



## SHIPPING INSTRUCTIONS

MCE DEEPWATER DEVELOPMENT, 03-05 April 2017, AMSTERDAM

### INTRODUCTION

Quest Offshore has appointed AP Show Logistics (APSL) as the sole official provider of international shipping, Customs brokerage, freight forwarding and related services for the **2017 MCE Deepwater Development – MCE DD event**. APSL will be the only company permitted to provide onsite handling and lifting at this event.

Within the following manual you shall find information to help you prepare for this event.

All exhibitors stand builders and suppliers with freight requirements to the show should carefully note the following instructions and information. For additional information, please contact the below for all of your shipping needs.

For customer services, please note our full contact details are as per:

AP Show Logistics Ltd  
Top Floor, 7 Muster Green  
Haywards Heath  
West Sussex, RH16 4AP  
U.K.

Contact: Ashley Preston or Kevin Barker

Telephone: +44 (0)1444 484850

Facsimile: +44 (0)1444 340228

Mobile: +44 (0) 7801 747888 or (0)7714 749701

Email: [ash@apshowlogistics.com](mailto:ash@apshowlogistics.com) or [kevin@apshowlogistics.com](mailto:kevin@apshowlogistics.com)

We wish you a successful participation in this event and look forward to being of service to you.

### ARRIVAL DEADLINES

All shipments should arrive **no later** than the following dates:

- |                                   |  |
|-----------------------------------|--|
| ➤ <b>Sussex warehouse:</b>        | <b>Monday 27<sup>th</sup> March</b>  |
| ➤ <b>Amsterdam (AMS) Airport:</b> | <b>Thursday 23<sup>rd</sup> March</b>                                      |
| ➤ <b>Direct to venue:</b>         | <b>Sunday 02<sup>nd</sup> or Monday 03<sup>rd</sup> April <u>ONLY</u>*</b> |

*\*Goods arriving at the venue before this date will be refused and turned away.*

For international arrivals via sea freight, please contact APSL in advance. Arrivals via air must be consigned as per APSL instructions and notified in advance.

Any shipments received after the above dates will be subject to a late arrival surcharge.



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### CARGO CENTRE, VENUE & SHIPMENT TRACKING

AP Show Logistics can arrange for the complete door to stand service for you keeping full control of your shipment. We can either collect your goods from your premises or you can deliver to either of the advance cargo centres shown below:

MCE DD 2017 c/o AP Show Logistics  
Unit 6, Sterling Park  
Gatwick Road  
Crawley, West Sussex  
RH10 9QT

Or

MCE DD 2016 c/o A-Booth bv  
Skoon 37  
1511 HV Oostzaan  
Amsterdam  
Receiving times: Mon. – Fri. 09:00- 17:00 hours

Alternatively you may wish to deliver to the venue within the times and dates shown within the organizer's official manual. Shipments arriving before the scheduled build-up period will be turned away and not accepted by the venue. All goods must be claimed at the close of the event and no later than Wednesday 05<sup>th</sup> April at 20:00 hours. Any goods still onsite after this time may be deemed as rubbish and destroyed or moved to our cargo centre at your expense before release.

**IMPORTANT:** Due to unloading and parking restrictions it is advised that all shipments are delivered to one of our advance warehouses. Trucks will not gain access to the venue and this is simply down to location within the city centre. There shall be no forklift available at the venue and your shipment may be turned away. Please contact with APSL before shipping to confirm an offloading booking.

All pieces **MUST** be easily identifiable upon receipt and accompanied by a delivery note. Please use either one of our supplied delivery labels (upon request) or feel free to use your own.

Please ensure each piece of your shipment is clearly identifiable with following information:

Exhibitor name:  
Stand Number:  
MCE Deepwater Development 2017  
Case 1 of

All casing should be strong and waterproof in order to withstand continued handling both to and from the exhibition. APSL cannot be held responsible for any damage resulting from inadequate packing.

Access to the hall is restricted and must be within the following size and weight:  
1.7m wide x 2.15m high with maximum weight TBCF kgs/ m2



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### CONSIGNING INSTRUCTIONS

Shipments can be sent to the UK direct and for all international arrivals please consign as per:

AP Show Logistics  
7 Muster Green  
Haywards Heath  
West Sussex  
RH16 4AP

Do not send shipments to the above address – this for consigning international shipments only.

### EMPTY CASE STORAGE

Your empty packing materials shall be removed from your stand area when ready to do so and in good time for final hall cleaning. Please ensure you cases are labelled and available as soon as possible after setting up. Our onsite team will be able to supply labels for you.

Return cases will be returned to your stand as soon as possible following the close of the event after the halls have been cleared of visitors and when safe to commence.

### DOCUMENTATION

European shipments originating from within the European Union should be accompanied with a packing list and CMR if from out of France. All shipment originating from outside the EU must supply a full commercial invoice/ packing list. We can provide upon request.

Shipper's invoices must include the following information:

- Name and address of the shipper including a contact name, phone & fax numbers, e-mail and website.
- The name, dates and venue of the event (MCE DD 2017, 3-5 April, Amsterdam)
- The name of the registered exhibitor.
- The name of the pavilion (if the exhibitor is participating in an international pavilion).
- The correct booth or stand number
- Identifying marks on the packed pieces of cargo.
- Quantity of each item.
- Precise description of each item including serial numbers, model numbers, brand name, common English name and Harmonic (Brussels) tariff code of each item. Harmonic codes can found at <http://www.usitc.gov/tata/index.htm> or <http://tariff.businesslink.gov.uk/tariff-bl/mainMenu>
- Weights and dimensions of each package
- The country of origin of each item.
- The F.O.B. value of each item in G.B. Sterling or U.S. dollars or European Euros.



## SHIPPING INSTRUCTIONS

### **Restricted Cargo**

The following categories of material may require special documentation and/or clearances to enter the European Union:

Food & Beverage Products • Basic Iron & Steel Products • Televisions & Computer

Monitors • Alcohol and Alcoholic Beverages • Products Made of Animal Parts • Plants, Nuts, Roots and Seeds • Live Animals • Motor Vehicles, Vessels & Aircraft • Firearms & Ammunition • Explosives and Other Military Equipment • Bearings of All Kinds • Biological and Nuclear Material • Textiles and Wearing Apparel Goods of E.U. Origin Being Returned • Drugs and Medical Equipment of Any Kind

This list is not exhaustive and subject to change at any time by operation of law. Please contact APSL for specific requirements regarding these and other categories of material.

### **COURIER SERVICES**

We do not recommend shipment via international courier service due to potential Customs clearance issues and payment of local duties or taxes which must always be returned to shipper. In addition the venue may refuse courier deliveries sent before the official tenancy period although small shipments can be received and stored for a few days. We strongly recommend sending your courier to the warehouse delivery address in the UK by the deadline date shown. It has an additional cost but by doing so you make sure that your items arrive safely and on time to the event. No liability is accepted for couriers sent directly to the venue or for wrongly consigned goods which are out of our control. If planning on using a courier service, please contact APSL in advance as after shipping we may not be able to intervene and goods may not deliver.

### **INSURANCE**

We strongly recommend that you insure your goods through your own insurance company under an all risks policy to cover transit to and from the venue in addition also during the build-up, show and breakdown period. APSL cannot be held responsible for any loss, pilferage or damage if goods are uninsured. However, it may be possible for us to arrange for cover if so required for an additional charge. Please contact us for a quotation.

### **ADDITIONAL SERVICES AVAILABLE**

AP Show Logistics can offer a whole range of additional services. The below are just a few of these services on offer. For further details just contact APSL and we shall endeavor to assist you.

- ❖ Crate making
- ❖ Pop-up stand assembly and disassembly at close
- ❖ Local warehouse storage
- ❖ Worldwide freight forwarding service
- ❖ UK / EU Transportation



## SHIPPING INSTRUCTIONS

- ❖ Insurance of goods in transit
- ❖ Labour to assist with unpacking / repacking
- ❖ On forwarding to other events

### CREDIT CARD AUTHORIZATION & FREIGHT ORDER FORM

- ❖ If your shipment has not been booked in advance or your company does not hold an account with AP Show Logistics, then you must complete a credit card authorisation together with our freight order form before work can commence for you. The former can be used to settle charges or used as a guarantee to pay our invoice.
- ❖ Please note that all un-booked shipments shall be charged via credit card onsite.
- ❖ Credit card service charge will apply.

### PAYMENT TERMS & CONDITIONS

- ❖ Payment of our invoices must be made within the terms stated thereon. Any queries on charges must be notified in writing within a reasonable time (14 days within receipt). All invoices must be paid in full to release cargo upon return.
- ❖ To either guarantee or make payment return the credit card authorisation form
- ❖ If your company operates a Purchase Order system then please advise this beforehand and indicate on our Freight Order Form.
- ❖ Rates quoted herein apply to individual pieces not exceeding 240 (l) x 140 (w) x 210 (h) cms or 1000kgs gross weight.
- ❖ A copy of your confirmed bank transmittal receipt should be faxed to us indicating our invoice number to insure that your payment is properly applied. In the event of non-payment, for any reason whatsoever, that should result in the use of collection agencies for recovery of outstanding monies, APSL reserves the right to full recovery including any deductions of costs imposed by the aforesaid agencies.
- ❖ The exhibitor is ultimately responsible for all charges billed by APSL regardless whether an agent, forwarder or other third party is involved in any way. All charges due to APSL must be paid in full before any claim for loss or damage will be processed, investigated or acknowledged.

Our objective and aim is ensure you with the very best freight service to and from this event and we wish you every success with you participation at MCE DD 2017. We thank you for your business and look forward to working with you.

