

MSPO



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ADS



MSPO 2021 Kielce, Poland 7-10 September

UK Shipping Instruction Manual





COLLECTION DEADLINES

Agility can arrange collection of your exhibit materials from your premises. Our collection deadline dates for road and air shipments to **MSPO 2021** are as follows:

Road Freight (Groupage) Monday 23rd August 2021
(Full Load) Please contact us for advice



Air Freight Wednesday 25th 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 / LICENCES

Agility will provide advice and assistance when preparing shipping documents:



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

Export Licence – To check whether your goods require an export licence (S.I.E.L. or O.G.E.L.) please click on the following link: www.gov.uk/government/organisations/export-control-organisation

ITAR – If your consignment contains any ITAR items, you must notify Agility immediately.

PACKING & LABELLING

Show Name: MSPO 2021			
Show Dates: 7-10 SEPTEMBER			
Venue: KIELCE, SPAIN			
EXHIBITOR / COLLECTION ADDRESS (UK return to ship to and back)	DESTINATION ADDRESS / EXHIBITION: AGILITY FAIRS & EVENTS MONEY FIELDS LONDON KIELCE, POLAND		
HALL NUMBER	STAND NUMBER		
WEIGHT: _____ kg	DIMENSIONS: _____ cms		
MODE OF TRANSPORT: ROAD / AIR	NUMBER OF PACKAGES: PACKAGE: _____ OF _____		
FORLIFT: <input type="checkbox"/> 3 TN <input type="checkbox"/> 5 TN <input type="checkbox"/> 8 TN <input type="checkbox"/> 10 TN			
<small>Agility Fairs & Events 10000, Middleway Centre Rm 27 - 28 Sandstone Lane Heathrow Park, Uxbridge, Middlesex UB8 3AA</small>			



Our packing label template can be downloaded by clicking on this link: [MSPO2021UKLabel.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:**

[MSPO-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 Poland.
- 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 Poland 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:**

[MSPO-2021-Quotation-Request-Form.docx](#)

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

[MSPO-2021-Freight-Order-Form.doc](#)





ON-SITE SERVICES & EMPTY CASE STORAGE



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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