



SHIPPING INSTRUCTIONS & TARIFF

EVENT	DATES	VENUE

**Digital
Ship**

IF YOU ARE INTENDING TO SEND ANY SHIPMENT TO THE ABOVE MENTIONED EVENT, THE BELOW ARE THE 2 AVAILABLE OPTIONS:

OPTION 1

CONTACT OUR OFFICE FOR A DOOR COLLECTION, DELIVERY TO STAND ALL INCLUSIVE RATE OR USE THE INCLUDED QUOTATION REQUEST FORM

**ALL QUOTATION REQUESTS SHOULD BE SENT TO
quotes@siteeventlogistics.com**

All shipments MUST be collected from origin a minimum 10 days prior to the date required at the stand. This deadline can be lower in the case of shorter transits and those within the EU for example.

All operation enquiries to ops@siteeventlogistics.com

OR

OPTION 2

SEND GOODS VIA YOUR OWN FORWARDER TO THE RECEIVING WAREHOUSE

RATE FROM RECEIVING WAREHOUSE TO DELIVERED STAND:

RECEIVING WAREHOUSE:

RECEIVING DATES

Please use the shipping invoice template provided

Please notify us before sending your shipment and provide a copy of the completed shipping invoice. Please inform us you are sending a shipment by mailing ops@siteeventlogistics.com

Contact: Jemima Broadley | Telephone: +44 (0) 203 178 5397
Email: jemima@siteeventlogistics.com / quotes@siteeventlogistics.com

All business is undertaken in accordance with our Terms & Conditions – a copy is available on request. SITE Event Logistics are not responsible for any goods left unattended on stands.



DELIVERY NOTES

NO GOODS ARE TO BE DELIVERED DIRECTLY TO SHOW SITE PRIOR TO

ALL DELIVERIES VIA 3RD PARTY FORWARDER/COURIER SHOULD BE MADE VIA THE ABOVE WAREHOUSE

- Delivery schedule to stand will be as per organiser guidelines, if you require your own delivery schedule please provide us with it 5 days prior.
- Once a shipment is delivered to the stand it then become the responsibility of the exhibitor.
- Arrangements must be made for empty case storage, different fees apply depending on the venue.
- Confirmation of return or forwarding instructions and payment will be required before the close of the event to avoid unnecessary storage fees.

ADDITIONAL SERVICES AVAILABLE ONSITE

LABOUR PER HOUR	FORKLIFT PER HOUR	OVERTIME PER HOUR	EMPTY CASE STORAGE

COMPANY DETAILS

Servicing International Trade Events Ltd (T/A SITE Event Logistics)

Office Address: 6-9 The Square, Stockley Park, Heathrow UB11 1FW

Company registration number: 8632580. EORI number: GB180205540000.

VAT number: GB 180 2055 40

PAYMENT OPTIONS

Debit or Credit card

Worldpay – Debit/Credit cards can be taken via Worldpay system

Bank Transfers

Bank	Account Name	Account Number:	Sort Code
Barclays Bank PLC	Servicing International Trade Events Ltd	23176835	20 90 74
Swift	IBAN		
BARCGB22	GB65BARC20 9074 2317 6835		

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GENERAL NOTES AND CONDITIONS

1. The rates we have provided are based on cargo details that you have provided and are detailed on the estimate. Whilst we have endeavoured to include the charges most likely to be incurred, further charges are possible and have been provided in our general notes and conditions sheet. Please also note that certain elements of the estimate are based on criteria which, if different at the time of shipment, will be reflected in our final charges.
2. As this tariff is computed on the basis of volume or weight and has no correlation with the value of cargo, it should be noted that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by us, and also ensure that transport Insurance is arranged for exhibits sold locally.
3. Rates are charged at volumetric weight of shipment or actual weight whichever is greater. Conversions differ dependant on transport mode.
4. Rates are calculated on work carried out within normal working hours and exclude any overtime charges that may be required.
5. Unless otherwise stated, all rates exclude the following:
 - All risks transit insurance cover.
 - Rates do not apply to the shipment of perishable items, restricted articles and oversized materials.
 - Currency and fuel surcharges that may be applicable at the time of shipment.
 - Late departure surcharges for shipments arriving after the published receiving date.
 - Any unforeseen quay rent or demurrage charges that may be incurred.
 - Any additional expenses incurred as a result of delays experienced beyond our control.
 - Any import taxes or duties incurred on commercial shipments.
 - Chamber, Consular or Legalisation fees.
 - Any charges for unpacking and positioning on stand before the show or dismantling and repacking on stand after the show.
 - Any surcharges for the handling of hazardous cargo which may be imposed by third parties.
6. The rates quoted are based on HM Revenue & Customs exchange rates for the 12 months preceding the date of this proposal and projected freight rates. Should there be any fluctuations in these rates at the time of shipment, we reserve the right amend our rates accordingly.
7. SITE Event Logistics is an Exhibition and Event freight forwarder and all business undertaken is in accordance with our standard terms and conditions – copies of which are available upon request.
8. Our standard terms and conditions state that payment is required before any service is carried out unless prior credit facility has been approved.

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