

SHIPPING INSTRUCTIONS AND TARIFF

Event: IEEE 2015
Show Dates: 08th – 12th June 2015
Venue: ExCeL, London

Pre Alerts:

All pre alerts must be sent direct to Chris Knights at the following details:

Chris Knights
cknights@ges.com
+44 (0) 207 069 4029

GES
The Waterfront Office
Royal Victoria Docks
London
E16 1XB

Shipping deadlines:

Airfreight at London Heathrow Airport:	5 working days prior to delivery date
Oceanfreight (LCL) at UK port:	10 working days prior to delivery date
Oceanfreight (FCL) at UK port:	7 working days prior to delivery date
Roadfreight & Shipments via our advanced UK warehouse:	3 working days prior to delivery date

Advance warehouse is open for receiving / collection from 10 days prior to build up and must be cleared 7 days after break down finishes.

Airfreight:

All consignments should be sent on a freight prepaid basis to London Heathrow Airport (LHR) and consigned as follows:

AWB Consignee:
Hemisphere Freight Services
Trident Industrial Estate
Blackthorne Road
Colnbrook
SL3 0AX
Badge Code: DLS

All documentation (airwaybill, invoices and any other associated paperwork) **MUST** be sent via email prior to arrival of goods at London Heathrow Airport and should indicate if goods are for permanent or temporary importation into the UK.

Oceanfreight:

All consignments should be sent on a freight prepaid basis to Felixstowe / Southampton / Liverpool / London ports and consigned as follows:

Consignee:

Global Experience Specialist
One Western Gateway
Royal Victoria Dock
London
E16 1XB

Notify:

Lee Pledger
ROHLIG UK LTD.
Tel.: +44 121 745 9955

All documentation (bill of lading, invoices and any other associated paperwork) MUST be sent via email prior to arrival of goods at UK port and should indicate if goods are for permanent or temporary importation into the UK.

If original bill of lading issued then this MUST be sent via courier to GES at least 7 days prior to vessel arrival at UK port.

Roadfreight:

All consignments should be sent on a freight prepaid basis to the following address:

GES

For: SHOW NAME

Exhibitor Name / Stand Number
ExCeL Exhibition Centre,
One Western Gateway,
London, E16 1XL

Pre-advise should be sent to us via email providing transport company / vehicle details, and confirmation of required delivery date / time to stand.

Goods must be delivered / collected at the show venue during show build up and break down dates/times.

Labelling / Marks:

All packages should be marked with the following information:

Exhibition Name
Venue
Hall Number
Stand Number
Delivery date to stand
Piece count (1 of 10, 2 of 10, 3 of 10, etc...)

All wooden packing materials that enter the EU must conform to the international standard ISPM-15, and should be free of bark and treated, showing the IPPC stamp to confirm the ISPM-15 standard is met.

Documentation:

For consignment being sent from outside of the EU a proforma invoice is required for HM Revenue & Customs in order to process the consignment. Invoice should contain the following information:

- Address invoice as follows:
 - Exhibitor Name
 - Hall Number / Stand Number
 - SHOW NAME**
 - ExCeL Exhibition Centre,
 - One Western Gateway,
 - London, E16 1XL

- Detailed description of each item
- Quantity of each item
- Value of each item
- Permanent or temporary importation

Payment of charges:

Unless freight is routed by our officially appointed partners, we will require payment for all services, as advised by us, prior to the exhibition closing. Advance payment must be made via bank transfer or credit card, or payment on site should be by cash or credit card.

Credit card surcharge would be applied to these payments (currently 2.5%)

Bank details:

National Westminster Bank PLC
PO Box 4RY
250 Regent Street
London, W1A 4RY

Account Name: GES
Sort Code: 56-00-27
Account No: 27607275
IBAN No: GB82NWBK56002727607275
Swift Code: NWBKGB2L

*If you require any further information, please do not hesitate to contact
Email: event.logistics@ges.com*

TARIFF

CUSTOMS CLEARANCE

Temporary Import / Export Customs Clearance	£100.00 per single line consignment
Permanent Import Customs Clearance	£100.00 per single line consignment
Additional Tariff Headers	£12.50.00 per additional tariff header
Customs Examination	£35.00 per part load consignment
Temporary Import Bond Fee	1.0% of CIF value (Minimum: £50.00)
Import Duty & Taxes	As incurred
Duty & Taxes Advancement Fee	10% of Duty & Taxes (Minimum: £25.00)

(apply rates per inbound / outbound transit apart from bond fee)

AIRFREIGHT (1cbm = 167kg)

Inbound Airline Handling:	£0.35 per kg minimum £65.00
Airline Storage	As incurred (plus 10%)
Transfer from airport to our warehouse:	£17.50 per 1m3, min £55.00
Inbound warehouse handling:	£5.00 per 1m3, min £15.00
Transport from warehouse to arrival show site:	£40.00 per 1m3, min £115.00
Outbound warehouse handling:	£5.00 per 1m3, min £15.00

(apply rates per inbound / outbound transit)

SEAFREIGHT

LCL Terminal Fee	£65.00 per 1m3 (min 1m3)
LCL Transfer From / To Port to warehouse:	£20.00 per 1m3, min £60.00
Inbound warehouse handling:	£5.00 per 1m3, min £15.00
LCL Transport from warehouse to show site:	£40.00 per 1m3, min £115.00
Outbound warehouse handling:	£5.00 per 1m3, min £15.00

FCL Terminal Fee	20ft:	£200.00 per container
	40ft:	£250.00
Transport from port to Venue		£765.00 per container

(apply rates per inbound / outbound transit)

ONSITE HANDLING TARIFF

Consignment processing & Communication fee:	£70.00
Unloading / Delivery to Stand	£20.00 per 1m3 (min £60.00)
Empty Case Storage	£35.00 per 1m3 (min 3 1m3)
Reloading direct from Stand	£20.00 per 1m3 (min £60.00)
Forklift Rental	Up to 5T £60.00 per hour, (min £60.00)

Min Handling Charges: 20ft GP = 20cbm / 40ft GP or HC = 40cbm

Normal working hours which are Monday to Friday 0800 – 1800hrs, anything carried outside of these times will be subject to a 50% overtime surcharge