



EXCeL
LONDON



ExCeL London's Preferred Logistics Partner

SHIPPING INSTRUCTIONS

Oi oceanology
international®
2020 17-19 MARCH 2020
LONDON, EXCeL

Presented by : Mark Dawson
Agility Fairs & Events UK



Oi OCEANOLOGY INTERNATIONAL 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Permanent Import](#)

[Case Markings](#)

[Courier Shipments / Packing & Labelling](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

Agility Fairs & Events have been appointed as the sole official freight, customs and onsite handling contractor for the **Oi Oceanology International 2020** event which will be held during, **17 – 19 March** at the **ExCeL Exhibition Centre, London**.

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 & pull-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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Oi OCEANOLOGY INTERNATIONAL 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Permanent Import](#)

[Case Markings](#)

[Courier Shipments / Packing & Labelling](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

Road Consignee:

Agility Fairs & Events
22-26 Sandstone Lane
ExCeL Exhibition Centre
Royal Victoria Dock
London, E16 1AA

Notify: Agility Fairs & Events Logistics Ltd
Tel: +44 (0) 843 227 2032
Fax: +44 (0) 843 227 2033

Oi Oceanology International 2020

Exhibitor name.....
Hall
Stand number.....

Notify: Agility Fairs & Events Logistics Ltd
Tel: +44 (0) 843 227 2032
Fax: +44 (0) 843 227 2033

Advanced warehouse 2 working day before show date

Direct deliveries to Excel

Please send your vehicles to the Marshalling area within the ExCeL Exhibition Centre where drivers need to report to the Agility Office

Please fax copies of Order Form, CMR & Pro Forma invoices to Agility F&E UK
Tel: + 44 (0) 207 069 5308

Email : excelfairs@agility.com

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Oi OCEANOLOGY INTERNATIONAL 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Permanent Import](#)

[Case Markings](#)

[Courier Shipments / Packing & Labelling](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

Sea Consignee:

Agility Fairs & Events Logistics Ltd
ExCeL Exhibition Centre, 1 Western Gateway
Royal Victoria Dock
London, E16 1XL

Oi Oceanology International 2020

Exhibitor name.....
Hall
Stand number.....

Notify: Agility Fairs & Events Logistics Ltd
Tel: +44 (0) 843 227 2032
Fax: +44 (0) 843 227 2033

Please send shipment / BL as “express release”

Freight arrival: London or Felixstowe Port: 10 working days prior delivery to stand

DOCUMENT REQUIRED

SEA FREIGHT

- 3 original copies of Form Pam (commercial invoice) & certified packing list
- 3 original surrendered of Bill of Lading
- 1 Marine Insurance policy (if insured)
- Certificate of Fumigation
- Standard Packing ISPM#15
- Packing Declaration

Copy documents to Agility Fairs & Events

Please email copies of Order form, Bill of lading, invoice, and packing list to Agility F&E UK
Tel: + 44 (0) 207 069 5308

Email : excelfairs@agility.com

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www.agility.com



Oi OCEANOLOGY INTERNATIONAL 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Permanent Import](#)

[Case Markings](#)

[Courier Shipments / Packing & Labelling](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

Air Consignee:

Agility Logistics Ltd.
North Radius Park
Faggs Road
Feltham, Middlesex. TW14 ONG

Oi Oceanology International 2020

Exhibitor name.....

Hall

Stand number.....

Notify: Agility Fairs & Events Logistics Ltd

Tel: +44 (0) 843 227 2032

Fax: +44 (0) 843 227 2033

All Air freight consignments must arrive at Heathrow Airport – **7 working days prior to stand delivery**

DOCUMENT REQUIRED

AIRFREIGHT

- 3 original copies of Form Pam (commercial invoice)
- 2 copies to be attached to Airway Bill
- 1 copy to be emailed to PT Agility F&E
- 3 original copies of Certified Packing List
- 2 copies to be attached to Airway Bill
- 1 copy to be emailed to PT Agility F&E

Certificate of Fumigation.

Standard packing ISPM#15

Packing Declaration.

CARNET Is not required for show in Bonded Area Description of goods on HAWB: PLEASE MENTION COMMODITY AT LEAST 5 ITEMS ON DESCRIPTION OF GOODS ON HAWB

Copy documents should be forwarded to Agility Fairs & Events at least 3 - 4 days before arrival in UK. Original documents: with freight (attach to Air-waybill)

Please fax, or e-mail, copies of Order Form, Air-waybill & Pro Forma invoices to Agility F&E UK:

Tel: + 44 (0) 207 069 5308

Fax: + 44 (0) 843 227 2033

Email : excelfairs@agility.com

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www.agility.com

Oi OCEANOLOGY INTERNATIONAL 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Permanent Import](#)

[Case Markings](#)

[Courier Shipments / Packing & Labelling](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)



Freight Arrival:

Via Advanced warehouse receiving from **2 working days before show date**

Complete trucks should arrive the same day as you or your client require the goods to be delivered to the stand.



Air Freight Arrival:

Heathrow Airport:
7 working days prior to delivery to stand date



Sea Freight Arrival:

LCL : **10 working days prior to delivery to stand date**

FCL : **10 working days prior to delivery to stand date**

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www.agility.com



Oi OCEANOLOGY INTERNATIONAL 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Permanent Import](#)

[Case Markings](#)

[Courier Shipments / Packing & Labelling](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

Customs Documents

ALL shipments from outside the European Union must be accompanied by customs documents.

Please see below to find out the documentation that is required.

Goods intended for display at **Oi Oceanology International 2020** and return to the 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 (see template on the final page of this document)
This should be completed on your letterhead, addressed as follows:

Oi Oceanology International 2020

Exhibitor..... Hall 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. Invoice should clearly state that the shipment is a “temporary import”.

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Oi OCEANOLOGY INTERNATIONAL 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Permanent Import](#)

[Case Markings](#)

[Courier Shipments / Packing & Labelling](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

Customs Documents

ALL shipments from outside the European Union must be accompanied by customs documents. Please see below to find out the documentation that is required.

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: A Pro-forma invoice (see template on the final page of this document) This should be completed on your letterhead, addressed as follows:

Oi Oceanology International 2020

Exhibitor..... Hall 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. Invoice should clearly state that the goods are “giveaways”.

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: A Pro-forma invoice (see template on the final page of this document) This should be completed on your letterhead, addressed as follows:

Oi Oceanology International 2020

Exhibitor..... Hall 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. Invoice should clearly state that the goods are “giveaways”.

(Continued...)

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Oi OCEANOLOGY INTERNATIONAL 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Permanent Import](#)

[Case Markings](#)

[Courier Shipments / Packing & Labelling](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

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

Oi Oceanology International 2020

ExCeL Exhibition Centre

c/o Agility Fairs & Events

Name of Exhibitor : _____

Stand Number: _____

Case Numbers: _____

Gross Weight/Net Weight: _____

Dimensions: _____

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Oi OCEANOLOGY INTERNATIONAL 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Permanent Import](#)

[Case Markings](#)

[Courier Shipments / Packing & Labelling](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

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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Oi OCEANOLOGY INTERNATIONAL 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Permanent Import](#)

[Case Markings](#)

[Courier Shipments / Packing & Labelling](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

Agility Fairs & Events offer a range of pre-show shipment receiving options (both courier and general shipments) to offer you piece of mind that your shipment has been received and will be delivered to your stand.

We will receive your shipment at our warehouse, transport it to site and deliver to your stand.

We also offer a receiving service for your courier shipments, on-site, if you, or your representative, can not be on your stand to receive and sign for the goods.

Please contact Agility F&E UK

Email : excelfairs@agility.com for additional details and charges.

Before the event, during and after the event:

All enquiries should be routed via:

Agility Fairs & Events

22-26 Sandstone Lane
ExCeL Exhibition Centre
Royal Victoria Dock
London, E16 1AA

Tel: + 44 (0) 207 069 5308

Email : excelfairs@agility.com

Packing & Labelling

Please remember that your goods may be loaded & offloaded several times en-route to **Oi Oceanology International 2020** . 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 transit, please mark each case/carton as follows, on at least 2 sides:

YOUR COMPANY NAME
HALL & STAND NUMBER
Oi Oceanology International 2020
For: Agility Fairs & Events
Case number 1 of.....

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Oi OCEANOLOGY INTERNATIONAL 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air freight](#)

[Deadline Dates](#)

[Temporary Import](#)

[Permanent Import](#)

[Case Markings](#)

[Courier Shipments / Packing & Labelling](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

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

Mark Dawson:

Email : Excelfairs@agility.com

Tel: +44 (0) 207 069 5308

Fax: +44 843 227 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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