



SHIPPING INSTRUCTION

Issued by EFI Logistics, Official Freight Contractor



EFI Customer Service Team

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PLEASE ORDER SERVICES FROM EFI BEFORE 22nd SEPT 2021

SHIPPING INSTRUCTIONS

OTDENERGY 2021 STAVANGER

INTRODUCTION

EFI Logistics are pleased to be once again appointed as Official Freight Forwarder and On-Site Handling Contractor for OTDENERGY 2021 by Stavanger Forum. For those exhibitors, new to the OTDENERGY event we welcome you and to those returning we look forward to assisting you once again in Stavanger this year.

In conjunction with our regional partners EFI can provide total shipping, transport, customs and onsite material handling services to exhibitors and contractors who are moving goods to and from Stavanger. **Please note EFI Logistics are the ONLY Company permitted to operate mechanical equipment at this event and to assist you with your requirements we urge you to contact us early so we can discuss your needs and offer solutions and cost effective planning for your company.**

EFI can offer a complete door to stand service from anywhere in the world and domestically in Norway through our Network of Global Partners, for details of an agent near you please contact us. We do recommend you take advantage of our door to stand service

Shipping to this event requires careful preparation. Please read and follow these instructions carefully and pass these to your contractor / agent if they are arranging your stand or shipment; international shipments should be consigned as below, please note there are surcharges for late bookings and late arrivals.

We can only assist with shipments prepared and shipped in strict accordance with these instructions. Please contact the EFI OTDENERGY team at any time:

EFI LOGISTICS

Tel: + 44 1444 871314

Fax: + 44 1444 237749

email: ops@efilogistics.com

web: www.efilogistics.com



Main Contacts

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DELIVERIES

Unless otherwise agreed directly with EFI Logistics, all consignments must be delivered to the advanced terminal address indicated on page 6 of these instructions.

It is important that exhibition goods are delivered at the correct time, as agreed with EFI Logistics. Deliveries made directly to the exhibition area must be booked in advance, and delivered at the agreed time and date. The driver should report to the EFI Logistics exhibition office so that the consignment can be registered and an entry permit issued.

Those who have not booked a time for delivery/collection, or who fail to arrive at the agreed time, will have to wait their turn. This can cause queuing at times. When entering, the driver will be directed to a suitable area where the consignment will be unloaded and the delivery note receipted. If the driver only has a handheld scanner, a separate delivery note will be issued which the driver signs. That applies to both incoming and outgoing consignments.

A vehicle which heads the queue may not necessarily be admitted first. This depends when space becomes available in the area where it is due to be unloaded. Small consignments which can be carried by hand may be delivered directly to goods reception without queuing.

***Unless agreed in writing with EFI Logistics, all consignments smaller than five cubic metres and/or 3000 kilograms must be delivered to the EFI Logistics Terminal at Tananger.**

DELIVERIES – SELF UNLOADS

To comply with HSE regulations no self unloading will be allowed during build up or breakdown.

For Small Hand carry items, only (max 15 kilos per item, total max 100 kgs) the Organiser has put in place a free reception and delivery to stand service on the buildup of the event on 18th and 19th October only

Any item over the above maximum weight will not be suitable for this service and will be directed to EFI for mechanical unloading.

*** Exhibitors please ensure your stand contractors are sent this information prior to the show.**

MATERIAL HANDLING

All material handling on site must be via the official contractor.

This refers to all mechanical handling, forklifts, heavy lifting and crane work at the venue.

**Electrical pallet trucks and Hiab trucks are NOT ALLOWED inside or outside the venue
This is in the interests of health and safety to all those working and visiting the show site.**

Please advise us by 22nd Sept 2021 that a service is required

Notifications received after the published date are subject to a 25% surcharge on all services

FREIGHT ORDER FORM

All orders must be pre-booked in advance with EFI by completing and returning the Freight Order Form by **22nd September 2021.**

***Late orders are subject to additional 25% surcharge on all services.**

Please indicate the service you require including specifications for your shipment. Your company details for invoicing purposes and if your company does not hold a current account with EFI Logistics credit card details must be completed. Please indicate if the card is to be used to settle the charges or a bank transfer will be used. In all event payments, must be received prior to delivery of freight.

DOCUMENT AND SHIPMENT DEADLINES

DOCUMENT DEADLINES (when we need copy documents for prior checking with customs)

| | |
|--------------|-----------------------|
| SEA Freight | 7 days before arrival |
| AIR Freight | 2 days before arrival |
| ROAD Freight | 2 days before arrival |

SHIPMENT ARRIVAL DEADLINES:

| | |
|---|---|
| SEA Freight exhibits at Stavanger Seaport | FCL: 7 days before required on-site LCL: 10 days before required on-site |
| AIR Freight exhibits at Stavanger Airport | 3 days before required onsite |
| ROAD Freight at Tananger Warehouse | Latest 14 th October 2021 |

DOCUMENTS REQUIRED

The following documents are required for all INTERNATIONAL shipments to OTDENERGY 2021

- 1 copy of Airway Bill / 1 original Bill of Lading or 1 copy of Express Bill of Lading
- T1 Form for Roadfreight
- 2 original and 3 copies of Combined Commercial Invoice & Packing List
- 1 copy of Insurance Policy (if insured)
- If goods are shipped under ATA Carnet, actual Original Carnet required with + 1 Copy of Power of Attorney with company stamp and signature

The following documents are required for all DOMESTIC shipments to OTDENERGY 2021

- 2 original Packing List
- Waybill or Air waybill

NB! EFI can only issue T1 documents for outbound transport after the exhibition if the consignment is sent via EFI's own transport system.

CUSTOMS CLEARANCE

EFI Logistics is the sole official forwarding agent for OTDENERGY 2021 and will carry out all customs clearance on behalf of exhibitors. Consignments arriving from abroad will be cleared temporarily by EFI under its own customs bond.

Arrival messages should be sent to ops@efilogistics.com before the shipments arrive. Arrival messages sent after the equipment has arrived will delay the shipment and incur additional handling charges.

Once cleared through Norwegian Customs your consignment will be collected from the arrival terminals and delivered to the Tananger terminal for intermediate storage. All shipments will then be delivered to the exhibition venue for delivery to your stand.

Exhibitors are recommended not to import alcoholic beverages. Should the exhibitor still wish to import such beverages, EFI must be contacted at least a month before the consignment is collected/sent.

SHIPPING GUIDELINES

CONSIGNMENT INSTRUCTIONS INTERNATIONAL EXHIBITORS

All Master Airway Bill/ Bill of Lading / Invoice /Packing Lists must be consigned "Freight Prepaid" as follows. An Invoice Packing format is available upon request. Surcharges will apply for wrongly consigned consignments.

***Please do not send 'Freight Collect' shipments as additional charges will be incurred. Please note that below details are for international shipments only!**

Consignee:

Kuehne + Nagel AS

Risavika Havnering 247

NO 4056 Tananger

Norway

Notify / Place of Delivery:

EFI Logistics

Exhibitor:

Stand No.:

OTDENERGY 2021

Please send full pre-alert in advance to ops@efilogistics.com

LATE ARRIVAL

Please contact us in advance if you are having difficulty in meeting our published deadlines for the arrival of freight in Norway. We will make all efforts to expedite the delivery on time but no guarantee can be given. To cover additional out of hours' charges, special transport etc. a late arrival surcharge of 50% on basic handling will be applied to these shipments.

DANGEROUS GOODS

Exhibitors need to send us a Dangerous Goods Shipping Declaration for goods classed as hazardous. This should be provided by the Shipper 7 days in advance of shipment. A quotation will be provided upon receiving the request to handle dangerous goods. **Please note:** if shipping electrical goods via airfreight check with your carrier regarding current regulations/ restrictions on the handling of lithium batteries. These may need to be packed and shipped separately.

PACKING

Exhibitors are advised to use strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations for return. For main exhibits bolted returnable cases should be used. For cartons of brochures and or giveaways, use pallets and shrink-wrap to secure and protect the smaller boxes. All packing from outside the EC must be ISPM15 compliant, for more information on this please visit <http://www.ispm15.com>

CASE MARKING

For easy identification of exhibits, all packages should be marked as follows:

EFI will provide this format upon booking confirmation

OTDENERGY 2021

c/o EFI Logistics

Name of Exhibitor : _____

Stand Number : _____

Case Number : _____

Gross/Net Weight : _____

Dimensions : _____

DOCUMENTATION – COMBINED COMMERCIAL INVOICE & PACKING LIST

We will require a combined commercial invoice and packing list for the customs clearance of international shipments. We are happy to provide an easy use template upon request. When completing the Combined Commercial Invoice and Packing List form, please take note of the following requirements:

- a) All entries must be in English.
- b) A full description of the item. Brand name, model number, serial number and country of origin for all machines, computer and hi-tech equipment.
- c) 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 by Customs.

RE-EXPORT

EFI will be on-site to assist with the re-export of your exhibit material, please contact us at the show or e-mail your return instructions to us before the close of the show. During move-out EFI will return empty packing cases stored by EFI Logistics, once all empty cases have been returned we will be happy to assist those exhibitors requiring re-packing and re-loading that evening.

If you need to have your shipment exported urgently after OTDENERGY please let us know before the show so we can plan the movement in good time.

COURIER SHIPMENTS

We do not recommend the use of couriers for shipping materials to trade shows. If you do decide to use a courier such as FedEx, UPS or TNT **YOU MUST** ship to the consignee as outlined in these instructions. **Remember to send tracking numbers to EFI via e-mail.** EFI cannot clear shipments that are not consigned to us.

EFI ARE UNABLE TO ASSIST WITH TRACKING SHIPMENTS NOT CONSIGNED TO US.

DELIVERIES TO OTDENERGY 2021

ADVANCE RECEIVING WAREHOUSE

All shipments under 5 cubic metres must be shipped via the advance receiving warehouse except for small hand carry items, detailed on page 2

BE SMART!! To avoid the congestion and the possibility of waiting time at the venue we recommend shipping via the advance receiving warehouse. Ship in advance and you have the assurance the goods are in our care. EFI will receive freight deliveries from **30th September until 14th October 2021** in advance of move-in to the show at our cargo Centre in Tananger. All freight will be moved to the show site during tenancy and delivered to your stand pending your arrival at your stand. (Please see notes about deliveries direct to show site above)

Advance receiving warehouse:

EFI / Kuehne + Nagel AS

Risavika Havnering 247

NO 4056 Tananger

Norway

For: OTDENERGY 2021

Exhibitor Name /Stand Number

Please book shipments in advance and pre-alert EFI at ops@efilogistics.com

DELIVERY DIRECT TO SHOW SITE DURING MOVE-IN TIMES ONLY

Only deliveries over 5 cubic metres will be accepted at the venue in accordance with the official move-in schedule as published by the Organizers in the Exhibition Services Manual and after confirmation from EFI. Any shipments delivered directly to the show site before the official move-in will be refused. These shipments can be re-directed to the advance warehouse and transferred for an additional charge.

Any shipment that remains at the show after the official dismantling /break-down times will be transferred to our warehouse at the cost of the exhibitor.

Direct delivery address for show site Stavanger Forum:

OTDENERGY 2021

c/o EFI Logistics

Exhibitor Name /Booth Number

Ishockeyveien 9

4021 Stavanger

Shipments must be booked in advance and pre-alert sent to ops@efilogistics.com

HEAVY LIFT – FULL LOADS

For those exhibitors with heavy or oversized exhibits we urge you to contact us early, these types of exhibits need to be handled with care and precision and require careful planning. We are here to help and can assist in the transportation and safe on-site handling for your exhibits with our specialist team.

The dates for installation of these items will be confirmed nearer the show. Please contact us so an appropriate date can be set.

If you have a **single exhibit/ piece** exceeding any of the following specifications, please let us know as soon as possible.

Gross weight: 3000 kilos Dims: 250cms (L) x 180cms (W) x 180cms (H)

SELF PROPELLED VEHICLES

Due to the nature of the exhibition site and according to Health and Safety rules, all vehicles arriving and departing that are to be used as an exhibit on your stand will have to be marshaled from outside the hall until placed on your stand and vice versa. Please ensure you contact is with full details, with arrival, departure dates and times so they can be added to the schedule.

EMPTY CASE STORAGE

EFI will remove all empty packing materials from the halls prior to aisles and stand cleaning. Please make sure your cases are labeled with EFI empty case labels, available from our customer service 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 four types of service, detailed below.

Emergency Service returned within 1 hour of the start of the operation

Priority Service started after the Emergency deliveries are complete and returned within 4 hours
Full Case/Equipment

Ordinary Service started after Priority deliveries are complete and will be returned by 0800 hrs. the next morning

Please ensure you book and place the correct label for service you require, we are unable to upgrade once the cases are in store. Costs for the various services can be found in the EFI Tariff.

EFI can also offer an **accessible storage** option for items that need to be accessed during the show days This will be quoted on a requirement basis so please contact us in advance. This must be booked in advance of the show.

For Health and Safety Reasons empty packing materials cannot be stored 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.

INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport, from and during the exhibition. EFI are happy to provide insurance cover simply indicate the amount of cover required on your order form and will arrange this on your behalf.

PAYMENT TERMS

All invoices are payable on receipt and before the delivery of freight to the stand. If you do not have an account with EFI we request credit card details with order. 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 Service Order Form by deadline as published.

VAT

Current VAT @ 25% will be charged on all services performed onsite at OTDENERGY 2021, unless EFI are contracted to handle Customs clearance. If EFI complete the Importation of your goods into Norway, then VAT can be zero rated on all freight related services.

TARIFF OF CHARGES

EFI Logistics will send all exhibitors a Full Tariff of all services for this event. We are also happy to offer complete quotations to exhibits to suit their requirements, please e-mail us with details of your shipment.

TERMS AND CONDITIONS

EFI Logistics does not accept responsibility for goods delivered to the stand prior to your arrival or for goods left on the stand before collection after the show. EFI cannot accept any responsibility for the handling and transportation of unpacked items. If EFI are to re-pack the items left on the stand this is completed at owner's risk.

All business is only transacted in accordance with our Standard Trading Conditions (BIFA 2017). A copy is available upon request or to download at www.efilogistics.com

Thank you for taking the time to read these instructions, we are here to assist with your planning and welcome you call at any time. We look forward to working with you in Stavanger and wish you a successful event.