THE LONDON BUSINESS SHOW
GOING GLOBAL
SHIPPING INSTRUCTIONS
BOOK NOW
efi Logistics
OFFICIAL FREIGHT FORWARDER

INTRODUCTION

EFI Logistics the Official Freight Forwarder and On-Site Handling Contractor for THE BUSINESS SHOW London + Going Global Live.

We provide complete door to stand service from anywhere in the world.

EFI Logistics are the ONLY Company permitted to operate mechanical handling equipment at this event.

Contact us early so we can offer advice and provide cost-effective planning for your company. Make sure you read these instructions and please pass them on to your stand contractor (if you have appointed one) and any suppliers or partners who may need our services.

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- Arrival Deadlines, Order Form, Heavy Lift and Breakdown
- Advance Receiving and Direct Deliveries
- International Shipments and Customs
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DEADLINES

All shipments for **The Business Show/ Going Global Live** should arrive at the appropriate UK Port, Airport, or directly into our advanced receiving warehouse **no later** than the dates shown:

Sea freight shipments to UK Port/ Terminal	27 October
Airfreight shipments to London (LHR)	2 November
Road freight shipments (to arrival UK port/ terminal)	2 November
Road freight shipments to advanced warehouse between	2-5 November
Collection from warehouse after show between	16-19 November
Courier **shipments** from outside the UK to arrive	2 November
Courier shipments from UK to advanced warehouse	2-5 November

*Please contact us if you are having trouble meeting our published deadlines.
We will make all efforts to expedite 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 late 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 19TH October 2026**

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!

Click here to book now

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. This includes any self-propelled/ driven vehicles, as these need to be staged during build-up and breakdown.

Please contact EFI in advance to arrange this

ADVANCED WAREHOUSE

To avoid congestion and delays at the venue we recommend this cost-effective, sustainable service. Reduce transport costs and make sure your materials are on site, on time.

EFI arrange collection from your premises. You can also deliver to the Advance Receiving warehouse using your own, regular carrier.

- Use of regular/ scheduled carrier: sustainable & cost-effective
- No waiting time delivering to the venue
- No out of hours surcharge on collecting from the venue.
- Pack up and walk away at the close of the show
- Free storage window before and after the event.
- Your shipment will be on your stand when you arrive
- Confirmation your shipment has arrived in advance.

Delivery/ inbound window:	2-5 November
Collection/ outbound window:	16 -19 November

DELIVERY ADDRESS
Shipment accepted Monday to Friday, 1000 -1600 hours

THE BUSINESS SHOW/ GOING GLOBAL LIVE 2026
c/o EFI/ Eezehaul Logistics
Unit 3, The Drive, Crawley, West Sussex UK RH10 9AN
Contact: Michael Merson Tel: 01444 871314

ALL ITEMS BE LABELLED WITH THE OFFICIAL SHOW LABEL
EFI supply you with pre-printed shipping labels when you book services with us. **Unidentified packages will be refused.**

DIRECT TO SHOW SITE

For full loads, unpacked 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 EXCEL; 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 on-site handling must be booked by the deadline **Monday 19TH OCTOBER**
Late order surcharges are applicable after this date

DELIVERY ADDRESS

THE BUSINESS SHOW/ GOING GLOBAL LIVE 2026
c/o EFI Logistics
Exhibitor name: _____ Stand Number: _____
Excel Exhibition Centre E16 1XL

Drivers must report to the EFI Check-in Desk on arrival at the unloading area

If your shipment is small, one or two pallets, a courier shipment or less than a full truck load, it may be cost effective to ship to the advanced warehouse. If your shipment needs customs clearance, we strongly advise you do not try to ship direct to Excel.

Please note the break-down for this event is the evening the event closes, Thursday 12 November ONLY. All goods MUST be removed from site by 2100 hours.

Contact our team at ops@efilogistics.com for advice and assistance

INTERNATIONAL SHIPMENTS

EFI's network takes care of your international shipments

We collect your packed goods from any location worldwide through our experienced Service Partner Network. For further details, contact the EFI Customer Services Team.

Book your shipment into the EFI system for the best in service.
This will save time, expense and provide you with peace of mind. When you arrive at the show, the EFI team will be on site to help you.

Our team will be there at the close of the show to provide outbound labels, complete paperwork and send your shipment on its way.

International shipments for The Business Show/ Going Global Live 2026 must be consigned as follows:

Consignee EFI LOGISTICS
6 Upperstalls, Iford Estate
Iford, East Sussex BN7 3EJ

Tel.+44(0)1444871314

E-mail: ops@efilogistics.com

For/Notify **THE BUSINESS SHOW/ GOING GLOBAL LIVE 2026**
Exhibitor Name: _____ Stand Number: _____

Note: **this is not the delivery address**

Please ensure details of your shipment (i.e. ship name, arrival date, port of arrival, flight, airway-bill or bill of lading) are sent to our team **before** your goods arrive in the UK. E-mail ops@efilogistics.com

HMRC - UK Customs

EFI operate a Temporary Import Bond (TIB) for this event. This allows the temporary admission of exhibit materials for display purposes, avoiding payment of duty or import tax/ VAT. To ensure that this bond is protected, and all shipments are correctly re- exported all shipments entered under this bond will be exported by EFI. We cannot hand over shipments under our bond to a third-party forwarder.

HMRC require that all importers/ exhibitors complete a Customs Statement on your letterhead and originally signed and dated format available from EFI. For goods by sea or air the BL or AWB number is needed.

EORI Number

Exhibitors shipping from outside the UK **require an EORI Number** in order to customs clear goods. Please allow extra time to obtain this number, this can take up to 5 working days to process.

This now also applies for goods originating in the European Union (EU).

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

EFI can also be shown as importer and where an overseas company cannot obtain or have a EORI number, EFI will use our own. Details of this are available upon application and procedures required. Additional charges apply. Please remember that HMRC 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. Customs officers may also be present at the show site.

CUSTOMS INVOICE

UK Customs require a combined commercial invoice and packing list for clearance of international shipments.

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

For an electronic copy of the form contact EFI

Please take note of the following requirements:

- All entries must be in English
- Shipper's address and EORI Number must be entered
- Exhibitor and stand number shown
- Quantity, weight and size of items to be indicated
- 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"

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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) L x W x H	CBM	Temp Import	Give Away	Origin	Value per Item (EUR)	Total Value)
						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.

All items for storage must be tagged with EFI empty case labels, available from our team on site. 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'. Priority cases are returned first; standard service starts once the priority service is completed. Please ensure you label your material carefully; we are unable to upgrade our service once cases are in store.

Empty packing materials cannot be stored on or around the stands. Any material found in these areas may be destroyed or removed by EFI at the cost of the exhibitor. Storage on the show floor is strictly forbidden.

***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**.**

RESTRICTED GOODS

The shipper is responsible for providing relevant hazardous goods declaration forms or copies of export /import licenses if applicable. We cannot complete these forms on your behalf. Failure to declare such goods may result in penalties/ delays, charges for the account of the shipper. Hazardous/ restricted goods must be packed according to IATA /carrier regulations. Lithium batteries are restricted on aircraft; these restrictions currently vary by airline.

INSURANCE

We recommend that you have your goods fully insured against loss or damage for transit and the duration of the show. Goods shipped with EFI are under our BIFA 2025 Terms and Conditions, that are limited and may not provide the full cover you expect. **We recommend that you insure your goods fully or extend any cover you may currently have to include transit and duration of the event.**

COURIER SHIPMENTS

We do not recommend the use of couriers for shipping international trade show material. Courier companies cannot arrange temporary import. Courier shipments will be imported on a permanent basis and subject to duties and taxes. **If you have a small shipment from within the UK, then please use the advance warehouse.**

Do not send courier shipments directly to the show. Excel is a large venue; goods can easily be misplaced. Contact EFI for advice before you ship any goods by courier.
Order your courier shipping labels from EFI in advance: this will help us deliver

Small shipments up to and including pop-up stands or individual cartons
Shipments should arrive Mon-Fri 10:00 – 17:00

Send courier shipments to our Courier Reception Point

THE BUSINESS SHOW/ GOING GLOBAL LIVE COURIER CENTRE
6 Upper Stalls, Iford Estate, Iford, East Sussex BN7 3EJ

Tel. + 44 (0) 1444 871314

For/Notify Exhibitor Name: _____ Stand Number: _____

PAYMENT

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, you can 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, orders received late or on-site carry a 50% late booking surcharge.

TERMS

EFI Logistics does not accept responsibility for items left unattended on your stand or

- Exhibits prohibited by the organizer or 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 2025 standard trading conditions. These conditions have clauses that may limit or exclude our liability. Click here for a copy