



**TOC**  
EUROPE

# SHIPPING INSTRUCTIONS



**BOOK NOW**



**OFFICIAL FREIGHT FORWARDER**



# INTRODUCTION

EFI Logistics are appointed as Official Freight Forwarder and On-Site Handling Contractor for TOC Europe 2024. We can offer a complete door to stand service from anywhere in the world.

Our **advanced receiving service** offers a consolidated service with a generous receiving window, avoiding additional journeys, long delays at show site and cuts carbon emissions. Fewer vehicles on-site means less trucks on the road and less CO2 at the venue.

We recommend you take advantage of this service, and we look forward to offering our support.

**EFI Logistics are the ONLY Company permitted to operate mechanical equipment** at this event. We urge you to contact us early so we can offer advice and provide cost-effective planning for your company. Please ensure you read these instructions and pass to your stand contractor if you have appointed one.

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## Main Service Contacts

Ashley Head  
Operations Team

[Ashley.head@efilogistics.com](mailto:Ashley.head@efilogistics.com)  
[ops@efilogistics.com](mailto:ops@efilogistics.com)

- International Freight, Customs & Onsite Handling  
- General Enquiries

### EFI LOGISTICS

Tel: + 44 1444 871314

Email: [ops@efilogistics.com](mailto:ops@efilogistics.com)

web: [www.efilogistics.com](http://www.efilogistics.com)



**Thank you for taking the time to read these instructions.**

**Our team is here to assist with your planning and welcome your call or e-mail at any time.**

**We can offer rates on all services and discuss the best option for your needs.**

**We look forward to working with you in Rotterdam to create a successful event.**

All work is undertaken by EFI Logistics in accordance with our standard Trading Conditions (BIFA 2021).

A copy of is available upon request or can be downloaded at [www.efilogistics.com](http://www.efilogistics.com)

Published by EFI Logistics.

# ARRIVAL DEADLINES

All shipments for TOC Europe 2024 should arrive at the appropriate Dutch Port, Airport or directly into our advanced receiving warehouse **no later** than the dates shown below:

|   |   |
|---|---|
| <b>OCEAN</b> freight shipments to Rotterdam Port    | <b>LCL Sunday 26<sup>th</sup> May 2024</b>                        |
|   | <b>FCL Monday 3<sup>rd</sup> June 2024</b>                        |
| <b>AIR</b> freight shipments to Amsterdam Airport   | <b>Monday 3<sup>rd</sup> June 2024</b>                            |
| <b>Heemskerk Warehouse</b>                          | <b>Wednesday 5<sup>th</sup> June 2024</b>                         |
| <b>UK Warehouse</b>                                 | <b>Thursday 30<sup>th</sup> May 2024</b>                          |
| <b>To Site (direct delivery to The Ahoy)</b>        | <b>Friday 7<sup>th</sup> to Monday 10<sup>th</sup> June only*</b> |
| <b>Heavy Lift Move In (oversized exhibits only)</b> | <b>*Please contact EFI as soon as possible</b>                    |

\*Please contact us if you are having trouble meeting our published deadlines. We will make all efforts to expediate the on-time delivery, but no guarantee can be given. To cover additional out of hours charges, special transport etc. a late arrival surcharge of 50% will be applied to these shipments.

## ORDER SERVICES

We strongly advise booking services in advance.  
There are additional charges (see tariff) for late or on-site orders.  
Please order services in advance of the deadline **Monday 20<sup>th</sup> May 2024**.  
If you do not have full details of your shipment, don't worry, send your booking through and we can update these details closer to the event!

[Please click here to book](#)

# HEAVY & OVERSIZED EXHIBITS

If you have a single exhibit/ piece exceeding any of the following specifications, please advise EFI as soon as possible and before order deadline to ensure access to your area/ timely move-in and that the correct material handling equipment is available.

- Gross weight: 1000 kilos**
- Dims: 250cms (L) x 180cms (W) x 180cms (H)**
- Exhibits exceeding above weight and dimensions **MUST** be delivered to site during heavy lift schedule. Please contact EFI to arrange in advance.

# EXHIBITION TIMETABLE

- Build Up:** 7<sup>th</sup> – 10<sup>th</sup> June 2024
- Event Days:** 11<sup>th</sup> – 13<sup>th</sup> June 2024
- Dismantle:** Evening of 13<sup>th</sup> & 14<sup>th</sup> June Until 14:00



## ADVANCED RECEIVING WAREHOUSE

To avoid congestion at the show site and for the most sustainable option we recommend that you utilize this cost-effective service!

EFI can arrange collection from your premises, or you may deliver to the Advance Receiving Warehouse.

Benefits include...

- Use of regular /scheduled carrier
- No congestion or waiting time delivering to the venue.
- No out of hours surcharge on collecting from the venue.
- Free storage in advance and after the event.
- Your shipment delivered on the first day of tenancy.
- Confirmation your shipment has arrived in advance.
- Less CO2 at the venue!

### DELIVERY ADDRESS

\*Shipments accepted Monday to Friday 0900 to 1700 hours  
from Monday 3<sup>rd</sup> June to Thursday 6<sup>th</sup> June  
Collection after the show from Monday 17<sup>th</sup> June to Wednesday 29<sup>th</sup> June

TOC Europe 2024  
c/o EFI /Fairexx Logistics for Exhibitions BV  
de Trompet 2650  
1967 DB Heemskerk  
The Netherlands  
Contact: Rene Vissie /tel. +31 251 250006

Your delivery must be booked in and labelled appropriately.  
EFI can supply you with a label by e-mail

Shipments must be booked in advance by submitting the Freight Order Form. We will then send you confirmation of booking.

## DELIVERY DIRECT TO SHOW SITE

Oversized and heavy exhibits requiring special handling must be coordinated well in advance so we can ensure to have suitable access to your stand. For timings on delivery of heavy /oversized exhibits e-mail [ops@efilogistics.com](mailto:ops@efilogistics.com)

Full loads must be delivered directly to the venue in accordance with the official build-up schedule. Do not deliver in advance of the build-up dates, your shipment will be refused.

All on-site handling must be booked by the deadline **Monday 20<sup>th</sup> May 2024**  
Late order surcharges are applicable after this date

### DELIVERY ADDRESS

TOC Europe 2024  
c/o EFI Logistics  
Exhibitor name: \_\_\_\_\_ Stand Number: \_\_\_\_\_  
Ahoy Exhibition Centre  
Ahoy'weg 10  
3084 BA Rotterdam

Other details to note for direct deliveries /collections.

- The use of electrical pallet trucks, Moffett's and Hiab trucks are strictly NOT ALLOWED
- **BREAK-DOWN** - any goods unclaimed by will be removed from show site and shipped back to origin /destination by EFI at the exhibitors' expense.

## INTERNATIONAL SHIPMENTS

EFI will help you with your international shipments. We can offer a complete door to door service through our experienced Service Partner Network.

We strongly recommend that you book your shipment in the EFI system. This will save time, expense, and provide you with a quality service. We are also on site to assist you.

International shipments must be consigned as follows:

### **Consignee:**

Fairexx Logistics for Exhibitions BV  
De Trompet 2650  
1967 DB Heemskerk  
Netherlands

### **Notify**

Attn: René Vissie  
Tel: 0251-250060  
Email: [rene@fairexx.nl](mailto:rene@fairexx.nl)  
TOC Europe 2024  
Exhibitor \_\_\_\_\_ Booth No. \_\_\_\_\_

Do not send 'Freight Collect', additional charges will be incurred.

\*Full pre-alert incl. copy documentation must be sent to [ops@efilogistics.com](mailto:ops@efilogistics.com) in advance

## CUSTOMS

EFI operate a Temporary Import Bond (TIB) for this event, allowing the temporary admission of exhibit materials without payment of duty and VAT. To ensure that this bond is protected all shipments entered under bond will be exported by EFI. We cannot hand over shipments under our bond to a third-party forwarder. If your shipment requires urgent export after the event, please advise us before the show so we can plan in good time.

We require a combined commercial invoice and packing list for customs clearance of international shipments. Please see next page for details and sample form.

## PACKING AND CASE MARKING

All packaging should be suitable for transport and repeated handling. EFI recommend bolted, returnable cases for this purpose; nailed /screwed lids are not suitable as they suffer on opening and can become loose for transit. Any damage claims will be declined should packing be deemed not adequate.

Wood Packaging Materials from outside the EU must comply with fumigation regulations and be either heat treated or fumigated with Methyl bromide and carry the internationally recognized marking. Failure to comply with these regulations could result in the return of goods to origin at your expense.

Please ensure that each package is clearly labeled with Exhibitor Name, Stand Number and TOC Europe 2024 please e-mail EFI for a label format to print and attach to your shipment

COMMERCIAL INVOICE /PACKING LIST

We require a combined commercial invoice and packing list for customs clearance of international shipments.

This document must be completed and e-mailed to EFI for pre-checking at least 3 days prior to shipment.

For an electronic copy of the form [click here](#)

Please take note of the following requirements:

- All entries must be in English
- Shipper’s address and EORI Number must entered
- Exhibitor and stand number shown
- Quantity, weight, dimensions packages /cases to be indicated. If palletised, overall size /weight can be indicated (not individual boxes).
- A full description of the items must be given. Brand name, model number, serial number and must be given for machines, computer and hi-tech equipment.
- 10 Digit Customs harmonized tariff code must be indicated against each item.
- Origin must be shown against each item
- All values declared/ indicated on the shipping documents must be reasonable. Problems in customs clearance may occur if the customs officer judges the declared price to be unreasonably low. “No Commercial Value” is not acceptable
- Items must be marked for temporary /Permanent import
- Unit value and total value shown against each item
- If more than one page required, please indicated page 1 or 3, 2 of 3 etc.

Once approved the document can be printed, date, signed and returned in PDF format.



COMMERCIAL INVOICE / PACKING LIST

"Goods are for exhibition purposes to be used at \*Event Name\* exhibition and will return to origin at the close of the show"

|                       |                                |                                     |
|-----------------------|--------------------------------|-------------------------------------|
| Shipper:              | Consignee:                     | Exhibitor:                          |
|                       | EFI LOGISTICS                  | Stand No.:                          |
|                       | 6 Upperstalls , Iford Estate   | EORI Number                         |
|                       | Iford, East Sussex BN7 3EJ, UK | Total No. of Pieces: cartons/crates |
| Shipper EORI Number : | Tel.+44(0)1444871314           | Total Gross Weight: kilograms       |

| ITEM NO. | NO. PCES | Description of Goods | Customs HS Codes | Weight (Kgs) | Dims (Meters) |   |   |   | CBM | Temp Import | Give Away | Origin | Value per Item (EUR) | Total Value ) |
|----------|----------|----------------------|------------------|--------------|---------------|---|---|---|-----|-------------|-----------|--------|----------------------|---------------|
|          |          |                      |                  |              | L             | x | W | x | H   |             |           |        |                      |               |
|          |          |                      |                  |              |               |   |   |   | 0   |             |           |        |                      | 0             |
|          |          |                      |                  |              |               |   |   |   | 0   |             |           |        |                      | 0             |
|          |          |                      |                  |              |               |   |   |   | 0   |             |           |        |                      | 0             |
|          |          |                      |                  |              |               |   |   |   | 0   |             |           |        |                      | 0             |
|          |          |                      |                  |              |               |   |   |   | 0   |             |           |        |                      | 0             |
|          |          |                      |                  |              |               |   |   |   | 0   |             |           |        |                      | 0             |
|          |          |                      |                  |              |               |   |   |   | 0   |             |           |        |                      | 0             |
|          |          |                      |                  |              |               |   |   |   | 0   |             |           |        |                      | 0             |
|          |          |                      |                  |              |               |   |   |   | 0   |             |           |        |                      | 0             |
|          |          |                      |                  |              |               |   |   |   | 0   |             |           |        |                      | 0             |
|          |          |                      |                  |              |               |   |   |   | 0   |             |           |        |                      | 0             |
|          |          |                      |                  |              |               |   |   |   | 0   |             |           |        |                      | 0             |
|          |          |                      |                  |              |               |   |   |   | 0   |             |           |        |                      | 0             |
|          |          |                      |                  |              |               |   |   |   | 0   |             |           |        |                      | 0             |

The shipper hereby certifies that the above referenced goods are of \_\_\_\_\_ origin. Shipper authorizes EFI Logistics and their agent, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage. The values listed on this document represent fair market value.

Event Name  
Event Dates  
Venue, City

TOTAL C.I.F. VALUE : 0

Authorized Signature:

Name:

Date:

## EMPTY CASE STORAGE

EFI will remove all empty packing materials from the halls prior to final cleaning. Please ensure your cases are labeled with EFI empty case labels, available from our team on site. All items stored with EFI will be returned to stands after close of show and once the halls are cleared of visitors. We offer two services 'priority' and 'standard' service. Priority cases will be returned first, standard service starts once the priority service is completed. Please ensure you label your material; accordingly, we are unable to upgrade standard service to priority once the cases are in store.

For Health and Safety Reasons empty packing materials cannot be stowed on or around the exhibitor's stands, any packing material found in these restricted areas will either be destroyed or removed and stored by EFI at the cost of the exhibitor. Storage of empty packing on the show floor is strictly forbidden.

**\*Any untagged empty cases will be removed and stored at the priority rate.**

**For those exhibitors requiring re-packing of exhibits at the close of the show, this will be started once all exhibitors are in receipt of their empty packing material after close of show.**

## HAZARDOUS /RESTRICTED GOODS

The shipper is responsible for providing EFI with relevant hazardous goods declaration forms or copies of export /import license documents if applicable. We cannot complete these forms on your behalf. Failure to declare such goods may result in penalties or claims, which will be for the account of the shipper. Hazardous or restricted goods must be packed according to IATA /carrier regulations. Please note that lithium batteries are restricted on aircraft, these restrictions currently vary per airline.

## COURIER SHIPMENTS

We do not recommend the use of couriers for shipping international trade show material. Generally, courier companies are unable to arrange temporary import, therefore this could prove a costly exercise with the inclusion of duties and taxes. If you have a small shipment from within the EU then please utilize the advance warehouse, do not send courier shipments directly to the show site. The Ahoy is a large venue and they are highly likely to get lost. Please contact EFI before attempting to ship any goods by courier we can advise you.

## INSURANCE

We recommend that you have your goods fully insured against loss or damage for transit and the duration of the show. EFI is only covered for your goods under our BIFA 2021 Terms and Conditions which is limited and may not provide the full cover you expect. We therefore recommend that you insure your goods fully or extend any cover you may currently have to include transit and duration of the event.

## PAYMENT TERMS

All invoices are payable on receipt. If you do not have an account with EFI we request credit card details to guarantee payment. We will not charge the card unless you ask us to do so. On receipt of your invoice from EFI you can either pay via bank transfer or request payment to be taken from your card.

All services must be ordered in advance using the Freight Order Form by the deadline Monday 20<sup>th</sup> May, orders received late or on-site carry a 50% late booking surcharge.

## TERMS AND CONDITIONS

EFI Logistics does not accept responsibility for

- Exhibits prohibited by the organizer or Dutch Customs to be sold or displayed in fair site
- Any tax/duty for sold exhibits

All business of whatsoever nature shall solely be conducted in accordance with BIFA 2021 standard trading conditions. These conditions have clauses that may limit or exclude our liability. [Click here for a copy](#)