



MCE DEEPWATER DEVELOPMENT, 24-26 March 2015, London

INTRODUCTION

Quest Offshore has appointed Rogers European as the sole official provider of international shipping, customs brokerage, freight forwarding and onsite handling for the **2015 MCE Deepwater Development – MCE DD event**. Rogers European 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:

Rogers European
Suite L, The Priory
Syresham Gardens, Haywards Heath
West Sussex, RH16 3LB

Rogers Worldwide
6225 S. Valley View Blvd Suite A
Las Vegas, NV 89118
United States

Contact: Ashley Preston/ Kevin Barker

Sherri Pelc

Telephone: +44 1444 484850

+1 702 272 1596

Facsimile: +44 1444 340228

+1 702 648 6968

Mobile: +44 7801 747888

+1 702 408 6481

Email: apreston@rogers-european.com spelc@rerogers.com
kbarker@rogers-european.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:

- Advanced Warehouse: Thursday 19th March
- London Heathrow Airport: Monday 16th March
- Direct to venue: Sunday 22nd March from 12:00 hours

**Goods arriving at the venue before Sunday 22nd will be refused and turned away.*

For international arrivals via sea freight, please contact Rogers European 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 MARKING

Rogers European can arrange for the complete door to stand service for you. We can either collect your shipment from your premises or you can deliver to the advance cargo centre shown below:

MCE DD 2015 c/o Rogers European
Transvalair UK Ltd
Unit 6, Sterling Park
Gatwick Road, Crawley
West Sussex, RH10 9QT, U.K.

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 Thursday 26th March at 18:00 hours. Any goods still onsite after this time will either be deemed as rubbish and destroyed or removed to our cargo centre at your expense before release.

Direct truck deliveries to the venue must be according to the official dates of the event. Please contact with Rogers European before shipping and 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 2015

Case # 1 of

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



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CONSIGNING INSTRUCTIONS

Air shipments must be routed to London Heathrow airport (LHR)

All shipments should be consigned as per:

DHL Global Forwarding (UK) Limited
Danzas House
Kestrel Way, Dawley Park
Hayes, Middlesex
UB3 1HJ

Notify: Rogers European Ltd / +44 1444 484850
Goods for MCE DD 2015, London ExCel 24-26th March

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 labeled 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.

Empty packing materials found stowed in or around the venue may be deemed as a fire hazard and removed by the venue at your expense. Alternatively they may be deemed as rubbish and either destroyed or stored at your expense.

Access to empty cases is limited and there may be charges if access and labour is required.

DOCUMENTATION

European shipments originating from within the European Union should be accompanied with a packing list and CMR if from out of United Kingdom. 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 2015, 24-26 March, London ExCel, London Docklands)
- The name of the registered exhibitor.
- The name of the pavilion (if the exhibitor is participating in an international pavilion).



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- 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 be 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 should be in Pounds Sterling, U.S. dollars or European Euros.

Restricted Cargo

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

Food & Beverage Products (including sweets or candy) • 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 subject to change at any time by operation of law. Please contact Rogers European for specific requirements regarding these and other categories of material.

COURIER SHIPMENTS

Please ensure that the courier you may choose to use can effect temporary import clearance into the UK. We can provide a Temporary Import Bond for exhibition cargo which allows for the temporary importation without payment of duties or taxes. However, Rogers European MUST control the re-export and will not hand over to a courier company for return as goods will be under strict Customs control.

Rogers European cannot be held responsible for any delays caused by courier arrivals. Any duties or taxes that may be applied MUST be charged back to origin / sender and we cannot accept on your behalf.

Couriers can deliver to the following address c/o MCE DD 2015 as per:
ExCel London
One Western Gateway,
Royal Victoria Dock, London, E16 1XL.

Event and Company name, Number of pieces must be clearly identifiable. Please ensure your onsite representative has these details for tracking shipment upon arrival. Local charges may apply for final delivery to stand.



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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. Rogers European cannot be held responsible for any loss, pilferage or damage if goods are uninsured.

ADDITIONAL SERVICES AVAILABLE

Rogers European can offer a whole range of additional services. The below are just a few of these services on offer. For further details just contact us 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
- ❖ Labour to assist with unpacking / repacking
- ❖ On forwarding to other events

CREDIT CARD AUTHORISATION & FREIGHT ORDER FORM

- ❖ Please complete and return our Freight Order Form to guarantee services.
- ❖ If your shipment has not been booked in advance or your company does not hold an account with Rogers European, 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.

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 (07 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 you company operate a Purchase Order systems then please advise this beforehand and indicate on our Freight Order Form.
- ❖ Rates quoted herein apply to individual pieces not exceeding 250 (l) x 180 (w) x 180 (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



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recovery of outstanding monies, Rogers European 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 Rogers European regardless whether an agent, forwarder or other third party is involved in any way. All charges due to Rogers European must be paid in full before any claim for loss or damage will be processed, investigated or acknowledged.

Our objective and aim is provide you with the very best freight service to and from this event and we wish you every success with you participation at MCE DD 2015. We thank you for your business and look forward to working with you.

