



SHIPPING INSTRUCTIONS



OFFICIAL FREIGHT FORWARDER

INTRODUCTION

EFI LOGISTICS are pleased and proud to be appointed as the official freight forwarder for the EIC group and UK Pavilion at OTC 2024, Houston, Texas.

EFI have a wealth of experience in serving OTC and have successfully worked at this event for many years. We recognise the importance of supplying a quality service to you, the customer before, during and after the show. We can arrange for the complete door to stand and return service for you and EFI UK based staff will be onsite throughout the build-up, show and breakdown periods to assist you first hand.

In the following manual you will find information to help you prepare for this hugely successful event. We welcome your enquiries at all times and will be happy to provide you with a full quotation based on your individual requirements.

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SHIPPING DEADLINES

The following dates are our deadlines for your freight to arrive in our main Sussex based Cargo Centre ready for export to OTC via our main consolidated sea and airfreight services:

SEA FREIGHT goods in by... 11th March 2024 1200 hrs*

AIR FREIGHT goods in by... 22nd April 2024 1200 hrs*

Please contact us if you anticipate that these dates may present a problem to you in order to discuss possible alternative arrangements. * subject to confirmed move in date *

SERVICE ORDER FORM

This is your instruction to us, and your opportunity to clearly point out the services you require from EFI. It would be appreciated if you could complete and return this form to us as soon as possible and ideally on or before the following dates:

SEA FREIGHT service...
AIRFREIGHT service...

1st March 2024
8th April 2024

If your company does not hold a current account with EFI a **Credit Card Form** must also be completed; these details can be given as payment or as a guarantee only, your preference can be indicated on the form.

CARGO CENTRE

EFI can arrange for the collection of goods from your premises. Alternatively, you can make your own arrangements for delivery. All freight should be delivered by the deadline shown for the service required to:

OTC 2024
EFI Cargo Centre
C/o EFI / Eezehaul Logistics
Unit 3 , The Drive
Crawley ,
West Sussex, RH10 9AN
Receiving times: Mon. – Fri. 1000 – 1600 hours

It is very important that each package is clearly marked with a supplied special label for the show as per:

OTC 2024
c/o EFI Logistics
Exhibitor Name:
Booth Number:
Number of Pieces:

We do have labels that we can send to you although EFI will label all goods ready for final export upon receipt.

ORDER SERVICES

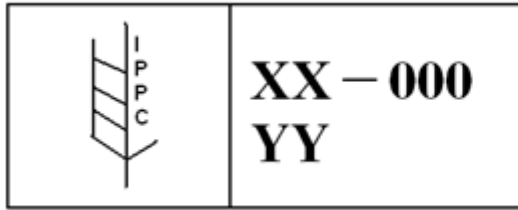
All services must be booked in advance.
Please order services in advance of the deadline
If you do not have full details of your shipment, don't worry, send your booking through and we can update these details closer to the event!

[Please click here to book](#)

PACKING

Please ensure your equipment is packed in a strong, waterproof packing case, which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition and that cartons are not suitable to withstand the continued handling, which takes place during transshipment. EFI cannot be held responsible for any damage due to improper packing.

If requested, EFI can provide custom made re-usable wooden crates to your specification. Notice of at least a week will be required.



Where:
IPPC - Abbreviation of "International Plant Protection Convention";
XX - International Standardization Organization (ISO) two letter country code;
000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;
YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

WOOD PACKAGING REGULATIONS [Link to GOV website guidance](#)

Strict wood packing controls are applied and any wood packaging (including wooden pallets) must comply with the International Standard for Phytosanitary Measures (ISPM 15).

All wood packaging materials must be treated by either Heat Treatment (HT) or Methyl Bromide (MB) fumigation at the origin, and bear the Mark of the IPPC on two opposite sides of the wooden packaging material.

The Mark should contain the valid symbol approved by IPPC, country code, unique number of producer / treatment designated by the National Plant Protection Organization (NPPO) of exporting countries and treatment methods (HT, MB).

Where wood packing material arrives without the approved mark or with approved mark but is found to contain live harmful pests the cargo will be disposed of or returned to origin at the cost of the shipper.

Penalties/ additional costs in this case will be for the account of the exhibitor.

Please contact EFI at any time for advice/ further assistance with wood packing preparation.

EMPTY CASE RETURNS

EFI do not control the movement of empty cases at OTC. Although EFI representatives will be on hand to assist with the fastest possible return of empty packing cases, please note that this operation may take several hours. We strongly suggest that you leave the retrieval of empties to EFI.

We always recommend that a representative of your company is present to supervise the re-packing of materials on your stand. EFI cannot be held responsible for any items left unattended prior to, during or after the event.

ON SITE POSITIONING

This refers primarily to large or heavy exhibits. EFI work closely with Freeman's, the official on site drayage contractor, to co-ordinate unloading and delivery of materials. Any large or heavy items (in excess of 500 kilos per single piece) that you plan to display may need to be positioned at an early stage during the move in period. If you can send to us in advance a copy of your stand layout, showing the piece of equipment and its intended location, we can make arrangements to place this in good time if need be.

DOCUMENTS REQUIRED

A commercial invoice and packing list (CIPL) is required in order to proceed with Customs clearance and ultimate delivery. EFI will provide a format to use and it can be downloaded [HERE](#)

Please forward a copy via email prior to despatch of the goods and we will be pleased to advise of any amendments or clarification that U.S. Customs may require. The invoice must show a list of items included in your shipment (indicating make, model, serial numbers and country of origin where applicable) with a value equivalent in US Dollars against each item, and a total shipment value shown. US customs will not accept "Goods of no commercial value". Also note that the complete cargo description such as 'give-aways' is not acceptable.

RESTRICTED CARGO

Please note several categories of goods including textiles (e.g. T-shirts, hats, bags, carpets, ties etc) and certain categories of electrical equipment (including computers, TV's, DVD players etc) are subject to import restrictions. This does not necessarily mean that these goods cannot be shipped but please inform us as soon as possible if you plan to send such items in order we can check with local Customs and/ or ensure the correct documentation is raised. If you plan to ship any lithium batteries these will have to be packed, documented and shipped separately to avoid holding up the main freight consolidations

Food and Beverage products – please do not ship any food or beverage products. The requirements for entering these to the United States are strictly enforced. These can and should be sourced locally.



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"

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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
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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.

TOTAL C.I.F. VALUE : 0

Event Name
Event Dates
Venue, City

Authorized Signature: _____

Name: _____

Date: _____

TERMS AND CONDITIONS

All work is undertaken by Exhibit Freight International Limited in accordance with the Standard Conditions of Trading of the British International Freight Association (BIFA 2021) edition, copy available upon request). These conditions have clauses that may limit or exclude our liability. EFI are trading members of BIFA, and work under the guidelines and code of conduct issued by the Association. [Click here for a copy of our BIFA terms.](#)

The following terms also apply to our OTC 2024 services:

1. Payment of invoices must be made within the terms stated thereon.

Any queries on charges must be notified to us within a reasonable time

(14 days from date of invoice).

2. If your company operates a Purchase Order system, please show the relevant number on the service order form.
3. Rates quoted herein apply to individual pieces not exceeding
250(L) x 200(W) x 150(H) cms or 1000 kilos gross weight.
4. Rates apply only to UK group consolidation goods only shipped as part of the consolidation.

Main Contacts

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EFI LOGISTICS

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Thank you for taking the time to read these instructions, we are here to assist with your planning and welcome your call 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 Houston 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

Published by EFI Logistics.