



SHIPPING INSTRUCTIONS

ENLIT EUROPE 2021

30th November – 2nd December

FIERA MILANO RHO

MILAN , ITALY



Enlit

Presented by :
Agility Fairs & Events UK
Dan Flower



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Agility Fairs & Events have been appointed as the sole official freight, customs and onsite handling contractor for the **ENLIT EUROPE 2021** event which will be held during, **30th November – 2nd December at the Fiera Milano Rho, Milan, Italy.**

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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Consignee Warehouse

All documents such as the Bill of Lading and Master Airway Bill must show the consignee as below:

EXPOTRANS SPA
S.S. 33 del Sempione – Ingresso Cargo 1
20017 Rho MI (Italy)
Tel. +39 02 92.95.60.98 – Fax +39 02 45.40.20.24

Direct

ENLIT EUROPE 2021

Exhibitor Name
Hall /Stand Number

Please note: All exhibition goods, dispatched either by sea freight or airfreight, shall be consigned “Freight Prepaid”. A 10% outlay commission will be imposed on all “Freight Collect” consignments.

Notify: Agility Fairs & Events Logistics Ltd
Tel: +44 (0) 843 227 2012
Fax: +44 (0) 843 227 2033
dflower@agility.com

Via Advanced warehouse receiving from 16th November

Direct deliveries to Fiera Milano Rho from **25th November** (Please check if you have early access booked with organiser)

Please send your vehicles to the Marshalling area from **Cargo 1** within the Fiera Milano Rho where drivers need to report before reporting to the Agility Container Office.

Please email copies of Order Form, CMR & commercial invoices to Agility F&E UK

Tel: + 44 (0) 207 069 5312
Email : dflower@agility.com

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Consignee:

All documents such as the Bill of Lading and Master Airway Bill must show the consignee as below:

EXPOTRANS SPA
S.S. 33 del Sempione – Ingresso Cargo 1
20017 Rho MI (Italy)
Tel. +39 02 92.95.60.98 – Fax +39 02 45.40.20.24

NOTIFY:

ENLIT EUROPE 2021
Exhibitor Name
Hall / Stand Number

Please note: All exhibition goods, dispatched either by sea freight or airfreight, shall be consigned “Freight Prepaid”. A 10% outlay commission will be imposed on all “Freight Collect” consignments.

Freight arrival: Genoa/ La Spezia Port: 20 working days prior delivery to stand

DOCUMENT REQUIRED - SEA FREIGHT

- 1 copy of Commercial Invoice & Packing List
- 1 copy of Original B/L
- 1 copy of Insurance Policy (if insured)
- 1 copy of container / consolidation manifest

Copy documents to Agility Fairs & Events

Please email copies of Order form, Bill of lading, invoice, and packing list to Agility F&E UK

Agility Fairs & Events Logistics Ltd
Tel: +44 207 069 5312
Fax: +44 7775 812590
Dan Flower
dflower@agility.com

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Consignee:

All documents such as the Bill of Lading and Master Airway Bill must show the consignee as below:

EXPOTRANS SPA
S.S. 33 del Sempione – Ingresso Cargo 1
20017 Rho MI (Italy)
Tel. +39 02 92.95.60.98 – Fax +39 02 45.40.20.24

NOTIFY:

ENLIT EUROPE 2021
Exhibitor Name
Hall / Stand Number

Please note: All exhibition goods, dispatched either by seafreight or airfreight, shall be consigned "Freight Prepaid". A 10% outlay commission will be imposed on all "Freight Collect" consignments.

Freight arrival: Milan MXP Airport : **7 working days prior delivery to stand**

DOCUMENT REQUIRED - AIRFREIGHT

- 1 copy of Commercial Invoice & Packing List
- 1 copy of Original B/L
- 1 copy of Insurance Policy (if insured)
- 1 copy of container / consolidation manifest

Documents should be forwarded to the below email address prior shipping/dispatching your shipment -cargo

Agility Fairs & Events Logistics Ltd

Tel: +44 207 069 5312
Fax: +44 7775 812590
Dan Flower
dflower@agility.com

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Road Freight Arrival:

Via Advanced warehouse receiving from **16th November**

Direct deliveries to Fiera Milano Rho from **25th November** (please check on early access booked with organiser)



Air Freight Arrival:

Milan MXP Airport:
7 working days prior to delivery to stand date



Sea Freight Arrival to LaSpezia/ Genoa:

LCL : 20 working days prior to delivery to stand date

FCL : 12 working days prior to delivery to stand date

LATE ARRIVAL SURCHARGE

For cargo arriving beyond deadlines, an additional 30% handling surcharge will be added to cover the additional costs. AGILITY FAIRS AND EVENTS UK will make all reasonable efforts to ensure the delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of the delivery date to the show site.

TURNOVER FEE

Shipments being turned over/consigned to a forwarder other than EXPOTRANS for export will incur to a charge of EUR 200,00 for Air and LCL shipments. Full containers will be charged EUR 300,00.

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Customs Documents

ALL shipments from outside the European Union must be accompanied by customs documents.

Please see below to find out the documentation that is required.

Goods intended for display at **ENLIT EUROPE 2021** and return to the country of origin, at the close of the event, (such as graphics, products for display etc.) should be documented using:

EITHER:

An ATA Carnet - Please contact either our agent in your country or your local Chamber of Commerce to obtain instructions for obtaining & completing an ATA Carnet.

OR:

A Commercial Invoice & Packing List (see template on the final page of this document)

This should be completed on your letterhead, addressed as follows:

ENLIT EUROPE 2021

Exhibitor.....

Hall.....

Stand

The documents must be sent to AGILITY FAIRS AND EVENTS UK at **least 5 (five) working days prior** to the arrival of vessel / aircraft at Milan Airport or Genoa/La Spezia Seaports. Invoices and packing lists must be in Italian or in English.

The invoice should list all of your items with a value for each item, and also a total value at the bottom of the invoice. Please describe your items clearly. Please remember the description will have to be understood by people not familiar with your products. Invoice should clearly state that the shipment is a “temporary import”.

Shipments from/to the UK to ENLIT Europe 2021

As from 1st January 2021, the United Kingdom is no longer part of the European Union and therefore will require Customs clearance from the UK and in to Italy. A full commercial invoice is now required along with a registered EORI number from the shipper in the UK.

To discuss this in further details, please contact Mr Dan Flower – dflower@agility.com - who can advise specific requirements.

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Customs Documents

ALL shipments from outside the European Union must be accompanied by customs documents. Please see below to find out the documentation that is required.

Goods that will not be returning after the event (such as literature, give-away items or goods intended for sale during the event) should be documented using: A Pro-forma invoice (see template on the final page of this document) This should be completed on your letterhead, addressed as follows:

ENLIT EUROPE 2021

Exhibitor.....

Hall.....

Stand.....

The invoice should list all of your items with a value for each item, and also a total value at the foot of the invoice. Please describe your items clearly. Please remember the description will have to be understood by people not familiar with your products. Invoice should clearly state that the goods are “giveaways”

Shipments from/to the UK to ENLIT Europe 2021

As from 1st January 2021, the United Kingdom is no longer part of the European Union and therefore will require Customs clearance from the UK and in to Italy. A full commercial invoice is now required along with a registered EORI number from the shipper in the UK.

To discuss this in further details, please contact Mr Dan Flower – dflower@agility.com - who can advise specific requirements.

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For easy identification, all packages shall be marked as follows:

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FIERA MILANO RHO

c/o Agility Fairs & Events

Name of Exhibitor : _____

Stand Number: _____

Case Numbers: _____

Gross Weight/Net Weight: _____

Dimensions: _____

Agility Fairs & Events offer a range of pre-show shipment receiving options (both courier and general shipments) to offer you piece of mind that your shipment has been received and will be delivered to your stand.

We will receive your shipment at our warehouse, transport it to site and deliver to your stand.

We also offer a receiving service for your courier shipments, on-site, if you, or your representative, can not be on your stand to receive and sign for the goods.

Please contact Agility F&E UK

Email : dflower@agility.com for additional details and charges.

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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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Some commodities are subject to import restrictions by Italian Customs Regulation. Here below you can find a list of the most common items requiring additional documentation, permits or licenses before importation is allowed. Alcohol products, tobacco, foodstuff, plants and seeds, any item containing leather or animal parts, certain electronic and communication equipment, textile, chemicals, pharmaceutical products, weapons, ammunition and “defence” related items may require additional documentation .

Many items such as machinery, toys, optical equipment, etc. cannot be imported without a “conformity declaration” (CE trade mark).

Be very careful in shipping mineral water because the importation must be authorized by the Health Ministry both in Italy and in the sender’s Country. Without providing the proper documentation the entry will not be authorized.

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HEAVY LIFTING / OVERSIZED GOODS

For all shipments requiring a crane, forklift above a 5tons capacity or exceeding dimensions 200x200x200cms, please ensure that Agility Fairs & Events are contacted prior to the goods being shipped to the show to agree on the set up date, equipment and special requirements you may need. Failing to do may result in delays and major problems onsite. Please contact us for more information.

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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

Dan Flower

Email : dflower@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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