team will be happy to assist you in all the necessary. If you have any further questions which have not been answered here, or require any other information about the show, please contact us at your convenience.

Agility Fairs & Events

ExCeL Exhibition Centre
One Western Gateway
Royal Victoria Docks
London, E16 1XL UK

Show Manager
Nuriye Zafer
E-mail: nzafer@agility.com

Tel: +44 (0) 207 069 5312
Fax: +44 843 227 2033

Terms of Payment

Inward: Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice/prior to despatch of shipments

Overseas payments to be made by Telegraphic Transfer to our bank account:

Please note that credit will only be offered if you have an active credit account with **Agility Fairs & Logistics UK Ltd.**

Bank details of Agility Logistics Ltd and Agility Fairs and Events Logistics Ltd:- Barclays Bank Plc., Level 28, 1 Churchill Place, Canary Wharf, London E14 5HP

Sort code: 20 - 19 – 90,
Swift Code: BARCGB22
GBP General Freight A/C No: 30904813, IBAN: GB63BARC20199030904813

Cheques should be payable to **Agility Logistics Ltd**

Please send all cheque payments to: **AGILITY LOGISTICS, New Potter Grange Road, Goole, DN14 6BZ**

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