

**EXHIBITION HANDLING FORM**

Please return the completed quotation form to:  
**Dan Flower – [dflower@agility.com](mailto:dflower@agility.com)**

Agility Fairs & Events  
 One Western Gateway  
 Royal Victoria Dock, London E16 1XL, UK  
 Tel: + 44 (0) 207 069 5304  
 Fax: + 44 (0) 843 227 2033



Please arrange to receive, unload and position the following consignment to:		Exhibitor name		Hall no			Stand no	
Number and Type of Packaging	Description of Goods	Gross Wt. Kg	Dimension cms			Value		
			L	W	H			

**NB: If you are unsure of this information at the time of completing this form, do not worry! We will contact you to discuss final arrangements nearer the time of the exhibition.**

We require the following services:  
 (Please tick as required)

- Global transport service(air/road/sea)
- Customs clearance at local sea and airports and direct service to fair site
- Temporary customs clearance (upon approval of documentation)
- Permanent customs clearance (duty may be applicable)
- Unloading / Reloading by Fork truck / Crane to our exhibition stand
- Additional labour/equipment for unpacking/assembly of exhibits
- Collection, storage and re-delivery of empty packing material
- Pre-Show / Post Show Warehousing
- Full goods storage
- Return shipping services

**Special Instructions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please tick  If you would like to receive information regarding General freight products (Road, Sea & Air) and Specialty services (Projects and Chemicals)

Goods are ready for collection on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

We require goods on stand by:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel / Fax: \_\_\_\_\_

Company registration: \_\_\_\_\_

VAT No: \_\_\_\_\_

Visa/MasterCard No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Security No: \_\_\_\_\_

Signed: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_