



Shipping instructions

Presented by:

Agility Fairs & Events
Formerly GeoLogistics Expo Services
4th Floor, Broadway House
3 High street, Bromley
Kent BR1 1LF

Phone : +44 (0) 20 84618730
Telefax : +44 (0) 20 8228 1172
Contact : John Evans
E-mail : jevans@agilitylogistics.com

IFLA 2009, FIERA MILANO
23 – 27 AUGUST 2009

 <p>ROAD</p>	<p>Consignee:</p> <p>Expotrans SRL C/O FIERA MILANO CITY Via Gattamelata – Porta Gattamelata 1 20149 Milan, Italy Tel: +39 (0)226628610 / Fax: +39 (0)236628606</p> <p>Notify: Agility Fairs & Events John Evans Tel: +44 (0) 20 8461 8730 Email: jevans@agilitylogistics.com</p>
 <p>AIR/COURIER</p>	<p>Consignee:</p> <p>Expotrans SRL C/O FIERA MILANO CITY Via Gattamelata – Porta Gattamelata 1 20149 Milan, Italy Tel: +39 (0)226628610 / Fax: +39 (0)236628606</p> <p>Notify: Agility Fairs & Events John Evans Tel: +44 (0) 20 8461 8730 Email: jevans@agilitylogistics.com</p>
 <p>SEA</p>	<p>Consignee:</p> <p>Expotrans SRL C/O FIERA MILANO CITY Via Gattamelata – Porta Gattamelata 1 20149 Milan, Italy Tel: +39 (0)226628610 / Fax: +39 (0)236628606</p> <p>Notify: Agility Fairs & Events John Evans Tel: +44 (0) 20 8461 8730 Email: jevans@agilitylogistics.com</p>



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 **IFLA 2009** 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:

IFLA 2009

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. Please indicate HS Codes if known.

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.

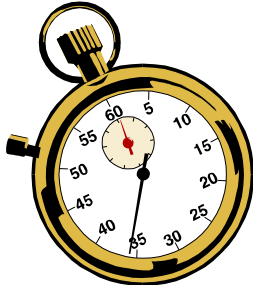
This should be completed on your letterhead, addressed as follows:

IFLA 2009




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.

Deadline dates



Please see below for the relevant deadline dates dependent on your mode of shipment:

 <p>ROAD</p>	<p>Complete trucks not before:</p> <p>22nd August 2009</p> <p>Please fax copies of Order Form, CMR & pro forma invoices to Agility F&E at +44 (0) 20 8228 1172</p>
 <p>AIR</p>	<p>Freight arrival Milan (MXP) Airport:</p> <p>17th and 18th August 2009</p> <p>Copy documents to Agility Fairs & Events</p> <p>Please fax copies of Order Form, airwaybill & pro forma invoices to Agility F&E at +44 (0) 20 8228 1172 Original documents: with freight (attach to airwaybill)</p>
 <p>SEA</p>	<p>Freight arrival: Rotterdam port:</p> <p>LCL – 20 working days/FCL – 12 working days: Prior to date required on stand</p> <p>Please fax copies of Order Form, Bill of lading & pro forma invoices to Agility F&E at +44 (0) 20 8228 1172</p>

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Packing & labelling

Please remember that your goods will be loaded & offloaded several times en-route to IFLA 2009. We would 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:

<p><i>YOUR COMPANY NAME</i> <i>YOUR STAND NUMBER</i> IFLA 2009 For: Agility Fairs & Events Case number 1 of.....</p>

Contact details

Before the event: All enquiries should be routed via:

John Evans – Show Manager
Garcia Newell – Sales & Customer relations
Agility Fairs & Events formerly GeoLogistics Expo Services
4th Floor, Broadway House
3 High Street, Bromley
Kent BR1 1LF
Tel: 020 8461 8730

During the event:

Agility Fairs & Events will be available on site during the build up & pull down periods via our on site office. Key staff will be on site also they will have mobile phones, details will be provided in due course.

COMBINED COMMERCIAL INVOICE & PACKING LIST



NAME OF EXHIBITOR : _____

ADDRESS : _____

CONSIGNEE: _____

STAND NO. : _____

HALL NO. : _____

TELEPHONE NO. : _____ FAX : _____

REMARKS

A : RE-EXPORT

B : DISPOSED OF/CONSUMED

C : GIVEN AWAY/SOLD

* PLEASE TICK WHERE APPLICABLE

CASE NO.	DIMENSIONS L x B x H (cm)	VOLUME (M ³)	WEIGHT (KG)		DESCRIPTION OF GOODS (IN ENGLISH)	INTERNATIONAL HARMONIZED CODE	QUANTITY	CIF VALUE		REMARKS			
			GROSS	NETT				UNIT VALUE	TOTAL VALUE	A	B	C	

The invoiced goods are of _____ origin and are intended for display only at the exhibition site. We declare that the information given above is **true and correct** and represent **fair market value** for the items described herein.

(To be completed by exhibitor)

Signed for and on behalf of _____

Date _____ Country _____

Name in Block Letters

Authorised Signatory
(To be signed in blue ink)

Page _____ of _____