

**CLS LTD**



**UK SHIPPING INSTRUCTIONS**

**WE ARE EXPO.**

# EVENT INFORMATION

<b>EVENT NAME</b>	MANCHESTER ART FAIR
<b>VENUE</b>	Manchester Central Convention Complex Windmill Street Manchester M2 3GX
<b>EVENT BUILD DATES</b>	16 <sup>th</sup> – 17 <sup>th</sup> November 2023
<b>EVENT OPEN DATES</b>	17 <sup>th</sup> / 18 <sup>th</sup> / 19 <sup>th</sup> November 2023
<b>EVENT BREAKDOWN</b>	19 <sup>th</sup> November 2023



**\*\*Please refer to the exhibitor manual to understand access times relevant to you\*\***

<b>CLS CONTACT</b>	Paul Attwood
<b>EMAIL</b>	paul.attwood@clsexpo.com
<b>TELEPHONE</b>	+44 (0)7908559228

# CONSIGNMENT INSTRUCTIONS

INT EXHIBITORS	UK EXHIBITORS	DIRECT DELIVERY (INT + UK EXHIBITORS)
<p>For delivery to the advanced warehouse please consign to:</p>	<p>For delivery to the advanced warehouse please consign to:</p>	<p>For deliveries direct to the venue during official build dates/time:</p>
<p>CLS LTD (SQUAB STORAGE) 101 Hollymoor Way Rubery Birmingham B31 5HE Stand Name: Stand Number: Opening times: 9am-4pm Mon/Fri</p>	<p>CLS LTD (SQUAB STORAGE) 101 Hollymoor Way Rubery Birmingham B31 5HE Stand Name: Stand Number: Opening times: 9am-4pm Mon/Fri</p>	<p>MANCHESTER ART FAIR Manchester Central Convention Complex Central Hall Rear Entrance (off Albion Street) Manchester M1 5LN Stand Name: Stand Number:</p>
<p>Receiving deadline: <b>5 working days prior to the event build date (late arrival will incur additional charges)</b></p>	<p>Receiving deadline: <b>3 working days prior to the event build date (late arrival will incur additional charges)</b></p>	<p>Please notify CLS should you require onsite receiving or onsite lifting and handling services.</p>
<p><b>Please ensure notification is sent to CLS prior to delivery, without notification or correct labelling your goods may be refused</b></p>	<p><b>Please ensure notification is sent to CLS prior to delivery, without notification or correct labelling your goods may be refused.</b></p>	<p><b>Freight cannot be delivered prior to the event build dates and must be collected at the end of breakdown before tenancy ends as explained in the exhibitor manual.</b></p>

**Labelling:** please create your own label of which must include the event name, stand name, stand number and a piece count (1 of 3, 2 of 3, 3 of 3 for example)

# CUSTOMS INFORMATION

## TEMPORARY IMPORT

CLS strongly recommend an ATA Carnet for temporary importation, this process will allow your freight to have free reign in and out of the United Kingdom for a period of (12) months or until expiry of the Carnet. If sending giveaway items they cannot be imported temporarily and must not be added to your ATA Carnet, a separate permanent import is required for this. To arrange an ATA Carnet please speak with your local chambers of commerce. CLS do not offer a BOND for temporary import/export.

## PERMANENT IMPORT

This is for items that will remain in the United Kingdom, import duty and Value Added Tax (VAT) will apply. CLS can act as the UK importer on your behalf or arrange the importation into the UK (fees apply) please note it's the sender's responsibility to ensure all fees are paid to customs prior to clearance and correct/accurate documentation is submitted (see below).

**Manchester Central will not act as an importer/exporter on your behalf, if you are to consign your goods to the venue they will not be cleared by customs.**

## DOCUMENTATION

Should you require CLS to handle or act as the UK importer on your behalf please advise prior to sending your items and supply a full commercial invoice to [info@clsexpo.com](mailto:info@clsexpo.com) please ensure your commercial invoice has the following information:

- Full description of items (serial numbers alone will not be accepted) including number of units, value per unit and total value
- HS Number/Commodity code (for info visit <https://www.gov.uk/trade-tariff>) please ensure all items have this and their country of origin.
- Piece count, Net and Gross weight per commodity, Dimensions required per box/pallet etc.
- Highlight on invoice the reason for import including event name and dates.