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# LOGISTICS FESPA EUROPE

Helpful Questions & Answers



**As the official logistics partners for FESPA , it is Agility Fairs & Events responsibility to ensure that your exhibits, stand or marketing materials arrive at the venue safely and on time. Below are some recommendations and advice.**

**What are the services provided by Agility?**

- Global freight forwarding services by road, sea and air freight
- Customs formality guidance (including documentation)
- Pre and post event warehouse storage
- Dedicated container storage
- Paper storage and replenishment
- Courier handling (receiving, logging and delivery)
- Offloading and delivery to stand for date and time requested
- Collection, storage and return of empty packaging
- Provision of mechanical lifting equipment, including forklifts, cranes and pallet trucks
- Skilled and un-skilled labour



## PRE SHOW

**Question:** I am an overseas exhibitor and I would like my exhibit materials collected and delivered to the stand; can Agility assist?

**Answer:** Agility Fairs & Events are a division of global freight forwarders Agility Logistics; We have the resource to collect and deliver from any location worldwide.

**Question:** Our exhibit materials will arrive at the FESPA prior to the show build-up, is there somewhere on site where these items could be securely stored?

**Answer:** Agility Fairs & Events have their own secure warehouse at the venue, we can receive, log and store items prior to show build-up commencing.

**Question:** My Company are shipping from outside the EU, however understand customs formalities are required, can you offer any help/advice?

**Answer:** Agility Fairs & Events can arrange customs formalities for both temporary and permanent Imports of exhibit materials for the event; this will include the necessary documentation requirements.

**Question:** We are an International exhibitor with intent on selling our machines, what documentation is needed for importation?

**Answer:** Combined commercial invoice / packing list are required to enable a Temporary import. We do not recommend using an ATA Carnet if you planning to sell your product.

## ON-SITE

**Question:** I would like to book a forklift for unloading and/or reloading my vehicle containing stand materials or products, what is required to book the services.

**Answer:** Agility will require a completed on site handling / freight order form.

**Question:** We forgot to book site handling services, and what do we do?

**Answer:** Visit the closest Agility service desk to book services and receive support for new bookings.

**Question:** If we use a courier to bring our own goods to the stand and we are not there what do they do?

**Answer:** The courier will not deliver to your booth, we recommend you advise the courier to delivery to Agility pre show warehouse, where the goods can be safely received, stored and delivered on the requested delivery date. Please note there is a fee for this service.

**Question:** Once I have completed the unpacking of my exhibits, is there somewhere I can store my Empty packaging?

**Answer:** Agility are offering full and empty case storage solutions.

Please visit the Agility service desks for labelling and full information regarding storage locations.



## SALE OF MACHINES

**Question:** We are an international company with Customs bonded control on our goods. We have sold our machines, what do we do?

**Answer:** All goods under temporary import must return to the Agility warehouse to finalise Customs import procedures. Agility require a valid EORI on the buyer to issue the necessary transit forms. This process could take up to 3 working days

**Question:** The show is closing, we have not yet sold our machines and still under negotiations / awaiting payment, what can we do?

**Answer:** All machines must return to the Agility Bonded warehouse, Agility can store machines on a short-term basis pending your final sale or delivery instructions.

When selling the machine, Agility must have full company details and contact details for the buyer – depending on the country of final destination, different Customs procedures will apply. Sale value of machine for final import: When Agility arranges the final Customs importation, the sold value of the machine can exceed the imported value but cannot be less than declared on import.

Duty, taxes and VAT will be calculated on the Customs tariff heading (HS Code) and declared value.

## BREAKDOWN

**Question:** We need to leave as quickly as possible after the show to catch a flight, how soon can we receive our empty packing material?

**Answer:** Empty case storage return can be a long process due to the high volumes managed.

It is highly recommended that company representative remains on the stand to await and re pack your goods.

**Question:** Can our goods be collected by our carrier directly from stand?

**Answer:** All goods that are to be collected directly from stand within your stated tenancy time must be clearly labelled with the Exhibitor Name, piece count, delivery address and also the transport company name who is collecting. If the goods are not collected within time, all items will be returned to Agility warehouse and handling charges will apply.

**Question:** My courier company will come to collect our items however cannot collect during the evening of the breakdown; is there a safe place to store items until their arrival?

**Answer:** Agility Fairs & Events can arrange the collection of your exhibit materials from stand and store in our warehouse pending the arrival of your courier company. Charges will apply.



## Thank You

OPERATIONS MANAGER  
ExCeL LONDON  
Dan Flower

Tel : +44 (0) 207 069 5304  
Mob. : +44 (0) 7766 166 813  
Email: [DFlower@agility.com](mailto:DFlower@agility.com)