



SHIPPING INSTRUCTIONS

ENLIT ASIA 2020

HALL 5 – 8 - ICE JAKARTA

INDONESIA

22 – 24 SEPTEMBER

Enlit Asia

Presented by :
Agility Fairs & Events UK
Nuriye Zafer



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Agility Fairs & Events have been appointed as the sole official freight, customs and onsite handling contractor for the **ENLIT Asia 2020** events, which will be held during, **22 - 24 September , Halls 5 - 8 , Jakarta , Indonesia.**

We provide specialized freight forwarding services and transportation arrangements for exhibit materials, including on-forwarding after the event. Our main aim is to ensure that you and your show teams receive the very best freight and handling assistance in the run up to, during and after the event.

The following instructions are provided to assist you in the planning of your exhibition shipping arrangements. Please read carefully.

During the event:

Agility Fairs & Events will be available on site during the build up & pull down periods via our on site office. Key staff will be on site and will have mobile phones, details will be provided in due course.

KEY DATES

Event dates: 22 - 24 September

Setup dates: 19 – 21 September

Move out dates : 24 September



All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)



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All exhibition goods by **AIRFREIGHT**, **SEAFREIGHT** and **COURIER** must be sent “Freight Prepaid” to:

Tanjung Priok Jakarta Seaport

Consignee:

PT. Indonesia International Expo
Jl. Boulevard BSD Barat Kav. Office Park No.1
Ds.Sampora, Kec.Cisauk Tangerang 15339
TAX ID : 31.386.728.5-451.000

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Name of Exhibitor : _____

Stand No. : _____

NOTIFY :

PT Agility
Secure Building, Building C
Jl. Raya Protokol Halim Perdanakusuma
Jakarta 13610, Indonesia
Tel. : (62) (21) 2664 5170 (Hunting)
Fax. : (62) (21) 2664 5171
Email : Rastuti@agilitylogistics.com
Attn : Rini Astuti

Description of Good column on the BL must be mentioned the item, if it's more than 5 (five) exhibits. Please mentioned at least 5 items completed with HS CODE.

PLS SEND YOUR PRE-ALERT TO OUR UK OFFICE AT:

AGILITY FAIRS & EVENTS LOGISTICS LTD

ExCeL EXHIBITION CENTRE

LONDON, E16 1XL, UK

TEL: +44 207 069 5312

FAX: +44 843 227 2033

Email : nzafer@agility.com

Sea freight pre alerts by: 1st September

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All exhibition goods by **AIRFREIGHT**, **SEAFREIGHT** and **COURIER** must be sent “Freight Prepaid” to:

Jakarta/ Soekarno Hatta Airport

ON MAWB (MASTER AWB) Consignee :

PT Agility International
Secure Building, Building C
Jl. Raya Protokol Halim Perdanakusuma
Jakarta 13610, Indonesia
TAX ID : 02.194.257.8-058.000

Notify : Same as Consignee

Description of goods on MAWB: CONSOLIDATION SHIPMENT AS PER ATTACHED MANIFEST

ON HAWB (HOUSE AWB) Consignee:

PT. Indonesia International Expo
Jl. Boulevard BSD Barat Kav. Office Park No.1
Ds.Sampora, Kec.Cisauk Tangerang 15339
TAX ID : 31.386.728.5-451.000

Enlit Asia 2020

Name of Exhibitor : __

Stand No. : _

Notify : PT Agility

Secure Building, Building C
Jl. Raya Protokol Halim Perdanakusuma
Jakarta 13610, Indonesia
Tel. : (62) (21) 2664 5170 (Hunting) Fax. : (62) (21) 2664 5171

Description of goods on HAWB: PLS MENTION COMMODITY AT LEAST 5 ITEMS ON DESCRIPTION OF GOODS ON HAWB. completed with HS CODE

LATE BOOKING FEE

PLS SEND YOUR PRE-ALERT TO OUR UK OFFICE AT:

AGILITY FAIRS & EVENTS LOGISTICS LTD

ExCeL EXHIBITION CENTRE

LONDON, E16 1XL, UK

TEL: +44 207 069 5312

FAX: +44 843 227 2033

Email : nzafer@agility.com

Airfreight pre alerts by: 1st September 2020

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Documents required Sea freight

- 3 original copies of Form Pam (commercial invoice) & certified packing list
- 3 original surrendered of Bill of Lading
- Certificate of Fumigation
- Standard Packing ISPM#15
- Packing Declaration

Documents Required Airfreight

- 3 original copies of Form Pam (commercial invoice)
- 2 copies to be attached to Airway Bill
- 3 original copies of Certified Packing List
- Certificate of Fumigation.
- Standard packing ISPM#15

Deadline for dispatch of documents (Pre-alerts)

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded well in advance to Agility F&E.

Air freight: Copies of commercial invoice & Packing List of consignments
1st September

Seafreight : Copies of Bill of Lading and the Commercial Invoice and packing list for seafreight consignments **1st September**

Nuriye Zafer

E-mail: nzafer@agility.com

All documents such as Bill of Lading and Airwaybill must show Agility Logistics Sdn Bhd as the consignee.

(A 10% outlay commission will be imposed on all “Freight Collect” consignments).

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Air freight:

Exhibition goods must arrive Jakarta Soekarno Hatta Airport by 8th September

Arrival of brochures by courier – 15th September



Sea Freight:

Exhibition goods must arrive Tanjung Priok Jakarta by 1st September

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For easy identification, all packages shall be marked as follows:

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c/o PT Agility Fairs & Events

Name of Exhibitor : _____

Stand Number : _____

Case Numbers : _____

Gross Weight/Net Weight : _____

Dimensions : _____

HEAVY LIFT

For INWARD :

Please note that If bonded ware house is full , container will ground on the exhibition area as temporary storage .

Demurrage & detention will bill as per receipt.

Please get free detention & demurrage at least 21 days

Additional trucking charges for empty container will be applied

20GP =USD400.00/cont

40GP/HC =USD550.00/cont

For OUTWARD :

Please note that If bonded ware house is full , cargo will keep at container as temporary storage

Container rental fee to be quoted upon request (option)

If the exhibitors agreed to keep the exhibits outside at bonded ware house

With canvas coverage , we are not responsible if any damage & rusty

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INSURANCE

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by AGILITY FAIRS AND EVENTS UK , and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

Upon written instructions, AGILITY FAIRS AND EVENTS UK can offer the exhibitor insurance coverage at competitive premiums.

COURIER SHIPMENTS

Do not send courier shipments addressed to exhibition hall or hotel as it will probably not arrive on time.

Contact Agility F&E Team for more information

Do not send CD (compact disc) & USB by courier.

CD can send together via cargo with max 10 pcs. Above 10 pcs There will be charge & subject to customs approval.

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Commercial Invoice & Packing List → PAM FORM

The Packing List must give details of the number of packages, weight and measurement of individual package including shipping marks of the goods.

You can download a sample of our commercial invoice packing list also PAM Form to use when shipping your goods to the show by clicking on the below links:

[Agility F&E Commercial Invoice & Packing List PAM FORM](#)

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Thank you for reviewing our shipping instructions, we hope that it was helpful to you with the planning of your shipment and documents. It is our philosophy and belief that proper planning, accuracy of documents, and a proactive approach are all critical for a successful shipment to an exhibition.

As your exhibition freight forwarder, Agility Fairs & Events staff & team will be happy to assist you in all the necessary. If you have any further questions which have not been answered here, or require any other information about the show, please contact us at your convenience.

Agility Fairs & Events

ExCeL Exhibition Centre
One Western Gateway
Royal Victoria Docks
London, E16 1XL, UK

Show Manager : Nuriye Zafer

E-mail: nzafer@agility.com

Tel: +44 (0) 207 069 5312

Mob: +44 (0) 777 581 2590

Fax: +44 843 227 2033

Local Contact :

Rini Atsuti
PT Agility
Secure Building, Building C
Jl. Raya Protokol Halim Perdanakusuma
Jakarta 13610, Indonesia
Tel. : (62) (21) 2664 5170

TERMS OF PAYMENT

Inward: Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice/prior to despatch of shipments
Events

Please note that credit will only be offered if you have an active credit account with Agility Fairs & Logistics UK Ltd

Bank details of Agility Logistics Ltd and Agility Fairs and Events Logistics Ltd:- Barclays Bank Plc., Level 28, 1 Churchill Place, Canary Wharf, London E14 5HP

Sort code: 20 - 19 – 90, Freight account 30904813

Duty/VAT account 60669237 U.S. \$ account 72478222 (Swift code BARCGB22)

Accounts Head Office
Agility Logistics, Goole, UK
Tel: 01405 782 314 Fax: 01405 782 361

Contact: Tricia Mahoney tmahoney@agility.com

(Remitting bank charges are to be borne by the exhibitor)

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To View/download our Handling tariff and information please click on the following [link](#):

[ENLIT Asia 2020 Handling Tariff](#)

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