

ISM 2020  
2 – 5 February 2020  
COLOGNE, GERMANY

For your guidance, we would like to give you shipping and documentary requirements for temporary importation of exhibits into Europe. It is important that all shipping instructions are strictly adhered to in order to ensure quick and smooth clearance and delivery of consignments.

### Road freight

Deadline for collecting of goods at your UK warehouse/office address: **Monday 20<sup>th</sup> January 2020**

Deadline for receiving of goods at our UK depot: **Monday 20<sup>th</sup> January 2020**

If you require a **dedicated/full load or part load**, collection will depend on when you require your load delivered to stand, please advise the date, we will work back a collection date for you.



### PACKING



All solid wood packaging materials/pallets must be treated and stamped in accordance to the ISPM15 regulation.

We recommend the sturdiest packing you can provide. We suggest you carefully consider how you plan to pack your exhibits. If necessary, invest in a sturdy, re-usable exhibition-packing crate.

Please avoid just sending goods in bubble wrap or flimsy cartons as this is not sufficient packing to protect them. Heavy cases should indicate centre of gravity point.

### LABELLING

All packages should be clearly marked with:

Exhibition Name : \_\_\_\_\_

Name of Exhibitor : \_\_\_\_\_

Venue: \_\_\_\_\_

Stand Number : \_\_\_\_\_

Case Number : \_\_\_\_\_ of \_\_\_\_\_

### INSURANCE

We recommend all exhibitors insure their goods to, from and whilst at the exhibition.

Goods not under independent insurance are not covered whilst at the exhibition.

We can arrange marine insurance on your behalf which will cover loss or 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](#)**

### CONDITIONS & IMPORTANT NOTES

**All EU Deadlines are subject to change, depending on the final outcome of Brexit or change in customs regulations. All UK & EU destinations are serviced overland via Road.**

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

