

ESSA | MEMBER
2021



SPACE-COMM
EXPO
The Commercial Future of Space



PROUD
MEMBER OF

SHIPPING INSTRUCTIONS

Space-Comm Expo 2021

7 – 8 July

Farnborough, UK

Presented by :
Agility Fairs & Events UK
Official Freight & On-site Handling Contractor



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Agility Fairs & Events have been appointed as the official freight and onsite handling contractor for **Space Comm Expo 2021**.

The following instructions are designed to assist you with the movement of exhibits and stand materials for **Space Comm Expo 2021**.

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

Contact Details

Before the event, all enquiries should be routed via:

Operations

Carla Cook
ccook@agility.com

Sales

Neil Frankcom
nfrankcom@agility.com

Tel: +44 (0) 121 780 2627
Mob: +44 (0) 7730 400 493

+44 (0) 207 069 5328
+44 (0) 7768 607 136

During the event:

Agility Fairs & Events will be contactable during the build-up, show open & pull-down periods.

Exhibition Timetable

Build up date(s):	5-6 July
Show date(s):	7-8 July 2021
Break down date(s):	8 July (1700-2100hrs)

** Halls must be clear by 2100hrs – 8 July*

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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Road Freight Consignee

Space Comm Expo 2021
Farnborough International Exhibition and Conference Centre
Etps Road
Farnborough
GU14 6FD
Exhibitor Name / Hall Number / Stand Number

Notify Party: Agility Fairs & Events
Tel: +44 (0) 121 780 2627



Air Freight Consignee

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

Notify Party: Agility Fairs & Events NEC
Tel: +44 (0) 121 780 2627

Space Comm Expo 2021
Exhibitor Name / Hall Number / Stand Number



Sea Freight Consignee

Agility Fairs & Events
Units 11-12 Second Exhibition Avenue
National Exhibition Centre
Birmingham, B40 1PJ

Notify Party: Agility Fairs & Events NEC
Tel: +44 (0) 121 780 2627

Space Comm Expo 2021
Exhibitor Name / Hall Number / Stand Number



Pre Show / Post Show Warehouse Handling

If you wish to use our pre show / post show warehouse handling service, please contact our show manager for further details and instructions.

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Road Freight Arrival

Deliveries should arrive on-site at the exhibition venue on the day you, or your client, require the goods to be delivered to the stand.

Deliveries will be unloaded direct to the stand unless specifically instructed otherwise.



Air Freight Arrival

**London Heathrow Airport:
5-7 Working days before delivery to stand is required**

* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.



Sea Freight Arrival

LCL : 10 working days prior to delivery to stand date

FCL : 7 working days prior to delivery to stand date

* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.



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All shipments from outside of the United Kingdom must be accompanied by customs documents.
Please see below the documentation required.

Temporary Import Items

Goods intended for display at Space Comm Expo 2021 which will return to country of origin at the close of event, should be documented using:

ATA Carnet

Please contact your local Chamber of Commerce to obtain instructions for obtaining and completing an ATA Carnet.

OR

Commercial Invoice

This should be completed on your letterhead addressed as follows:

Space Comm Expo 2021

Exhibitor Name..... Hall Number..... Stand Number.....

The invoice should list all of your items with a CIF Value for each item, and also a total CIF Value at the bottom of the invoice. Please describe your items clearly. Please remember the description will need to be understood with people that are not familiar with your goods. Invoice should clearly state that the shipment is a 'Temporary Import'.

Please be advised that all goods entered under our bond / guarantee, remain under our control. At the end of the show, they should either be re-exported or subsequently permanently imported, by Agility Fairs & Events only. Goods imported on Agility's TIB cannot be handed over to third parties to export from the UK.

Final Import Items

Goods that will not be returning after the event, should be documented using:

Commercial Invoice

This should be completed on your letterhead addressed as follows:

Space Comm Expo 2021

Exhibitor Name.....Hall Number.....Stand Number.....

The invoice should list all of your items with a CIF Value for each item, and also a total CIF Value at the bottom of the invoice. Please describe your items clearly. Please remember the description will need to be understood with people that are not familiar with your goods. Invoice should clearly state that the shipment is a 'Permanent Import' or intended as 'Giveaways'.

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Case Markings

We suggest that your goods are well packed and labelled for easy identification, all packages should be marked as follows:

Space-Comm Expo 2021
Farnborough International Exhibition and Conference Centre
c/o Agility Fairs & Events
Name of Exhibitor : _____
Stand Number: _____
Case Numbers: _____
Gross Weight/Net Weight: _____
Dimensions: _____

If your goods are from outside the United Kingdom, 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.

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Foodstuffs

The Import of foodstuffs to the United Kingdom are subject to additional screening by UK Food Authorities. We recommend that you contact our show manager before shipping such items as they may be subject to health checks and may require additional health documents / certificates.

Alcohol

All alcohol is subject to customs clearance fees and excise duties.

Shipments from outside UK

The following information must be included, in English, on commercial invoices:- Description of alcohol, quantity of individual bottles, volume in ml per bottle, percentage of alcohol per bottle.

All relevant documents must be emailed to us and approved prior to departure.

Duties/ taxes must be paid immediately, prior to the goods being delivered to stand.

Wooden Packing Materials

All wood packing materials must confirm with the International Phytosanitary Standard (ISPM-15).

This means that only wood, free of bark, correctly treated and showing the IPPC will be accepted.

ITAR (International Traffic in Arms Regulations)

The International Traffic in Arms Regulations (ITAR) are US Government regulations that control the import and export of defence related articles (items/ services/ software etc.) as listed on the USML (United States Munitions list).

It is the responsibility of the shipper to inform Agility, in advance of shipping any ITAR regulated freight. Please contact us for details should you require information for your license application.

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Insurance

All work is covered under our General Trading Conditions. It is recommended that all exhibitors should arrange a comprehensive cover for their goods. This should cover the shipment to the show site, the period of display and the return to the country of origin, or an, appropriate disposal period at the conclusion of the exhibition.

Unless specifically insured, Agility Fairs & Events is not responsible for any loss, pilferage or damage whilst goods are left unattended on the stand. Although we will aim to make delivery to and collection from the stand, at the specified time requested, we cannot always guarantee this. Therefore, please ensure that goods are fully insured to cover all risks.

Agility Fairs & Events can offer a competitive insurance quotation. Please contact your show manager for further details.

Terms of Payment

Please note that credit will only be offered if you have an active credit account with **Agility Logistics 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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