



UK SHIPPING INSTRUCTIONS

**OFFICIAL FREIGHT FORWARDER & ON-SITE HANDLING CONTRACTOR  
FOR THE ADS UK GROUP**



**SECURITY & POLICING EXHIBITION 2013  
12-14 MARCH 2013 • FIVE, FARNBOROUGH  
THE UK'S PREMIER SECURITY AND LAW ENFORCEMENT EXHIBITION**

INTERNATIONAL EXHIBITION FREIGHT MANAGEMENT

**Premier Showfreight Limited**

Airport House • Purley Way • Croydon • Surrey • CR0 0XZ • UK

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[www.premiershowfreight.com](http://www.premiershowfreight.com)





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**1. PREMIER SHOWFREIGHT EXHIBITION SERVICES**

Our services are tailored to meet the requirements of each individual client, addressing all aspects of exhibition logistics, from transportation, customs clearance to health & safety - our range of services include:

- A comprehensive advisory service on all matters relating to the documentation, handling and shipping of your exhibits.
- Collection and loading from your premises and transportation to our receiving warehouse / exhibition site.
- Warehouse management, including consignment weighing, measuring and labelling.
- Transportation to venue by air / sea / road:
  - Section & classified transportation
  - Hazardous cargo
  - Abnormal loads
- Preparation & processing of UK Export / Import documentation and international import and re-export customs documentation:
  - Commercial Invoices & Packing list/Pro-forma Invoices
  - ATA Carnets
  - Consular documentation
  - Export/Import licences
  - Hazardous cargo declarations
- On-site traffic management.
- Offloading and delivery to exhibition stand.
- Assistance with unpacking & packing if required including hazardous cargo.
- Provision of labour, mechanical handling and specialised lifting equipment as required.
- Collection, storage and return of empty cases if required and provision of on-site accessible storage.
- Attendance on-site during the build-up and breakdown periods as well as the full duration of the exhibition.
- Return transportation back to premises or onward movement to any destination / exhibition worldwide.
- Marine & All-risks insurance cover via our recommended specialist broker.



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**2. CONSOLIDATION DEADLINES**

Our deadline for consolidated deliveries to Security & Policing 2013, via our warehouse is:

**Roadfreight : Tuesday 5<sup>th</sup> March 2013\***

\*Goods received by our deadline will be delivered to your stand ready for you to start build-up on Sunday 10<sup>th</sup> March 2013.

For Heavy / Large Exhibits requiring early positioning onsite, please contact us for advice on the shipping dates. Exhibitors unable to meet these dates should contact us to discuss alternative arrangements. Should your shipment contain pieces exceeding following dimensions, please contact us for individual deadlines: -

Roadfreight: 200 x 150 x 150 cms 2500 Kgs

**3. UK COLLECTION / RE-DELIVERY SERVICE**

Delivery to the consolidation point is at the exhibitor's expense. However, Premier Showfreight Ltd will be pleased to offer a quotation, and on confirmation arrange collection from / re-delivery to your premises. Should you require a vehicle fitted with tail-lift facility, please kindly specify this when making your booking.

**4. CONSOLIDATION ADDRESS**

Should you wish to make direct delivery to our consolidation point, please deliver to the following address:

**CONSOLIDATION ADDRESS:**

Premier Showfreight Ltd  
C/o UTi Worldwide (UK) Ltd  
"Skyway 14", Calder Way, Colnbrook  
Slough, Berkshire  
SL3 0BQ  
For: Security & Policing 2013

A location map for our warehouse is attached to assist.



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**5. DIRECT DELIVERIES TO SITE**

Exhibitors are also able to arrange direct deliveries to the site, from **THURSDAY 7<sup>TH</sup> MARCH** to **MONDAY 11<sup>TH</sup> MARCH 2013**.

**N.B.** Any deliveries arriving at Farnborough, prior to **THURSDAY 7<sup>TH</sup> MARCH**, will be refused.

**DIRECT DELIVERY ADDRESS:**

Security & Policing 2013  
Farnborough Aerodrome  
Entrance Via "F" Gate  
Aerospace Boulevard  
Farnborough, Hampshire  
GU14 6XL

**NOTIFY ON ARRIVAL:**

FAO: Jim Huggins  
Mob: +44 (0)7717 535 071

**6. CASE MARKING**

Cases should be clearly marked with the following information:

C/o Premier Showfreight Ltd

Exhibition:	Security & Policing 2013
Exhibition Venue:	Farnborough Aerodrome, Farnborough, Hampshire, UK
Exhibitor Name:	_____
Stand/Hall No:	_____
Gross Weight:	_____
Dimensions:	_____
Case no:	1 of 3, 2 of 3, 3 of 3 etc...
Temporary / Permanent Import (as applicable)	_____
Despatch via roadfreight (please specify)	_____

**7. SERVICE ORDER FORM**

Please complete and return the 'Services Order Form' by fax, email or post at your earliest convenience, prior to the arrival of your goods at our warehouse.



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## **8. PACKING**

To aid the safe transit of your exhibit material, please ensure that your goods are adequately packed to endure normal handling by forklifts or pallet trucks. We recommend the use of re-usable wooden cases for exhibits and any large quantities of literature or give-away material are packed in cartons and palletised. We can offer express packing services on request. In the event of any insurance claim the insurance company will check the quality and professionalism of the packing. If they deem this to be of poor quality, claims will become invalid.

## **9. INSURANCE**

All business is transacted in accordance with B.I.F.A. Standard Trading Conditions (2005 Edition).

It is important that you arrange adequate insurance cover for the full C.I.F. value of your goods. If goods are shipped uninsured, any subsequent claims for damage or loss, lodged against our standard liability policy, will be subject to the restrictions denoted by our terms and conditions of trading. Any claims for loss or damage must be notified to us, in writing, within three days of the delivery date of the cargo.

Recent changes to FSA regulations dictate that we are no longer able to offer insurance cover as a third party provider. However, should your shipment not be covered by your own policy, we recommend that you make contact with the following specialist brokers, who are familiar with the policy requirements for round-trip exhibition freight cover:

Peter Lole & Co Ltd  
Saturn House, Mercury Park  
Wycombe Lane, Wooburn Green  
Buckinghamshire  
HP10 0HH

Tel: 01628 532 613  
Fax: 01628 530 509  
E-mail: [info@peter-lole.co.uk](mailto:info@peter-lole.co.uk)  
Web: [www.peter-lole.co.uk](http://www.peter-lole.co.uk)

This is an independent service and premiums for cover will need to be paid directly to Peter Lole & Company Ltd. To check whether your goods require an export licence please contact:

### [ECO Helpline:](#)

Export Control Organisation  
3<sup>rd</sup> Floor, Kingsgate House  
66-74, Victoria Street  
London, SW1E 6SW

Tel: 020 7215 8070 – (Between 09:00 – 17:00 Hrs, Mon – Fri)  
Fax: 020 7215 0531  
E-mail: [eco.help@dti.gsi.gov.uk](mailto:eco.help@dti.gsi.gov.uk)



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**10. HAZARDOUS GOODS / SECTION 5 SHIPMENTS**

**HAZARDOUS GOODS**

It is important that you advise us well in advance of any hazardous goods, which you intend to send to this event. It is your responsibility to ensure that you provide us with the necessary dangerous goods form containing all the information required by the shipping company or airline to enable them to accept your consignment. Similarly, your goods should be packed in the prescribed manner.

**SECTION 5 SHIPMENTS**

Please contact us for alternative information if you are displaying Section 5 classified equipment or materials that are of a hazardous nature. In accordance with the law, section 5 goods require authorised transport or escort whilst in transit in the United Kingdom. Under no circumstances can such items travel via our warehouse.

**11. EMPTY CASE STORAGE**

Empty cases & packing materials will be removed, stored and returned to your stand at the conclusion of Security & Policing 2013.

**12. CLOSE OF EXHIBITION**

Our on-site representative will visit your stand during the exhibition to complete the necessary documentation for your return shipment.

All freight must be collected from the venue by **NOON** on **FRIDAY 15<sup>TH</sup> MARCH 2013**.

Alternatively, Premier Showfreight Ltd can arrange the return transportation of your packed exhibits from your stand, back to the consolidation point at Colnbrook. It is then the exhibitors' responsibility to arrange collection of their equipment which will be available from **MONDAY 18<sup>TH</sup> MARCH** until **FRIDAY 22<sup>ND</sup> MARCH 2013**.

Goods remaining beyond **FRIDAY 22<sup>ND</sup> MARCH 2013** may be subject to storage charges. Premier Showfreight Ltd can offer a quotation for re-delivery to your premises, on request.



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**13. ON-SITE SERVICES**

Should you require additional mechanical handling or labour to assist with the installation of your exhibits at Security & Policing 2013. Premier Showfreight Ltd will be pleased to make the necessary arrangements on your behalf. Please contact us for further information.

**14. QUOTATION REQUEST**

In order to receive a quotation for transportation or handling services at Security & Policing 2013, please kindly complete the attached quotation form and return by fax or email at your earliest convenience.

Please ensure that you include the following information:

- Company name, address and contact details.
- Stand number.
- Freight information, number of cases, gross weights, dimensions.
- Delivery date to Colnbrook / Farnborough.
- If you require collection, availability date and full collection address with contact details.
- Details of any third-party contractors delivering on your behalf.

Please email details of your freight handling requirements to the contacts below.

**Jim Huggins**

Direct Dial: +44 (0) 20 8915 1071

Email: [jim@premiershowfreight.com](mailto:jim@premiershowfreight.com)

**Paul Wilkin**

Direct Dial: +44 (0) 20 8915 1073

Email: [paul@premiershowfreight.com](mailto:paul@premiershowfreight.com)



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**15. TERMS OF PAYMENT**

Payment is due upon presentation of each invoice, unless otherwise agreed in writing with Premier Showfreight Ltd. Any disputes or queries relating to invoices should be notified to Premier Showfreight Ltd within fourteen days of the invoice date.

**16. TERMS & CONDITIONS OF TRADING**

Our rates are based on current freight and exchange rates, any variation in either between now and scheduled work-date will be reflected in our final invoice. All business is transacted in accordance with B.I.F.A. Standard Trading Conditions (2005 Edition).





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**17. TRANSPORTATION & HANDLING CHARGES**

**DELIVERIES VIA OUR WAREHOUSE:**

- From arrival our Colnbrook warehouse to delivered stand, including removal and storage of empty cases and on-site supervision by Premier personnel.

**£95.00 per cbm (minimum chargeable is 2.0 cbm)**

- At the close of the event, return of empty cases, removal of packed exhibits from stand, return transport to our Colnbrook warehouse, for subsequent re-collection.

**£95.00 per cbm (minimum chargeable is 2.0 cbm)**

**DIRECT DELIVERIES TO FARNBOROUGH:**

- From arrival Farnborough, offloading and delivery to stand, including removal and storage of empty cases (if required) and on-site supervision by Premier personnel.

**£65.00 per cbm (minimum chargeable is 2.0 cbm)**

- At the close of the event, return of empty cases, removal of packed exhibits from stand, reloading to exhibitors transport.

**£65.00 per cbm (minimum chargeable is 2.0 cbm)**

All prices quoted above are subject to VAT, at the prevailing rate, at invoice date.