



SHIPPING INSTRUCTIONS

ILTM 2019

2 – 5 DECEMBER

CANNES - FRANCE



CANNES
2 - 5 December 2019

Presented by :
Agility Fairs & Events
Show Manager **Mark Dawson**



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Agility Fairs & Events have been appointed by the organizer Reed Exhibitions as the sole official freight, customs and onsite handling contractor for the **ILTM** event which will be held during, **2 – 5 December 2019** in **Cannes , France**.

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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CONSIGNMENT INSTRUCTIONS

Via Advance Warehouse:

MARTINI TECHNOTRANS
1235 Chemin des Combes
FR – 06600 ANTIBES
c/o ILTM 2018
Exhibitor name / Hall / Booth

Via warehouse arrival deadline Thursday, 28th November

Direct fairsite Stand fitting delivery ONLY

Palais des Festivals
Gare Routiere niveau -2
FR – 06400 Cannes
c/o ILTM 2018
Exhibitor name / Hall / Booth

Notify:
Agility Fairs & Events
Mark Dawson
Fax: +44 (0) 20 7069 5308
email: mdawson@agility.com

Complete trucks direct to venue will be accepted from:

Saturday November 30th 2019 after 10.00am

There is no access to the halls until 10am for all contactors

Groupage via warehouse Antibes:

Arrival deadline **Thursday, 28 November 2019**

DOCUMENTATION DEADLINE ROAFREIGHT

Copy documents to Agility Fairs & Events

A pre-alert with indication of vessel/flight details, Bill of Lading/MAWB number, and number of packages, weights and dimensions must be mailed or faxed to our office before the arrival of the freight in Cannes. Please email copies of Order Form, CMR & Performa invoices to :

Fax: +44 843 227 2033

Mark Dawson – mdawson@agility.com

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CONSIGNMENT INSTRUCTIONS

Destination Airport : NICE Airport

Arrival deadline : 25th November , 2019

MAWB & HAWB Consignee:

MARTINI TECHNOTRANS
Aeroport Nice Cote d'Azur
Zone de Fret
FR – 06281 Nice Cedex 3

Notify:
Exhibitor name/Hall/Booth
c/o ILTM 2019

Please send all pre alerts to:

Agility Fairs & Events
Mark Dawson
Fax: +44 (0) 20 7069 5308
E- mail: mdawson@agility.com

DOCUMENTATION DEADLINE

Documents deadline: **18th November**

Copy documents to Agility Fairs & Events

Original documents: with freight (attach to airwaybill)

A pre-alert with indication of vessel/flight details, Bill of Lading/MAWB number, and number of packages, weights and dimensions must be mailed or faxed to our office before the arrival of the freight in Cannes.

Fax: +44 843 227 2033
Mark Dawson – Mdawson@agility.com

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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 what documentation you require.

Temporary import items

Goods intended for display at **ILTM 2019** and return to 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 Pro-Forma Invoice

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

ILTM 2019 - CANNES

Exhibitor.....
stand.....

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.

Final import items

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:

Pro-forma invoice.

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

ILTM 2019 - CANNES

Exhibitor.....
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.

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All freight must arrive in Cannes not later than:



Freight arrival Nice Airport : **Monday 25th November 2019**



Groupage via warehouse Antibes: Arrival deadline
Thursday, 28th November 2019

Complete trucks direct to venue will be accepted from
Saturday, 30th November 2019 after 10.00am

(there is no access to the halls until 10am for all
contactors)

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COURIER SHIPMENTS!!

PLEASE NOTE THAT THIS IS NOT A FREE OF CHARGE SERVICE If you are shipping by courier, we highly recommend you ship on delivered duty paid basis (DDP). Please consign exhibition goods to Agility Fairs & Events Ltd. Whilst there is normally a small fee for doing this, it will at least give you peace of mind knowing that it will be received and delivered to stand for the date and time required. If you are looking to ship your goods by courier send your enquiry to mdawson@agility.com

Prior to shipping for the most cost effective way to arrange.

Please note that the Venue will no longer take courier shipments for the show and the courier company will be turned away and your shipment may miss the show.

Please use the address of the advance warehouse to assure your shipment reaches the show.

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 or damage, please refer to our Exhibition Freight Order form.

Unless specifically requested, insurance does not cover damage to exterior packaging.

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CASE MARKINGS

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

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Cannes, France

c/o Agility Fairs & Events

Name of Exhibitor: _____

Stand Number: _____

Case Numbers: _____

Gross Weight/Net Weight: _____

Dimensions: _____

HEAVY LIFT

Individual exhibit in excess of 5,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

These additional heavy-lift (Forklift, Crane, Special trucking etc) surcharges are applicable severally for inward movements as well as for outward movements.

Please contact us for further information.

Packing & labeling

Please remember that your goods will be loaded & offloaded several times en-route to **ILTM 2019** we suggest that your goods are well packed, preferably in a wooden case. If your goods are from outside the European Union they may be examined by customs **Please attach a packing list to the outside of your case** to assist customs in locating items within your shipment.

To ensure your goods can be quickly located at site or during shipment please can you mark each case/carton as follows on at least 2 sides:

YOUR COMPANY NAME

YOUR STAND NUMBER

ILTM 2019 - CANNES

For: Agility Fairs & Events

Case number 1 of.....

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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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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

Show Manager : Mark Dawson

Email : mdawson@agility.com

Tel: + 44 (0) 207 069 5308

Mob. +44 (0) 7788 718854

Fax: +44 (0) 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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