

PROUD
MEMBER OF



Global Education Expo 2021, Hong Kong, 21-22 Aug UK Shipping Instruction Manual – Official Agent



COLLECTION DEADLINES

Agility can arrange collection of your exhibit materials from your premises. Our collection deadline date for air shipment to **GLOBAL EDUCATION EXPO 2021** is as follows:

Air Freight

Friday 6th August 2021



If you are unable to meet these dates, please get in contact with us to discuss alternative options.

Tail-lift collections: Please notify us if you require a collection via tail-lift vehicle.



DOCUMENTATION / PERMITS

Agility will provide advice and assistance when preparing shipping documents:

- Commercial Invoice and Packing List
- ATA Carnet, if applicable
- Consular Documents, if applicable
- Import Permits, if applicable
- Hazardous Declarations, if applicable



PACKING & LABELLING

Show Name: GLOBAL EDUCATION EXPO Show Dates: 21-22 AUGUST 2021 Venue: HONG KONG		
<small>EXHIBITOR / COLLECTION ADDRESS: (Not return to drop to next line)</small> <small>DESTINATION ADDRESS / EXHIBITION:</small> GLOBAL EDUCATION EXPO 2021 HONG KONG CONVENTION & EXHIBITION CENTRE HONG KONG		
HALL NUMBER:	BOOTH NUMBER:	
WEIGHT: kg	DIMENSIONS: cms	
MODE OF TRANSPORT: AIR	NUMBER OF PACKAGES: PACKAGE: OF	
FORKLIFT: <input type="checkbox"/> 3 TN <input type="checkbox"/> 5 TN <input type="checkbox"/> 6 TN <input type="checkbox"/> 30 TN		
<small>Agility Fairs & Events Global Exhibition Centre May 21 - 26 Sandstone Lane Royal Wootton Bassett, London W13 3JH</small> 		



Our packing label template can be downloaded by clicking on this link:

[Global-Education-Expo-2021-UK-Label.xls](#)

Advice and packing services are available on request. Re-usable plywood cases (IPPC approved), peli-cases or flight cases are highly recommended, with latches, clips or screwed/bolted down lids.

COMMERCIAL INVOICE / PACKING LIST



Download COMMERCIAL INVOICE/PACKING LIST template by **clicking on the below link:**

[Global-Education-Expo-2021-Commercial-Invoice-Packing-List.xls](#)

The Commercial Invoice/Packing List must indicate individual weights and dimensions of each case. Please confirm description of goods, value for each item, HS Tariff code, manufacturing details and country of origin. For machinery/electrical items, the serial/part number, make/model must be listed.

Important notes:

- Pro-forma invoices are not accepted in Hong Kong.
- Hand written documents are not accepted by Customs authorities and must be typed.
- High value cargo such as engines, machines or vehicles must have engraved serial numbers on the equipment. Failure to have this may result in temporary admission being rejected.
- Any consumable items imported into Hong Kong will attract Customs Duty and VAT.
- Importing any alcohol is strictly prohibited.
- Importing any telecommunication items requires import permit/licence.
- Importing food items must be accompanied with Health and Ingredient certificates.

Please contact Agility Fairs & Events for further information or advice.

REQUEST A QUOTATION / ORDER FREIGHT SERVICES



Download QUOTATION REQUEST FORM by **clicking on the below link:**

[Global-Education-Expo-2021-Quotation-Request-Form.docx](#)

Download FREIGHT ORDER FORM by **clicking on the below link:**

[Global-Education-Expo-2021-Freight-Order-Form.doc](#)

ON-SITE SERVICES & EMPTY CASE STORAGE



Agility are the only **Official On-site Handling Contractor** that can provide lifting and storage services.

Should you require additional mechanical handling (forklift/crane) or manpower to assist you with the installation of your exhibits, please contact us for further information on how to pre-book this service.

Agility can provide a full-range of storage solutions to meet with your requirements; to include accessible storage, full goods storage and general empty case storage.

INSURANCE



We recommend all exhibitors insure their goods to, from and whilst at the exhibition. Goods not under independent insurance are not held covered whilst at the exhibition. We can arrange marine insurance on your behalf for loss /damage, please refer to our Freight Order form. Unless specifically requested, insurance does not cover damage to exterior packaging.

For more information regarding insurance cover **please click on the following link:**

[Agility F&E Marine Cargo Insurance Policy](#)

Contact us:

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