

SHIPPING INSTRUCTIONS & TARIFF

BUSINESS TECHNOLOGY SHOWS 2023



29 - 30 NOVEMBER 2023

CALL &
CONTACT
CENTRE
EXPO

SALES
INNOVATION
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MARKETING
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LEGALEX

ceva
LOGISTICS

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KEY | INFORMATION



Shipping Deadlines:

Seafreight LCL to be advised / FCL at any UK Port

LCL = 14th Nov 23

FCL = 14th Nov 23



Airfreight at London Heathrow Airport (LHR)
5 working days before delivery



Road freight via onsite warehouse
24 hours prior to delivery on stand



Courier Shipments
No earlier than 5 days prior to 1st day of build

Build-up Dates: 28-28 Nov

Show Dates: 29-30 Nov

Breakdown Dates: 30-30 Nov

All formal orders must be received by latest 5 workings days before delivery. Any orders received after the 14 Nov 23 will be subject to a 25% late booking surcharge and will require payment via credit card. Freight received after 14 Nov 2023 will incur a 50% late arrival surcharge

Please forward all documentation to Mitchell before for approval before shipping

CEVA Contact: Mitchell Akehurst E: Mitchell.akehurst@cevalogistics.com T +44 (0) 7583 669 748

SEA | AIR

All Bills of Lading should be sent freight prepaid to any UK Port and consigned as follows:

Consignee:
CEVA Showfreight
Unit 3A
Perimeter Way
NEC
Birmingham
B40 1PJ
United Kingdom



T:+447977154090

Notify:
Business Technology Shows
Exhibitor Name / Hall & Stand Number
luke.titmus@cevalogistics.com

Documents required:

- Copy of Bill of Lading
- Copy of Invoice / Packing List

All Airfreight consignments should be sent freight prepaid to London Heathrow (LHR) and consigned as follows:

Consignee:
CEVA Showfreight
Unit 3A
Perimeter Way
NEC
Birmingham
B40 1PJ
United Kingdom



T:+447977154090

Notify:
Business Technology Shows
Exhibitor Name / Hall & Stand Number
luke.titmus@cevalogistics.com

Documents required:

- Copy of Direct Master Air Waybill
- Copy of Invoice / Packing List

Please forward all documentation to Mitchell before for approval before shipping

CEVA Contact: Mitchell Akehurst E: Mitchell.akehurst@cevalogistics.com T +44 (0) 7583 669 748

ROAD |

Deliveries direct to ExCel for unloading should be consigned as follows:

Exhibitor Name
CEVA Showfreight
Business Technology Shows 23
Hall & Stand Number
ExCel
One Western Gateway
Royal Victoria Dock
London
E16 1XL
United Kingdom



Deliveries should arrive at the venue on the day that they are required on the stand. Deliveries will be unloaded direct to the stand unless instructed otherwise. The same instruction will apply for collecting vehicles after the event.

Deliveries via onsite warehouse should be consigned as follows:

Exhibitor name
CEVA Showfreight
Business Technology Shows 23
Exhibitor name / Hall & stand number
Unit 3A
Perimeter way
NEC
Birmingham
B40 1PJ
United Kingdom



Deliveries should arrive at the onsite warehouse a minimum of 24 hours prior to required delivery to stand.

Please forward all documentation to Mitchell before for approval before shipping
CEVA Contact: Mitchell Akehurst E: Mitchell.akehurst@cevalogistics.com T +44 (0) 7583 669 748

COURIER |

Courier deliveries should be consigned as follows:

CEVA Showfreight
Unit 3a, NEC
Birmingham
B40 1NT



Ref: Business Technology Shows / *EXHIBITOR NAME*

Please ensure shipments are sent customs cleared with all duties and taxes pre-paid (shipment terms DDP). It will be the responsibility of your courier company to deliver the shipment to your stand unless CEVA Showfreight are pre advised accordingly.

If CEVA Showfreight are requested to assist with your courier shipment an intervention fee will be applied

Re export of courier shipment:

If you request CEVA Showfreight to store your shipment after the show so that your courier company can collect CEVA will require a commercial invoice and shipping labels. You must also provide the courier companies details and date the goods are being collected.

Courier arrivals

All shipments arriving via courier must be notified to CEVA in advance of arrival. Please ensure shipments are sent customs cleared with all duties and taxes pre-paid (shipping terms DDP).

Receiving courier shipments into warehouse:

£20.00 Per Consignment (Up To 25 Kgs)

If CEVA are required to provide clearance information, then the following will apply:

Courier Intervention Fee: **£125.00**

If no UK VAT / EORI number is available, then CEVA can act as Importer of Record on the exhibitor's behalf, and this will be charged as follows:

Importer of Record fee: **£50.00**

Shipments arriving by courier cannot be customs cleared on a temporary basis and taxes will need to be paid.

Duties and Taxes: **At Cost**

Duty & VAT Advancement Fee: **5%** (Min £25.00)

Any shipments that arrive without pre-notification and if a courier company uses CEVA's EORI without prior permission then fines will apply.

Please forward all documentation to Mitchell before for approval before shipping

CEVA Contact: Mitchell Akehurst E: Mitchell.akehurst@cevalogistics.com T +44 (0) 7583 669 748

ADDITIONAL | INFORMATION

Wood Packing



All cargo containing wood entering into the EU (except coming from Switzerland) must be fumigated in its country of origin prior to shipment. This regulation includes but is not limited to such items as crates, pallets, frames, drums etc. To guarantee that the fumigation has been applied, the following information **MUST** be marked or stamped onto the outside of each package.

- IPPC logo
- ISO country code
- Licence number assigned to the fumigation company
- Fumigation method (Heat Treated or Methyl Bromide used)



Export Control



The UK Export Control Order 2008 controls the exports of strategic goods (Both Military and Dual Use) the transfer of technology and the trade of military or governmental equipment.

Both UK and EU Legislation demands that the Exhibitor or Shipper Must declare to CEVA Showfreight, any items that are included in the 'UK Military List or the EU Dual Use List' prior to them leaving at the close of the Exhibition. It is a legal requirement that the correct Export Control procedures be applied at the time of re-export.

It is therefore important that the exhibitor is aware of the relevant legislation and a declaration is shown clearly on your return shipping instructions and any documentation accompanying your shipment.

For the return shipping from the UK, it is the exhibitor's responsibility to declare to CEVA Showfreight any items that ARE subject to export controls clearly on your commercial invoice per line item.

If, having checked your exhibits against the UK Control List you are satisfied export controls are NOT subject to UK Export Controls please state clearly on your commercial invoice "The goods included herein are not subject to UK Export Controls".

For the full UK Export control list please click [HERE](#)

ADDITIONAL | INFORMATION

Insurance

Insurance cover whilst goods are in transit or in CEVA's possession are covered under the limitations of CEVA's [Terms and Conditions](#).

Goods left unattended on stands after delivery or awaiting collection after an exhibition are the sole responsibility of the exhibitor, and therefore strongly recommend that your freight is fully insured.

Specific all risk cover for your freight is available from CEVA upon request:

Please forward all documentation to:

CEVA Contact: Mitchell Akehurst E:
Mitchell.akehurst@cevalogistics.com T +44 (0) 7583 669 748



Payment of Charges

Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance by bank transfer or alternatively on site by credit card.

BNP Paribas
10 Harewood Avenue
London
NW1 6AA

Account Name:	CEVA Receivables Finance DAC
Account Number:	89848045
Sort Code:	40 – 63 – 84
IBAN:	GB40BNPA40638489848045
BIC (Swift):	BNPAGB22XXX



INTERNATIONAL | INBOUND | TARIFF

Temporary Import Customs Clearance		£195.00 Per Entry / Consignment
Permanent Import Customs Clearance		£195.00 Per Entry / Consignment
Consumable Import Customs Clearance		£195.00 Per Entry / Consignment
Customs Examination		£35.00 Per Consignment
Temporary Import Bond Fee		1.5% Of CIF Value (Minimum £100.00)
Importer Of Record Fee		£95.00 Per Entry
Import Airline Handling Charge		£0.35 Per Kg (Minimum £45.00)
Issuing Of T1 Document		£95.00 Per Entry
3 rd Party Storage / Handover Fee		At Cost + 10%
Transport To Venue (Subject To Overtime Surcharge)		£45.00 Per 100kgs (Minimum 300kgs)
Terminal Handling Charges	FCL 40ft	£195.00 Per Container
	FCL 20ft	£185.00 Per Container
	LCL Cargo	At Cost + 10%
Transport From UK Seaport	FCL 40ft	£795.00 Per Container
	FCL 20ft	£795.00 Per Container
	LCL Cargo	£95.00 Per 500kgs Or 1cbm.
Intervention With Courier For Clearance Procedures Charge		£190.00

ONSITE | HANDLING | TARIFF

Unloading from Vehicle to Stand (2.5T forklift)	£20 per 1cbm or 500kgs. (min 2cbm whichever the greater)
Unloading from Vehicle to Warehouse	£20.00 per 1cbm or 500kgs. (min 2cbm whichever the greater)
Delivery from Warehouse to Stand	£20 per 1cbm or 500kgs. (min 2cbm whichever the greater)
Collection, Storage & Redelivery of Empty Cases	£30.00 per cbm (minimum 3cbm.)
Collection from Stand to Warehouse	£20 per 1cbm or 500kgs. (min 2cbm whichever the greater)
Reloading from Warehouse to Vehicle	£20 per 1cbm or 500kgs. (min 2cbm whichever the greater)
Reloading from Stand to Vehicle (2.5T forklift)	£20 per 1cbm or 500kgs. (min 2cbm whichever the greater)
Re-lifting at Stand (2.5T forklift)	£20 per 1cbm or 500kgs. (min 2cbm whichever the greater)
Receiving courier shipments into onsite warehouse	£15.00 per consignment (up to 25 kgs)
Labour on Stand (unskilled)	£35.00 per hour (minimum 4 hours)

Please Note

Shipments Via Our Warehouse Pre / Post Show Are Chargeable At £6.00 Per cbm / Per Day (Minimum £30.00) In Addition To The Above Warehousing Rates. A Surcharge Of 50% Is Chargeable For Work Before 08:00 And After 18:00 . A Surcharge Of 100% Will Be Charged For Work During Weekends / Bank Holidays

INTERNATIONAL | OUTBOUND | TARRIFF

Airfreight Collection from Venue		£45.00 per 100kgs (minimum 300kgs.)
Export Airline handling including Air line Delivery		£0.35 per kg (minimum £45.00)
Terminal Handling Charges	FCL 40ft	£195.00 per container
	FCL 20ft	£185.00 per container
	LCL Cargo	At cost + 10%
Transport to UK Seaport	FCL 40ft	£795.00 per container
	FCL 20ft	£795.00 per container
	LCL Cargo	£95.00 per 500kgs. or 1cbm
SOLAS Container Weight Verification Charge		£75.00 per container
SOLAS LCL Weight Verification Charge		£15.00 per LCL consignment
Temporary Import Bond Cancellation Fee		£35.00 per cancellation
Re-Export Customs Formalities		£125.00 per consignment
Re-Export Examination		£35.00 per consignment
AMS Filing Fee (USA & Canada)		£55.00 per consignment
Use of Open General Export License		£450.00 per consignment
Dangerous Goods Check & Documentation (Airfreight only)		£130.00 per consignment
Re-labelling Dangerous Goods Shipments		£75.00 per consignment

ONLINE | ORDERING



All onsite services are to be booked online, please click the button below to order.

[ORDER NOW](#)