



# GES Logistics

**UK SHIPPING INSTRUCTIONS & TARIFF 2024**

Key Show Details	Arrival & Document Deadlines	Consignment Instructions	Labelling, Packaging & Restricted Goods
Documentation	Import Clearance & Insurance	International Handling Tariff	On-site Handling Tariff

### **KEY EVENT INFORMATION**

Global Experience Specialists is the **Official Logistics and on-site contractor** for this event and can assist you with all your logistics and freight requirements.

**Event Name:** AQE & WWEM 2024

**Venue:** NEC Birmingham  
Unit 13, Perimeter Road, NEC,  
Birmingham, B40 1PA

**Event Build Up Dates:** 7th - 8th October 2024

**Event Open Dates:** 9th - 10th October 2024

**Event Break Down Dates:** 10th - 11th October 2024

**Please ensure to check when you are permitted to gain access to your stand**

**GES Contact:** Corrina Carr  
**Telephone:** +44 (0) 121 782 4433  
**Email:** [CORCarr@ges.com](mailto:CORCarr@ges.com)

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**Cargo arrival into United Kingdom no later than:**

20% increase will be applicable for any shipments arriving outside of **booking deadline** as stated below:

<b>Airfreight:</b>	Birmingham (BHX)	5 working days prior to delivery to stand*
<b>Oceanfreight - LCL:</b>	Thamesport, Felixstowe, Southampton	10 working days prior to delivery to stand*
<b>Oceanfreight - FCL:</b>	Thamesport, Felixstowe, Southampton	7 working days prior to delivery to stand*
<b>Roadfreight via Advanced Warehouse:</b>		3 working days prior to build up commencing*

**BOOKING DEADLINE:** 4th September 2024

Please note **all** Roadfreight groupage shipments are required in the advanced warehouse 3 working days prior to build up. This is to avoid potential delays or failed deliveries pending customs clearance. We do not recommend delivering directly to showsite.

Advanced warehouse is open for receiving / collection 3 days prior to build up and must be cleared 3 days after break down finishes.

**Advanced Warehouse Address:**

If your shipment requires customs clearance, please ensure to contact [clearance@ges.com](mailto:clearance@ges.com) for our warehouse address details and booking in reference prior to shipping.

**ALL DOCUMENTATION TO BE RECEIVED BY GES LOGISTICS PRIOR TO SHIPPING FOR APPROVAL**

**\*Storage charges will be applicable for any shipments arriving in advance of our shipping deadlines.**

**Please note UK Bank Holidays are stated below, please allow for an additional 2 working days:**

Monday 1st January  
Friday 29th March  
Monday 1st April  
Monday 6th May  
Monday 27th May  
Monday 26th August  
Wednesday 25th December  
Thursday 26th December

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**Consignment Instructions**

All shipments should be sent on a freight prepaid basis to:

AIRFREIGHT	SEAFREIGHT	ROADFREIGHT
<p><b>Birmingham (BHX)</b></p> <p><b>Consignee:</b>            GES Logistics Ltd            Unit 13, Perimeter Road            NEC, Birmingham            B40 1PJ            Email: <a href="mailto:clearance@ges.com">clearance@ges.com</a></p> <p><b>Notify:</b>            Regency Freight Services Ltd            (Badge Code: ZXH)            Attn Marc Owens - BHX</p>	<p><b>Thamesport, Felixstowe, Southampton</b></p> <p><b>Consignee:</b>            GES Logistics Ltd            Unit 13, Perimeter Road            NEC, Birmingham            B40 1PJ            Email: <a href="mailto:clearance@ges.com">clearance@ges.com</a></p> <p><b>Notify:</b>  <a href="mailto:clearance@ges.com">clearance@ges.com</a></p>	<p><b>For shipments arriving direct to show site during the official build up period:</b></p> <p><b>Delivery Address:</b>            AQE &amp; WWEM 2024            c/o GES Logistics            NEC Birmingham            Unit 13, Perimeter Road, NEC,            Birmingham, B40 1PA            Stand Name:            Stand Number:            Email: <a href="mailto:clearance@ges.com">clearance@ges.com</a></p>

**ROADFREIGHT SHIPMENTS NOW REQUIRE CUSTOMS CLEARANCE INTO THE UK FROM THE EU. SEE BELOW INFORMATION, HOWEVER PLEASE ENSURE TO CONTACT GES PRIOR TO SHIPPING FOR ADVICE. WE RECOMMEND ALL GROUPAGE SHIPMENTS FROM THE EU COME TO THE ADVANCED WAREHOUSE.**

Drivers carrying a **T1** will need to report to MOTIS upon arrival at Dover, NCTS Code GB000060. To avoid delays, we recommend shipments arrive to the UK without a T1, ensuring customs clearance has been lodged by GES in the UK before arrival.

**We will require the below information in order to assist with Roadfreight Import Clearance:**

- Copy Commercial Invoice and Packing List / ATA Carnet
- ETA to arrival Dover
- Trailer Number

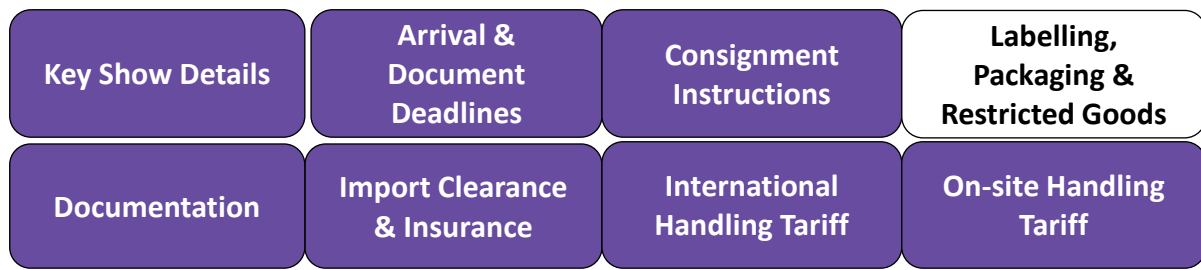
Please note T1 is not required for import into the UK, however will be required for the re-export. Any shipments under GES bond must be re-exported by GES, shipments cannot be collected until GES have confirmed the re-export documentation has been finalised and lodged with customs.

**Advanced Warehouse & Courier Receiving Service:**

For shipments arriving directly to our advance warehouse prior to show build up, please contact our GES Show Manager to confirm our warehouse address and arrival deadlines.

All documentation (airwaybill, bill of lading, invoices and any other associated paperwork) **MUST** be sent via email prior to arrival of goods at UK terminals and should indicate if goods are for permanent or temporary importation into the UK.





**LABELLING & MARKS**

All packages should be marked with the following information:

AQE & WWEM 2024  
 c/o: GES Logistics  
 Unit 13, Perimeter Road, NEC, Birmingham, B40 1PA

Delivery date to stand:  
 Piece count (1 of 3, 2 of 3, etc..)

**WOODEN PACKING MATERIALS**

As from 1st March 2005 new regulations for import of wooden packing materials into the European Community came into force. From this date, all wooden packing materials entering one of the EU ports will need to conform with the international phytosanitary standard ISPM-15. In short this means, only wood which is free of bark and correctly treated, and showing the IPPC Stamp will be accepted.

Please ensure your shipment is suitably packed for shipping. Any items returning after the event must be packed in sturdy re-usable cases. All crates should be clearly marked and numbered accordingly.

**RESTRICTED GOODS**

Please note as the UK is no longer part of the EU, movement within Europe has become more stringent with several items restricted or requiring further documentation.

Food and Drink - Please ensure to send details and documents to [clearance@ges.com](mailto:clearance@ges.com) two weeks in advance of our shipping deadlines, to inspect. Please note we require a fully detailed ingredients list and may require a certificate of origin. We do not recommend importing food & drink for personal use at the event.

Licensed Goods - Please ensure to contact [clearance@ges.com](mailto:clearance@ges.com) prior to shipping to obtain list of documents required, this is varied dependant on the product.

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## **DOCUMENTATION**

For all consignments being sent from outside of the UK, a CCIPL invoice is required for HM Revenue & Customs in order to process the consignment.

In order to assist you in the preparation of documents, we have attached below a Combined Commercial Invoice and Packing List (CCIPL), for your use. Explanatory notes are as follows:

- 1 All entries must be completed in English.
- 2 A full description of the items must be given. Do not just indicate the model name or model number. Describe the item - such as brochures (including title) / wooden display plinth - floor standing etc including unit prices and total prices.
- 3 Include piece count, Net and Gross Weight per Commodity. Dimensions are required per box.
- 4 For all items please include the HS Number / Tariff Code.
- 5 Indicate on the CCIPL items that will be re-exported as well as items due to be disposed of, consumed or given away at the end of the exhibition. Please ensure to use our template enclosed.
- 6 The following declaration must be indicated: "The invoiced goods are of ...(country)... origin and are intended for display purposes only at the event".

Restrictions apply on quantities of giveaway items allowed which should be appropriate to the duration and attendance of the exhibition. Although not essential, to facilitate customs clearance, items such as giveaways, brochures, etc, should be invoiced and packed separately. When cargo is shipped as an FCL/FCL container, a container packing list/manifest is required.

Please ensure all documents are emailed to GES for approval prior to shipping along with full pre-alert.

## **COVID-19 ACCESS**

Each Venue and Organiser has similar Covid-19 restrictions for access to UK venues. Drivers should be double vaccinated and have a negative lateral flow / PCR test 48 hours prior to arrival showsite.

Drivers may be refused access to UK venues if they do not have the appropriate Covid-19 status.

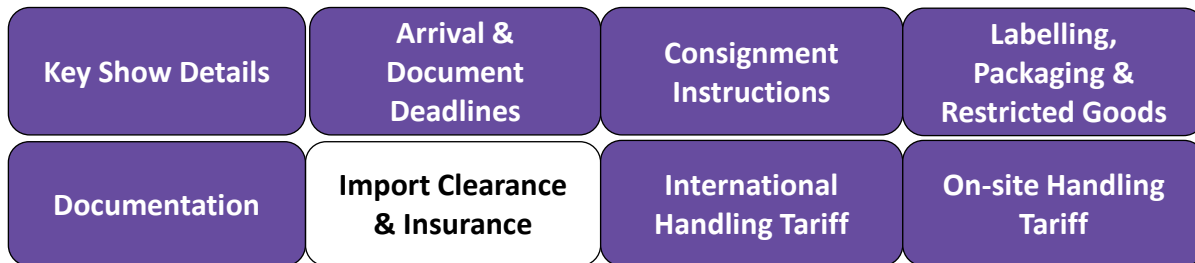
Please see below templates to be completed and returned to GES



Commercial Invoice.xls



Agent Pre-Alert 2023.xlsx



There are three (3) means of importing goods into the United Kingdom:

### TEMPORARY IMPORT

Goods temporarily imported under GES Temporary Import Bond facility are subject to a non-refundable bond fee. Please be advised that all goods entered under our import bond, remain under our control. At the end of the event, shipments either to be re-exported, or diverted to permanent import (home use) must be arranged by GES.

**Please note from 14th November 2022, Temporary items can no longer be imported with Permanent or Giveaways Items. This will now be processed under a secondary clearance. We recommend that you provide two separate commercial invoices, one for Temporary items and one for Permanent / Giveaway items.**

### PERMANENT IMPORT

This is for goods entered for home consumption i.e. to remain in the United Kingdom, where import duty and Value Added Tax (VAT) will apply. You can contact us for Duty and VAT % rates. Please note, goods that are given away may not be exempt from VAT and duty. VAT and duty may still be applicable.

**Please note from 14th November 2022, Permanent items can no longer be imported with Temporary Items. This will now be processed under a secondary clearance. We recommend that you provide two separate commercial invoices, one for Temporary Items and one for Permanent / Giveaway items.**

### ATA CARNET

Entry for goods under ATA Carnet allows for free movement of the goods within the UK. This includes after the exhibition for a period of up to twelve (12) months or until the expiry of the Carnet, whichever occurs first. The goods must then be re-exported (under Customs supervision).

### INSURANCE

It is recommended that all exhibitors should arrange a comprehensive cover for their goods which covers shipment to the United Kingdom, the period of display and which allows either return to the country of origin or an appropriate disposal period at the conclusion of the exhibition.



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**INTERNATIONAL HANDLING TARIFF:** 20% increase for orders placed outside of our booking deadline.  
**Applicable to Inbound International Handling & All Onsite Tariffs.**  
**BOOKING DEADLINE:** 4th September 2024

**CUSTOMS CLEARANCE**

**Below Charges are per exhibitor and per customs entry**

Import / Export Permanent Customs Clearance:	£125.00	per single line consignment each way*	
Import / Export Temporary Customs Clearance:	£125.00	per single line consignment each way*	
Use of GES EORI Number:	£60.00	Per Import Entry**	
Additional HS Codes:	£7.50	per additional HS code	
Carnet Handling Fee:	£150.00	per Carnet	
Customs Examination:	£45.00	per part load consignment	
Temporary Import Bond Fee:	1.5 %	of CIF Value - Minimum:	£75.00
Import Duties & Taxes:	As incurred		
Duty & Taxes Advancements Fee:	10%	of Duty & Taxes - Minimum:	£45.00
T1 Transit Document Fee:	£75.00	per Transit Document	
Additional Tariff Headers (T1):	£7.50	per additional HS code	

***Apply rates per inbound / outbound transit apart from bond fee***

**AIRFREIGHT (1m3 = 167KGS)**

**Below Charges are per AWB**

Covid Surcharge	£0.10	per kg - Minimum:	£30.00
Inbound Airline Handling:	£0.60	per kg - Minimum:	£90.00
Recovery from Airline:	£0.20	per kg - Minimum:	£40.00
Transfer to GES Warehouse:	£0.45	per 100kgs - Minimum:	£95.00
AWB Fee:	£50.00	Per AWB (Outbound Only)	

***Apply rates per inbound / outbound transit***

**SEAFREIGHT (1m3 = 1000kgs)**

**Below Charges are per B/L**

LCL Terminal Fee:	£105.00	per m3 - Minimum:	£210.00
Transport from port to advance warehouse:	£95.00	per m3 - Minimum:	£285.00
Demurrage / other port / agent charges:	As incurred plus 10% outlay fee		
FCL Terminal Fee:	20ft: £355.00	40ft / 40HC:	£395.00
Transport from / to port to venue:	£945.00	per container	
B/L Fee:	£50.00	Per B/L (Outbound Only)	

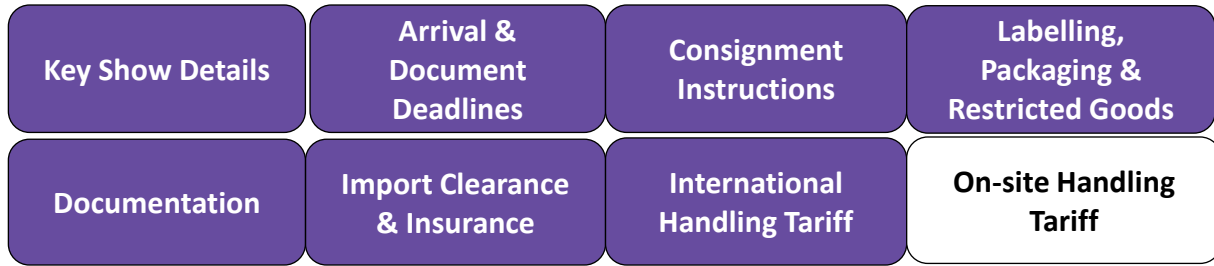
***Apply rates per inbound / outbound transit***

**\*OUT OF HOURS HMRC ASSISTANCE WILL BE CHARGED AT £250.00 PER DAY**

**\*\* Please note you can only use your clients EORI number providing that the shipment is for permanent import and the EORI is linked to PVA Billing. Please also note that Temporary Imports must be cleared against GES EORI as this is linked to our Temporary Import Bond.**

**All shipments under GES Temporary Import Bond MUST be re-exported by GES. Any shipments re-exported utilising a third party will result in all Import Duties & VAT being charged back to you along with a diversion entry fee of £125.00**





**25% increase for late orders will be applicable for any shipments arriving outside of our deadlines**

**ONSITE HANDLING TARIFF**

**Below charges are per exhibitor**

Consignment Processing Fee:	£85.00		
Transfer from Warehouse to arrival showsite (Each Way):	£15.00	per m3 - Minimum:	£30.00
Unload, delivery to stand:	£25.00	per m3 - Minimum:	£25.00
Priority Case Handling:	£68.00	per m3 - Minimum:	£204.00
<small>Returned within 2 hours of breakdown commencement</small>			
Empty Case Handling:	£48.00	per m3 - Minimum:	£144.00
<small>Returned after Priority Cases</small>			
Accessible Products Handling:	£55.00	per m3 - Minimum:	£165.00
<small>(For products to be accessed throughout the event - must be pre-approved by event organiser)</small>			
Full Goods Handling:	£55.00	per m3 - Minimum:	£165.00
<small>(i.e. Ladders, Genie's etc)</small>			
Collection from stand, reload to vehicle:	£25.00	per m3 - Minimum:	£25.00
Courier Shipments (loose box consignments):	£25.00	per box	(each way)
Inbound / Outbound Warehouse Handling (each way):	£15.00	per m3 - Minimum:	£30.00
Minimum handling charges for FCL / Trailer:	20ft GP:	22 m3	
	40ft GP:	44 m3	
	40ft HC:	48 m3	
	Trailer:	45 m3	

ONSITE CHARGES ARE ROUNDED UP TO THE NEXT 1.0 m3

**WORK UNDERTAKEN OUTSIDE NORMAL WORKING TIME:**

Normal working hours are Monday to Friday 0800 - 1800hrs, anything outside of these times will be subject to a 50% increase

**OVERSIZED EXHIBITS:**

ANY SHIPMENT EXCEEDING ANY OF THE BELOW SPECIFICATIONS OR REQUIRING A 5T FORKLIFT IS SUBJECT TO A 20% OVERSIZED CONSIGNMENT FEE

300 x 200 x 200cm / 1000kgs























