



SHIPPING INSTRUCTIONS

ALL-ENERGY 2022 Glasgow

EFI Customer Service Team

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SHIPPING INSTRUCTIONS

ALL-ENERGY 2022 Glasgow

INTRODUCTION

EFI Logistics are appointed once again as Official Freight Forwarder and On-Site Handling Contractor for All Energy 2022 by the Organizer, Reed Exhibitions. For those exhibitors, new to the All Energy event we welcome you and to those returning we look forward to assisting you again this year.

In conjunction with our regional partners EFI can provide total shipping, transport, customs and onsite material handling services to exhibitors and contractors moving goods to and from Glasgow. 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 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; you have our guarantee and assurances your shipment will be delivered to your stand for when you arrive.

Shipping to this event requires careful preparation. Please read and follow these instructions carefully and pass these to your contractor if they are arranging your stand or shipment. We can only assist with shipments prepared and shipped in strict accordance with these instructions.

Please contact the EFI All Energy team at any time: Tel: + 44 1444 871314

Susan Barton

susan.barton@efilogistics.com

Jake Head

jake.head@efilogistics.com

ORDER SERVICES

We strongly advise booking services in advance. There are additional charges (see tariff) for late or on-site orders.

Please use the service order form provided with this document. This should be completed and returned to EFI not later than **Tuesday 19th April 2022**

ARRIVAL DEADLINES

All shipments for All-Energy should arrive at the appropriate UK Port, Airport or directly into our advanced receiving warehouse no later than the dates shown below:

SEA freight shipments to UK Port

Please contact EFI for details well in advance

AIR freight shipments to London (LHR or LGW)

Thursday 28th April 2022

Road freight requiring customs clearance

Thursday 28th April 2022

London Warehouse

Wednesday 4th May 2022

Cumbernauld (Glasgow) Warehouse

Thursday 5th May 2022

To Site (direct delivery to SEC)

Monday 9th Tuesday 10th May only

Heavy Lift (oversized exhibits)

6am – 8am Monday 9th May only

Please contact EFI for details*

***Please see Courier section for Small Package receiving dates**

DELIVERY: DIRECT TO SHOW SITE

For full loads, stand materials or large/ heavy exhibits we recommend delivery direct to the venue in accordance with the official move-in schedule. There is a traffic control system in place at the SEC; your driver must report to the traffic office on arrival.

Don't forget to book your unloading service in advance (and before the order deadline) to make sure you get the best possible rate and service.

Delivery address (check the exhibitor manual for times and dates):

All Energy 2022 c/o EFI Logistics
Exhibitor name: _____ Stand Number: _____
SEC
Glasgow G3 8YW

Please do not deliver direct to show site prior to tenancy

Your shipment will be refused by the SEC.

Deliveries can only be accepted by EFI Logistics Monday 9th and Tuesday 10th May only

- ❖ **To avoid waiting time or congestion at the show site we recommend that you utilize the advance receiving warehouse, details below.**

DELIVERY: ADVANCED RECEIVING WAREHOUSE

EFI can arrange collection from your premises. If you prefer to use your own transport, we highly recommend shipping to the All Energy 2022 Advanced Receiving Warehouse. There are several real benefits for customers using this service including

- Use of regular, scheduled carrier
- No congestion/ waiting time
- Free storage for one week in advance and after the exhibition
- Move-in to the venue on first day of tenancy
- Assurance that your shipment has arrived, you will receive our confirmation
- No overtime charges
- Return service at close of show

Delivery address (shipments accepted Monday to Friday 09:00 – 17:00) Tel: 01444 871314

GLASGOW

All Energy 2022
c/o EFI/ Caledonian Logistics
29-43 Napier Road
Ward Park North
Cumbernauld G68 0EF
Contact:

LONDON

All Energy 2022
EFI /Intersend Ltd
Unit 1 Newhouse Farm
Antlands Lane
Cophorne, Horley
West Sussex RH6 9TF
Contact: Susan Barton

Please ensure your delivery is accompanied by a delivery note clearly showing exhibitor name, stand number and All Energy 2022 and each **piece has the appropriate EFI label.**

EFI can send you a label template on request. Opening hours Monday to Friday 9am to 5pm

Exhibitors delivering materials direct to the venue must do so as per the Organizer's official move in and move out schedule. **Any goods arriving before the official build-up period will not be accepted.** At the close of the show any goods unclaimed will be removed at your expense.

ON SITE MATERIAL HANDLING – HEAVY & OVERSIZED EXHIBITS

EFI Logistics is the sole appointed on site lifting and material handling company for this event. Unloading, delivery to stand and positioning of exhibits **must** be booked through EFI.

If you have a **single exhibit/ piece** exceeding any of the following specifications, please advise EFI as soon as possible and **before Friday 19th April 2022** to ensure access to your area/ timely move-in and that the correct material handling equipment is available. Whilst we will try to accommodate requests received after this date, we are unable to guarantee equipment/access will be 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 6am to 8am Monday 9th May 2022. Please contact EFI to arrange in advance.

PACKING AND CASE MARKING

All packaging should be suitable for transport and repeated handling including repacking. EFI recommend bolted, returnable cases for this purpose; nailed / screwed lids are not suitable as these tend to suffer on opening and can become loose during transportation. Any damage claims will be declined should the packing be deemed not adequate for the exhibits.

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 make sure that **each package** is clearly marked/ labeled as follows (a label format is included with these instructions for your convenience):

Exhibitor Name:
Stand Number:
All Energy 2022
No. of pieces:

DIRECT LINK SHOW TO SHOW SERVICE

EFI provide Direct Link services to All Energy 2022 to and from several related events. Book your shipment with EFI to the first in your event series, tell us which events you intend to display your materials at, and we will take care of everything else, from door to stand and on to each event until returned/ shipped to destination.

HAZARDOUS /RESTRICTED ITEMS

The shipper is responsible for providing EFI with any relevant hazardous goods declaration forms or copies of export / import license documents for dangerous or restricted articles. 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.

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.

INTERNATIONAL SHIPMENTS

This now includes ALL goods arriving from the European Union (EU)

EFI will help you with your international shipments. We will collect the shipment from any location worldwide through our experienced Service Partner Network. For further details, please contact the EFI Customer Services Team.

We strongly recommend that you book your shipment into the EFI system. This will save time, expense, and provide you with a quality service. When you arrive at the show, EFI will be on site and available to assist you.

International shipments for All Energy 2022 must be consigned as follows:

Consignee	EFI LOGISTICS Unit 6 Upper Stalls, Iford Estate Iford, East Sussex, BN7 3EJ UK Tel. + 44 (0) 1444 871314
For/Notify	All Energy 2022 Exhibitor Name: _____ Stand Number: _____

UK CUSTOMS

EFI operate a **Temporary Import Bond (TIB)** for this event. This allows the temporary admission of exhibit materials for display purposes, without payment of duty or import tax. To ensure that this bond is protected, all shipments entered under this bond will be exported by EFI. We cannot hand over shipments under bond to a third-party forwarder. UK Customs require that all International Importers complete a Customs Statement on their letterhead, originally signed and dated. For goods by sea or air the BL or AWB number is needed. EFI can send you the format for this letter upon request.

For **Permanent import to the UK**, the exhibitor **will require an EORI Number or UK VAT Number**, this is required to customs clear your goods. An EORI Number can be applied for from UK Customs, only the exhibitor, shipper, owner of the goods can apply to customs for this number. As a forwarder /agent EFI are not allowed to apply on behalf of the exhibitor. Please allow extra time to obtain this number, this can take 2-3 working days to be processed.

Information on how to apply for an EORI number and the link to the relevant forms can be found at <https://www.gov.uk/eori>

Please remember that H M Revenue and Customs have the right to inspect your shipment at any time and may also re-assess the value of your shipment if they feel it is below market value.

SEND YOUR PRE-ALERT TO EFI

Please ensure details of your shipment (i.e., ship name, arrival date, port of arrival, flight, airway-bill or bill of lading) are faxed directly to Susan Barton **before** your goods arrive in the UK. Email susan.barton@efilogistics.com

RETURN SHIPMENTS

During the show, you will be invited to instruct our onsite personnel regarding movement of your goods following the show. However, if you know beforehand how your goods will return or if they are to be forwarded to another event, then it would be appreciated if you could complete and return the Return Shipping Form to our customer service team.

DOCUMENTATION

Commercial Invoice / Packing List

We will require a combined invoice /packing list for customs clearance of international shipments. For a simple format please contact us and we will e-mail you. While filling in the Combined Commercial Invoice and Packing List, please take note of the following requirements.

- a. All entries must be in English, invoices must have an invoice number.
- b. A full description of the item must be given. Brand name, model number, serial number and country of origin must be given for machines, computers, and hi-tech equipment.
- c. Customs harmonized tariff code must be indicated against each item.
- d. 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.

A **separate invoice** form is required for each category of materials:

1. Goods to return to origin after the show.
2. Goods that remain in the UK (this includes giveaway items, brochures etc.)

Importers Statement

For temporary import to the UK, we will also require an 'Importers Statement' on your letterhead, duly signed and stamped. EFI will send you a copy of this document.

COURIER SHIPMENTS

Please note Courier shipments will be charged as per the tariff rate unless classed as a 'small package' (see next page, 6).

We do not recommend shipping exhibit material to an international trade show via couriers. Experience shows that courier companies struggle with the customs requirements and delivery demands at exhibitions. Most courier companies are unable to clear goods on a temporary basis, we receive many calls from companies who have shipments landed in the UK but cannot clear the consignments. **As per above details regarding EORI /VAT Number, same ruling applies to international courier shipments, shipper MUST have valid number.**

If you do use couriers for one way /permanent imported small shipments, we recommend you contact EFI and ship via the advance receiving warehouse. The venue will not accept any courier shipments out of tenancy. Shipments sent via EFI must be booked in advance.

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. Priority cases will be returned first, standard service to start once the priority service is completed.

Once cases are removed to general storage, they cannot be accessed so please make sure your cases are completely empty before you tag them for removal. EFI offer an **accessible storage** option for items that need to be accessed during the show days (such as tools). Empty packing materials found stowed on or around the show site will be either destroyed or removed and stored by EFI at the cost of the exhibitor. Storage of empty packing on the show floor is strictly forbidden.

SMALL PACKAGE SERVICE

Small Package shipments (no individual piece over 20 kgs, maximum dimensions 40x40x40cms, maximum total weight 45 kgs) delivered direct to site **during tenancy Monday 9th and Tuesday 10th May ONLY** will be received and delivered to stand for a nominal charge providing a pre-advise is sent to EFI prior to arrival.

Charges per kilo or volumetric equivalent (1m³ = 167kgs)
0 – 25kgs GBP 25.00
26 – 45kgs GBP 35.00

For weights above this or where no pre-advise is received the general tariff will apply. Un-booked shipments received on-site will be subject to 50% surcharge.

Please see below small package classification.

Please remember that the SEC will NOT receive shipments in advance of tenancy, if you are not utilizing EFI's door to door service then we recommend that you ship via the advance receiving warehouse. This avoids any congestion and waiting time when delivering directly and you will receive confirmation once your goods have been received.



- *Maximum individual package weight: 20kgs
- *Maximum individual dimensions 40x40x40cms
- *Total Maximum Shipment 45kgs

***Please note this service is for inbound one-way shipments, i.e. brochures /giveaways etc. The service will not be operative after the exhibition has ended.**

PAYMENT TERMS

Invoices are payable on receipt /at date of issue. If you do not have a current account open with EFI please complete the credit card section on the order form. You can choose to pay by bank transfer, but we do require this information as a guarantee.

TERMS AND CONDITIONS

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. The terms in full can be downloaded from our website at <http://www.efilogistics.com>

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 look forward to working with you in Glasgow and wish you a successful event.