



# SHIPPING INSTRUCTIONS



**OFFICIAL FREIGHT FORWARDER**



## INTRODUCTION

EFI Logistics are appointed as Official Freight Forwarder and On-Site Handling Contractor for TOC Americas 2024. We can offer a complete door to stand service from anywhere in the world.

Our **advanced receiving service** offers a consolidated service with a generous receiving window, avoiding additional journeys, long delays at show site and cut carbon emissions.

We recommend you take advantage of this service, and we look forward to offering our support.

**EFI Logistics are the ONLY Company permitted to undertake material handling 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.

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## EFI LOGISTICS

Tel: + 44 1444 871314

Email: [ops@efilogistics.com](mailto:ops@efilogistics.com)

web: [www.efilogistics.com](http://www.efilogistics.com)



## Main Service Contacts

Ashley Head  
Operations Team

[Ashley.head@efilogistics.com](mailto:Ashley.head@efilogistics.com)  
[ops@efilogistics.com](mailto:ops@efilogistics.com)

- International Freight, Customs & Onsite Handling  
- General Enquiries

## Please take the time to read these instructions carefully.

Our team is here to assist with your planning and welcome your call or e-mail at any time.

We can offer rates on all services and discuss the best option for your needs.

**Remember: the easiest way to ship to/ from TOC Americas is to book with EFI.**

**We look forward to working with you in Panama 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](http://www.efilogistics.com)

Published by EFI Logistics.

## ARRIVAL DEADLINES

All shipments for TOC Americas 2024 should arrive in Panama City or directly into our advanced receiving warehouse **no later** than the dates shown below:

<b>OCEAN</b> freight shipments to Panama Port	<b>LCL 10 September</b>
	<b>FCL 15 September</b>
<b>AIR</b> freight shipments to PANAMA Airport	<b>18 September</b>
<b>Panama Warehouse</b> customs cleared	<b>26 September</b>
<b>Document deadline</b> to be with us or our agents	<b>24 hours before goods arrive in Panama</b>

\*Please contact us if you are having trouble meeting our published deadlines.

For AIRFREIGHT shipments, all ORIGINAL documents must be attached to the AWB.

We will make all efforts to expediate 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 these shipments.

### **ORDER SERVICES** Exhibitors must book services in advance.

There are additional charges (see tariff) for late or on-site orders.  
Please order services in advance of the deadline **Monday 9<sup>th</sup> September 2024**

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](#)

## SIZE/ WEIGHT RESTRICTIONS

The exhibit hall is accessed via a freight elevator. There is no forklift operating in the exhibit hall

**Individual pieces should not exceed**

**Gross weight: 500 kilos OR**

**Dimensions: 200cms (L) x 180cms (W) x 180cms (H)**

## EXHIBITION TIMETABLE

**Official move-in: 29 September**

**Exhibitor move-in: 30 September**

**Event Days: 1-3 October**

**Exhibitor Dismantle: 3 October (15:30 – 20:00)**

**Load out: 4 October (08:00 – 12:00)**



## TOC AMERICAS ADVANCED WAREHOUSE

All shipments less than a full truck load should be delivered to the TOC advanced warehouse. EFI can arrange collection from your premises, or you may deliver to the TOC Warehouse via your own carrier.

This service includes all transfers to and from your stand at TOC. There is no waiting time and no congestion.

### TOC WAREHOUSE DELIVERY ADDRESS

#### ONTIME LOGISTICS S.E.P.

Event: Toc Americas 2024

Warehouse: Onboard Logistics, Panamerica  
Corporate Center, building 9090, unit 6,  
Panama Pacifico.

Phone: +507 69848822 / +507 835-5780

Exhibitor's name: .....

Booth Number: .....

Send a full **PRE-ALERT** with copy documents and tracking number to [gerencia@ontimelogisticssep.com](mailto:gerencia@ontimelogisticssep.com) cc [gerencia2@ontimelogisticssep.com](mailto:gerencia2@ontimelogisticssep.com) **AT LEAST 24 hours** prior to arrival. Unknown cargo will be refused.

#### Your delivery must be booked in and labelled appropriately.

EFI can supply you with a label by e-mail. Contact [ops@efilogistics.com](mailto:ops@efilogistics.com)

Shipments must be booked in advance by submitting the [Freight Order Form](#). EFI will send you confirmation of booking with your TOC Americas shipping labels.

## DELIVERY DIRECT TO SHOW SITE

**This event has a targeted move-in. Delivery direct to the venue is by pre-booked arrangement and is for full truck loads only.**

All other shipments must go to the **TOC Americas Advanced Warehouse**.

All direct deliveries to the venue need a vehicle booking/ slot time/ vehicle pass. Traffic marshals will control access to the unloading area according to time slots.

Do not deliver before your slot time, your shipment will be refused.

All on-site handling must be booked by the deadline **Monday 9<sup>th</sup> September**  
Late order surcharges are applicable after this date

Access to the exhibit hall is via a freight elevator.

Use of the elevator is strictly controlled.

Please note the floor loadings, weight limits and size restrictions:

**Individual pieces should not exceed**

**Gross weight: 500 kilos OR**

**Dimensions: 200cms (L) x 180cms (W) x 180cms (H)**

There is no forklift truck on the show floor.

All material handling will be conducted by EFI Logistics.

Services must be booked in advance using our order form.

**Other details to note for direct deliveries /collections.**

- The use of electrical pallet trucks, Moffett's and Hiab trucks are strictly **NOT ALLOWED**
- **BREAK-DOWN** - any goods unclaimed by will be removed from show site and shipped back to origin /destination by EFI at the exhibitors' expense.

## INTERNATIONAL SHIPMENTS

We strongly recommend that you book your shipment with EFI, This will save time, expense, and provide you with a quality service. Our team will be on site to assist you.

International shipments must be consigned as follows:

Consignee:

**ONTIME LOGISTICS S.E.P.**

**Panama Convention Center, Toc Americas 2024.**

**Panama City**

**Phone: +507 69848822 / +507 835-5780**

**Exhibitor's name: .....**

**Booth Number: .....**

Notify:

**ONTIME LOGISTICS S.E.P.**

**Panama Convention Center, Toc Americas 2024.**

**Panama City**

**Phone: +507 69848822/ +507 835-5780**

**Exhibitor's name: .....**

**Booth Number: .....**

Notes/ clauses for AWB/ Bills of Lading:

**GOODS TO BE EXHIBITED AT "TOC AMERICAS 2024 "**  
**AT "PANAMA CONVENTION CENTER," 1 - 3 OCTOBER 2024".**

Freight must always be 'PRE-PAID'

\*Full pre-alert incl. copy documentation must be sent to [ops@efilogistics.com](mailto:ops@efilogistics.com) in advance

## CUSTOMS

EFI/ ONTIME operate a Special Temporary Import Bond (TIB) for this event.

To ensure that this bond is protected all shipments entered under bond will be exported by EFI. We cannot hand over shipments under our bond to a third-party forwarder. **If your shipment requires urgent export after the event**, please advise us before the show so we can plan in good time.

We require a combined commercial invoice and packing list for customs clearance of international shipments. Please see next page for details and sample form.

## PACKING AND CASE MARKING

**All packaging should be suitable for transport and repeated handling.** EFI recommend bolted, returnable cases for this purpose; nailed /screwed lids are not suitable as they suffer on opening and can become loose for transit. Any damage claims will be declined should packing be deemed not adequate.

Wood Packaging Materials 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.

## USE OFFICIAL TOC AMERICAS SHIPPING LABELS

These are available from our team at [ops@efilogistics.com](mailto:ops@efilogistics.com) at any time. Shipments not correctly labelled can be misdirected or delayed.

## COMMERCIAL INVOICE /PACKING LIST

We require a combined commercial invoice and packing list for customs clearance of international shipments.

### YOU MUST COMPLETE SEPARATE INVOICES FOR

- **TEMPORARY** goods that will re-export after TOC
- **FINAL** goods that will remain in Panama



Documents must be completed and e-mailed to EFI for checking at least 3 days prior to shipment.

For an electronic copy of the form [click here](#)

### Notes for completing the CIPL:

- All entries must be in English language
- Shipper's address and TAX I.D. Number must entered
- Exhibitor and stand number shown
- Quantity, weight, dimensions packages/cases. If palletised, overall size /weight (not individual boxes).
- A full description of the items must be given. Brand name, model number, serial number for machines, computer and hi-tech equipment.
- 10 Digit Customs tariff code must against each item.
- Origin must be shown against each item
- All values declared/ indicated on the shipping documents must be reasonable . "No Commercial Value" is not acceptable
- Separate forms needed for temporary/ Permanent import
- Unit value and total value shown against each item
- If more than one page required, please indicated page 1 of 3, 2 of 3 etc.
- **NOTE: Beverages and foodstuffs are PROHIBITED**  
DO NOT SHIP these items to Panama.

Once approved the document can be printed, date, signed and returned in PDF format.

### PRO FORMA INVOICE / PACKING LIST

Name of event: TOC AMERICAS 2024  
 Dates: 01 - 03 October 2024  
 Location: Panama Convention Centre, Panama City

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INVOICE NUMBER: TA24/00240/

Shipper:		Consignee: Ontime Logistics S. EP. TAX ID: 155729271-2-2022. D.V. 26 PH. Credicorp Bank, floor 31th, office 3102 Panama City, Panama CTC: Nuredine Mondul +507 69848822			Exhibitor:			
Shipper TAX I.D.:					Stand No.:			
					ENTRY TYPE:			
					Total No. of Pkgs: cartons/crates			
					Total Gross Weight: kilograms			

CASE NO.	NO. PCS	Detailed Description of Contents (in English) including serial #, model #, FFC Approval	Customs HS Codes	Weight (Kgs)	Dims. (Meters) L X W X H			CBM	Temp. Import	Give Away	Origin	Value per Item (EUR)	Total Value (USD)

The shipper hereby certifies that the above referenced goods are of \_\_\_\_\_ origin.

Shipper authorizes agent to prepare any Import or 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. This invoice is true and correct to the best of my knowledge.  
 These goods are for use at the above mentioned event.

TOC Americas 2024  
 1-3 October  
 PANAMA CITY

TOTAL C.I.F. VALUE USD: 0  
  
 Authorized Signature: \_\_\_\_\_  
  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

Please request a fillable PDF version of this form from [ops@efilogistics.com](mailto:ops@efilogistics.com)

## 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.

## COURIER SHIPMENTS

We do not recommend the use of couriers for shipping international trade show material. Generally, courier companies are unable to arrange temporary import, therefore this could prove a costly exercise with the inclusion of duties and taxes. If you have a small FINAL GOODS shipment, please utilize the advance warehouse, do not send courier shipments directly to the show site.

The PCC is a large venue. Small shipments can be refused or lost. Please contact EFI before attempting to ship any goods by courier.

## 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.

## 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 Monday 20<sup>th</sup> May, 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 Panama Customs to be sold or displayed in fair site
- Any tax/duty for sold exhibits/ items remaining in Panama after TOC Americas

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](#)