

SHIPPING INSTRUCTIONS

SOLAR & STORAGE LIVE 2021 Birmingham 23-25 November

INTRODUCTION

EFI Logistics are appointed as Official Freight Forwarder and On-Site Handling Contractor for Solar & Storage Live 2021 by the Organizer, Terrapinn. Those exhibitors new to this event we welcome you and to those returning we look forward to assisting you again in Birmingham.

In conjunction with our regional partners, EFI provide total shipping, transport, customs and onsite material handling services to exhibitors and contractors moving goods to and from Birmingham, offering a complete door to stand service from anywhere in the world. We do recommend you take advantage of this service. We guarantee delivery to your stand for when you arrive.

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

In order to better assist you, please contact us early so we can discuss cost-effective solutions and clear logistical planning based on your needs. Please follow these instructions carefully and ensure these are passed to your stand contractor if you have appointed one.

Shipping exhibition goods requires careful preparation and planning.

We're here to help you, so please get in touch to discuss your shipping options.

EFI Solar & Storage Live Team:

Tel: + 44 1444 871314

Susan Barton susan.barton@efilogistics.com
Jake Head jake.head@efilogistics.com



BUILD UP AND BREAK DOWN SCHEDULE

Official Build Up times Monday 22nd November

Heavy Lift (EFI Forklift Only)	0600 – 0800 hours
Space Only	1000 – 2000 hours
Shell Scheme	1400 – 2000 hours

*Special early access may be granted during the Heavy Lift Window for larger space only stands. All early access deliveries between 0600 and 0800 hours will be unloaded by EFI Logistics. This is in the interest of Health and Safety, to ensure the early access is used to its full potential and does not impact general build at this critical time. All shipments must be crated or palletized for unloading by forklift. Please contact EFI to book this service.

Official Break Down times Thursday 25th November 1630 – 2000 hours

The exhibition hall must be cleared by 2000. For this reason, we strongly recommend that exhibitors utilize the EFI advanced warehouse for their return shipment, details on the following page.

This allows you to book a collection from our warehouse at a time and date that suits you rather than being limited to a small collection window on Thursday evening.

ORDER SERVICES

Please book services in advance. There are additional charges for late or on-site orders. Use the service order form provided with this document. This should be completed and returned to ops@efilogistics.com EFI not later than **Monday 1st November 2021**

ARRIVAL DEADLINES

All shipments for Solar & Storage Live 2021 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	Monday 8th November 2021
AIR freight shipments to London (LHR or LGW)	Sunday 14th November 2021
EFI Warehouse	Thursday 18th November 2021

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 late shipments arriving after these deadlines. Please note shipments must be sent FREIGHT PRE-PAID

DELIVERY: ADVANCED RECEIVING WAREHOUSE

EFI can arrange collection from your premises, offering a door to stand service. If you prefer to use your own carrier, we recommend shipping to the Advanced Receiving Warehouse.

The benefits include no congestion/ waiting time, free storage one week prior and after the show, move-in to the venue on first day of tenancy, no overtime charges and return service at close of show

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

SOLAR & STORAGE LIVE 2021
c/o EFI /Howell Transport
Unit 2 Crompton Fields. Crompton Way
Manor Royal Zone. Red 4
Crawley. West Sussex BN6 8SG
Contact: Susan Barton /Jake Head
Tel: + 44 (0) 1444 871314

Your delivery must be accompanied by a delivery note showing exhibitor name, stand number and Solar & Storage Live 2021. Each piece must have the appropriate EFI Label

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. Any goods arriving before the official build-up period will not be accepted.

There is a traffic control system in place at the NEC; your driver must report to the traffic office on arrival before being allowed to the Hall.

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. **Order deadline Monday 1st November 2021.**

Delivery address during the official build up times

Solar & Storage Live 2021
Exhibitor name: _____ Stand Number: _____
Hall 3A, National Exhibition Centre (NEC)
Birmingham B40 1NT

*** Important details for the Break-Down Schedule Thursday 25th November 2021**

For Full Loads, collecting directly from the NEC we ask that vehicles are checked into the lorry park by 6pm even if your goods are not ready to load. If your truck is not available and waiting, we will need to make provision to have your goods transferred from the hall. Shipments not collected within the break-down period will be removed from site by EFI at the expense of the exhibitor.

ON SITE MATERIAL HANDLING – HEAVY & OVERSIZED EXHIBITS

If you have a **single exhibit/ piece** exceeding any of the following specifications, please advise EFI as soon as possible and **before Monday 1st November 2021** 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. Please contact EFI to arrange in advance.

PACKING AND CASE MARKING

All packaging should be suitable for transport and repeated handling and 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 ensure that each package is clearly labelled with exhibitor name, stand number and Solar & Storage Live 2021, please e-mail EFI for a label format to print and attach to your shipment.

EMPTY CASE STORAGE

EFI will remove all empty packing materials from the halls prior to final cleaning. Please make sure 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 halls are cleared of visitors. We offer two types of 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 found in these restricted areas will be either destroyed or removed and stored by EFI at the cost of the exhibitor.

***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.

Storage of Empty Packing Material Away from the Hall

We are aware that some stand contractors store empty packing material and toolboxes on their trucks. At close of the show traffic management will be in place and only small cars and vans will be allowed into the unloading area first. Larger trucks will not be allowed down to the Hall until approximately 6pm. If your stand contractor is planning to store empty packing material on their truck; this is something to consider and may affect breaking down the stand in timely manner.

We therefore recommend that the storage of empty packing material is arranged with EFI.

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.

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

International shipments for Solar & Storage Live 2021 must be consigned as follows:

Consignee	EFI LOGISTICS Unit 6 Upper Stalls. Iford Estate Iford. Easy Sussex BN7 3EJ Tel. + 44 (0) 1444 871314
For/Notify	Solar & Storage Live 2021 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 all import both **Temporary and Permanent Import** the exhibitor **will require an EORI Number or UK VAT Number** 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.

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.)

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 e-mailed in advance to susan.barton@efilogistics.com

COURIER SHIPMENTS

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 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.

HAZARDOUS /RESTRICTED ITEMS

The shipper is responsible for providing EFI with any 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 regulations 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 2017 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. EFI can offer roundtrip insurance, we cannot offer insurance if you are arranging transport through your own forwarder /transport company, our insurers will not cover tail end insurance.

RETURN SHIPMENTS

Throughout the show you will be invited to instruct our onsite team 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 please send written instruction in advance.

You can arrange your return or onward shipment at any time before the close of the show. The easiest way to do this is by e-mail. Send your outbound instructions to susan.barton@efilogistics.com

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. All services must be ordered in advance using the Freight Order Form by Monday 1st November, late orders are subject to 25% late booking surcharge.

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>

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 Birmingham and wish you a successful event.