



SHIPPING INSTRUCTIONS

INTRODUCTION

EFI Logistics are appointed as Official Freight Forwarder and On-Site Handling Contractor for Star Wars Celebration 2023. We can offer a complete door to stand service from anywhere in the world. 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.

CONTENTS

- [Arrival Deadlines, Order Form, Heavy Lift](#)
- [Advance Receiving and Direct Deliveries](#)
- [International Shipments and Customs](#)
- [Invoice /Packing List Sample](#)
- [Courier Shipments & Additional Information](#)



ARRIVAL DEADLINES

All shipments for Star Wars Celebration 2023 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/ Terminal	20 th March 2023
Airfreight shipments to London (LHR)	28 th March 2023
Road freight shipments (to arrival UK port/ terminal)	27 th March 2023
Road freight shipments (to advanced warehouse)	31 st March 2023
Courier shipments from outside the UK to arrive	24 th March 2023
Courier shipments from UK to advanced warehouse	31 st March 2023

*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. Additional costs may apply to cover special transport/ out of hours work ect.

HEAVY/ OVERSIZED EXHIBITS

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

Gross weight: 1000 kilos Dims: 200cms (L) x 150cms (W) x 150cms (H)

If any of your exhibits require special handling please contact our team at the earliest time.

Large/ heavy exhibits need to be carefully scheduled to ensure they can be placed correctly before general construction starts in the halls.

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 6th March 2023**.

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

ADVANCED RECEIVING WAREHOUSE

General deliveries should be sent to the **Star Wars Celebration 23 Advanced Receiving Warehouse**.

If you need to deliver direct to show site, please see the next section.

Shipping to the SWC23 Advanced Warehouse delivers the following benefits

- Use your regular, scheduled carrier (EFI can arrange transport to avoid Customs issues)
- No congestion/ waiting time
- Free storage for certain arrival dates before move-in and after show
- Move-in to the venue on first day of tenancy
- No overtime charges
- 'Pack Up and Walk Away' service at close of show

Delivery from 24th March – 31st March 2023

Collection after the show from 13th April – 17th April 2023

SWC23 ADVANCED RECEIVING WAREHOUSE

c/o EFI/ Eezehaul Logistics

Unit 3, The Drive

Crawley, West Sussex UK RH10 9AN

Contact: Michael Merson Tel: 01444 871314

Shipments accepted Mon-Fri 10:00 – 16:00

Please send your shipment with a delivery note.

ALL PACKAGES MUST BE LABELLED WITH THE OFFICIAL SHOW LABEL

clearly showing exhibitor name, stand number and STAR WARS 2023.

EFI supply you with pre-printed shipping labels when you book services with us. Un-tagged/ unidentified packages will be refused

DELIVERY 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 6th March 2023**

Late order surcharges are applicable after this date

DELIVERY ADDRESS

Star Wars Celebration 2023

c/o EFI Logistics

Exhibitor name: _____ Stand Number: _____

Excel Exhibition Centre

E16 1XL

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.

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

INTERNATIONAL SHIPMENTS

EFI will help you with your international shipment. 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 Star Wars Celebration 23 must be consigned as follows:

Consignee EFI LOGISTICS
6 Upper Stalls, Iford Estate
Iford, East Sussex BN7 3EJ
Tel. + 44 (0) 1444 871314
E-mail: ops@efilogistics.com

For/Notify Star Wars Celebration 23
Exhibitor Name: _____ Stand Number: _____

Please note: **this is not the delivery address**

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.

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 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 that 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:

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	W	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

Authorized Signature: _____

Name: _____

Date: _____

Event Name Event Dates Venue, City

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.

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.

COURIER SHIPMENTS

Courier companies cannot complete temporary customs clearance in the UK.

We receive calls from companies who have shipments landed in the UK but cannot clear the consignments. Your carrier may offer to perform clearance, but you will most likely be charged import duties and taxes. Contact our team for clear, correct advice on how to ship via courier. EFI cannot do temporary Imports on courier shipments, VAT and Duty would have to be paid **Do not attempt to ship exhibit material to directly to the venue via courier.**

Small shipments up to and including pop-up stands or individual cartons

Shipments should arrive Mon-Fri 10:00 – 17:00 24th March – 31st March 2023

SWC 23 COURIER RECEPTION POINT

6 Upper Stalls, Iford Estate

Iford, East Sussex BN7 3EJ

Tel. + 44 (0) 1444 871314

For/Notify Exhibitor Name: _____ Stand Number: _____

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, 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 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](#)