



Southampton **UK** • 12–14 October

Shipping Instructions

Ocean Business 2021, NOC Southampton

EFI Customer Service Team

E-mail: OB21@efilogistics.com

Tel: +44 (0)1444 871314



Official Logistics Partner

www.efilogistics.com

Shipping Instructions

Ocean Business 2021, NOC Southampton

Introduction

The organisers have appointed EFI Logistics as official freight forwarder, customs agent and on-site materials handling company for Ocean Business 2021. We are here to help you move materials into and out of the show. Please read these instructions carefully. If you have any questions at any time let us know and we will do our best to help you.

Contents include:

UK and the EU: changes after BREXIT

DELIVERIES: shipping to the OB21 advanced warehouse

CUSTOMS: getting ready for international shipping and customs

Order Services In Advance

Please book services in advance. There are additional charges for late or on-site orders. Please use the service order form provided. This should be completed and returned to EFI not later than **Monday 20th September 2021.**

Arrival Deadlines

All shipments for OB21 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	27 th September 2021
Airfreight shipments to London (LHR)	27 th September 2021
Road freight shipments (to arrival UK port/ terminal)	4 th October 2021
Road freight shipments (to advanced warehouse)	8 th October 2021 (11:00)
Courier shipments from outside the UK to arrive	4 th October 2021
Courier shipments from UK to advanced warehouse	8 th October 2021 (12:00)

Dates will be assessed and revised subject to changing conditions

Arrival after these dates may incur additional costs. Whilst every effort is made to ensure the timely arrival of materials to the show site, EFI do not guarantee delivery in the event of shipments arriving after these deadlines.

Please note all shipments must be sent FREIGHT PRE-PAID.

UK/ EU Customs Requirements

In January 2021 the United Kingdom left the European Union and the EU customs union.

**Any goods arriving for OB21 from outside the UK will need customs clearance.
All international shipments must be directed to the OB21 Advanced warehouse.**

EFI Logistics is a registered, approved HMRC Broker.

This means we can effect customs clearance electronically directly in the HMRC system.

We provide advice, instructions and a full service to customers.

Please note if you are shipping via courier from outside the UK
(again, this **must** be shipped to the OB21 Advanced Warehouse – details below)

See the section on Customs Formalities for more detailed information

For more immediate one-to-one help send a request to OB21@efilogistics.com

Self-Drive from the EU to OB21

If you are driving across to the show (car, van, small truck) carting commercial samples, display equipment or any goods for business use, you will need customs documents.

You will need to employ a customs broker to make export and import entries.

Please do not attempt to travel without planning this in advance.

We can help you with this and offer advice to all exhibitors wishing to move materials this way.

The organisers strongly recommend that you ship in advance to the OB21 warehouse.

The advantages are many and the costs carefully controlled and made clear before you book.

See next page for full details

Your Door To Stand Service

Our team operates daily collection and transport services from and to all EU countries

Our range of services includes

- Pre-shipping advice and assistance with paperwork
- Pick up from your EU facility
- Transport through to your stand at OB21
- All required customs processing
- Full on site support at the show from our OB21 team
- Full return/ onward shipping service after the show

This is the easiest/ best way to ship to and from Ocean Business 2021!

Talk to our tea, at OB21@efilogistics.com to find out more

Advanced Receiving Warehouse

General deliveries should be sent to the **OB21 Advanced Receiving Warehouse**.
If you need to deliver direct to show site, please see the next section.

Shipping to the OB21 Advanced Warehouse delivers the following benefits

- Use your regular, scheduled carrier (EFI can also arrange transport)
- No congestion/ waiting time
- Free storage up to two weeks before move-in
- Move-in to the venue on first day of tenancy
- No overtime charges
- 'Pack Up and Walk Away' service at close of show

Delivery address (shipments accepted Mon-Fri 09:00 – 17:00 27 Sept – 8 Oct 2021(noon))

OB21 ADVANCED RECEIVING WAREHOUSE

c/o EFI/ Howell Transport
Unit 2 Crompton Fields, Crompton Way
Manor Royal Zone: Red 4
Crawley, West Sussex RH10 9QB

Contact: Colin Huckle Tel: 01444 871314

Please send your shipment with a delivery note clearly showing exhibitor name, stand number and OCEAN BUSINESS 2021. EFI supply pre-printed shipping labels upon request.

Courier Shipment Reception Point

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

Shipments should arrive Mon-Fri 09:00 – 17:00 27 Sept – 8 Oct 2021(noon)

Send courier shipments to our OB21 Courier Reception Point

OB21 COURIER RECEPTION POINT

6 Upperstalls, Iford Estate
Iford, East Sussex BN7 3EJ

Tel. + 44 (0) 1444 871314

For/Notify Exhibitor Name: _____ Stand Number: _____

Send a pre-alert with carrier and tracking details to OB21@efilogistics.com

Please note: 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.

Do not attempt to ship exhibit material to directly to the venue via courier.

Direct your shipment as shown above.

Delivery Direct to Show Site – Pre-Booked Only

The organisers request that all general cargo – pallets, crates, less than full loads – be delivered using the OB21 Advanced Warehouse (see section above).

Under 2021 COVID Protocols space on site is strictly limited and access to the halls restricted for third parties/ non-essential personnel. Drivers/ third party delivery agencies will not be permitted to enter the halls.

For full loads, unpacked stand materials or large/ heavy exhibits you can arrange delivery direct to the venue in accordance with the official move-in schedule. There is a traffic control system in place at the NOC; your driver must report to NOC traffic on arrival and follow directions of the traffic team at all times. Unloading will be under the supervision of our on-site team.

There is no parking at the venue any time; all vehicles must be unloaded immediately and removed from site without delay. This will be enforced by NOC Traffic personnel.

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 and arrival protocols will be provided by EFI on confirmation of booking.

Vehicles arriving direct to show site without prior booking will be turned away.

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 arriving from outside the UK 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:

Exhibitor Name:
Stand Number:
OCEAN BUSINESS 2021
No. of pieces:

EFI supply pre-printed shipping labels upon request.

On Site Material Handling

EFI Logistics is the sole appointed on site lifting and material handing 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 ensure access to your area/ timely move-in and that the correct material handling equipment is available.

Gross weight: 300 kilos Dims: 200cms (L) x 150cms (W) x 150cms (H)

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. Start of operations is determined by the safety officer. Priority cases will be returned first, standard service to start once the priority service is completed.

Once cases are removed 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 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.

International Shipments Goods from Outside The United Kingdom

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

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 OCEAN BUSINESS 21 must be consigned as follows:

Consignee EFI LOGISTICS
 6 Upperstalls, Iford Estate
 Iford, East Sussex BN7 3EJ
 Tel. + 44 (0) 1444 871314

For/Notify OCEAN BUSINESS 21
 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 the attached Customs Statement on your letterhead and originally signed and dated. 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>

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.

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 sent to our team **before** your goods arrive in the UK. E-mail OB21@efilogistics.com

Documentation

Commercial Invoice / Packing List

For exhibitors outside the UK a full **commercial invoice & packing list** is required.

EFI need four (4) copies, each originally signed by an officer of your company. This should be completed on your company headed paper, addressed to your company, at your stand, at Ocean Business 2021, showing place and Country of origin. The document must show a detailed list of items included in your shipment, with a value in pounds sterling against each item, and a total shipment value shown. A sample invoice is available from EFI on request.

Please note the following details required:

- For stand fitting goods it must be indicated what material items are made of.
- For electrical items or computer equipment the make, model and serial number must be indicated.
- The quantity of each item must be listed incl. brochures and giveaway items.
- A value in GBP pounds sterling must be indicated against each item, and a total shipment value shown.
- The clause "No commercial value" cannot be used.

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.)

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.

Return Shipments

Throughout the show you can 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, you can notify our customer service team at any time.

Terms and Conditions

All business of whatsoever nature shall solely be conducted in accordance with **BIFA 2017** 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>

Overseas Agents

EFI work with service partners/ agents in over 60 worldwide locations to provide regional support for exhibitors. Contact our ops team for details of your closest EFI Service Partner.

If you have any questions at any time regarding shipping to Ocean Business 21 please contact our OB21 team.

We will be pleased to help you.