

# OFFICIAL LOGISTICS ENQUIRY FORM



WE ARE EXPO.

M A N  
C H E S  
T E R  
A R T F A I R

17/18/19 NOVEMBER 2023  
MANCHESTER CENTRAL

## EVENT INFORMATION

Venue	Manchester Central
Event Dates	17 <sup>th</sup> /18 <sup>th</sup> /19 <sup>th</sup> November 2023
Event Name	Manchester Art Fair 2023

## ONSITE INFORMATION

Company Name:		Contact Number:	
Contact Name:		Booth Number:	

## REQUIRED SERVICES (Please Tick)

Description	Tariff	Tick
Customs import/export	Quotation Request	
Advanced warehouse receiving, transfer to/from venue	Quotation Request	
Dedicated courier transport	Quotation Request	
Unloading and reloading porter service	Quotation Request	

## FREIGHT INFORMATION

Quantity	Dims LxWxH (cms)	Weight (Kgs)	Description

## COMPANY INFORMATION

Contact:		Telephone:	
VAT number:		Postcode:	
Invoice Address:			
Accounts Email:			

### Please note:

- After receiving your enquiry, you will receive a quotation and upon agreement a pro-forma invoice of which will require payment prior to the event.
- All transport quotations do not include insurance, please request if required.
- CLS cannot be liable for badly packaged freight so please ensure all goods are packed correctly.
- CLS will not be responsible for any goods left unattended on your booth.
- For courier collection a cut-off date of **1 week** prior to the event will apply.
- On each booking an administration fee of **£30.00** will be charged on invoice.

Signature:	Name:	Date:
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