

SHIPPING INSTRUCTIONS

TARIFF

ONLINE ORDERING

Naidex



NEUROCONVENTION

**20-21 March 2024,
NEC, Birmingham**



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KEY | INFORMATION

Shipping Deadlines:



Seafreight FCL at any UK Port
Seafreight LCL – To be advised

LCL = 10 working days before delivery
FCL = 5 working days before delivery



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



Road freight via onsite warehouse
24 hours prior to delivery



Courier Shipments
No earlier than 5 days prior to delivery

BUILD UP 18-19 March 2024

SHOW DAYS 20-21 March 2024

BREAKDOWN 21-22 March 2024

All orders must be received by **4th March 2024**

Any orders received after the above deadline will be subject to a 25% late booking surcharge

Please forward all documentation to Luke Titmus before for approval before shipping

CEVA Contact: E: Luke.Titmus@cevalogistics.com

SEA | AIR

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

Consignee:

CEVA Showfreight
Unit 3A
NEC
Birmingham
B40 1PJ
United Kingdom



T: +44 (0) 330 587 7777

Notify:

UK Care Week
Exhibitor Name / Hall & Stand Number
Luke.Titmus@cevalogistics.com

Documents required:

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

MBOL for LCL freight not consigned to CEVA will incur a £250.00 handling fee. Therefore, we recommend you book LCL with your local CEVA office.

Please forward all documentation to Luke Titmus before for approval before shipping

CEVA Contact: E: Luke.Titmus@cevalogistics.com

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

Consignee:

CEVA Showfreight
Unit 3A
NEC
Birmingham
B40 1PJ
United Kingdom



T: +44 (0) 330 587 7777

Notify:

UK Care Week
Exhibitor Name / Hall & Stand Number
Luke.Titmus@cevalogistics.com

Documents required:

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

ROAD |

Deliveries direct to NEC should be consigned as follows:

Exhibitor Name
CEVA Showfreight
UK Care Week
Hall & Stand Number
NEC
Birmingham
B40 1PJ
United Kingdom



Postcode for Sat Nav – B40 1NT

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 warehouse should be consigned as follows:

Exhibitor name
CEVA Showfreight
UK Care Week
Hall & Stand number
Unit 3A
NEC
Birmingham
B40 1PJ
United Kingdom



Postcode for Sat Nav – B40 1NT

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

Please forward all documentation to Luke Titmus before for approval before shipping
CEVA Contact: E: Luke.Titmus@cevalogistics.com

COURIER |

Courier deliveries should be consigned as follows:

CEVA Showfreight

Unit 3a, NEC

Birmingham

B40 1PJ

Ref: UK Care Week / Exhibitor

Name / Hall Number / Stand

Number



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 are pre advised accordingly.

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

Re export of courier shipment:

If you request CEVA 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. Handling charges apply.

Please forward all documentation to Luke Titmus before for approval before shipping

CEVA Contact: E: Luke.Titmus@cevalogistics.com

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).

Courier shipments via 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**

International companies not registered in the UK are required to apply for a GB EORI number. Your courier company will need this EORI number to process UK customs clearance.

You can apply for an EORI [HERE](#)

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 £30.00)

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

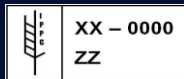
ADDITIONAL | INFORMATION

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](#)

DOCUMENTATION |

A separate Commercial Invoice and Packing List (CIPL) is required for temporary and permanent items, and must contain the following information:

- Quantity, net weight and dimensions of each item
- Description
- 10 Digit HS Codes
- Country of Origin
- Value

Invoices with incorrect HS codes will be rejected by CEVA customs and a **£95.00** re-submission charge will apply. Therefore, to avoid additional charges and potential delays we recommend you validated the HS codes before sending the pre-alert.

UK HS codes can be found on [UK Integrated Online Tariff](#).

A commercial invoice and packing list template can be downloaded [HERE](#)

All documents must be received at least 3 working days in advance of arrival.

International companies not registered in the UK are required to apply for a GB EORI number. Your EORI number is required to process UK customs clearance and should be stated on your CIPL.

You can apply for a GB EORI [HERE](#)

Please forward all documentation to Luke Titmus before for approval before shipping
CEVA Contact: E: Luke.Titmus@cevalogistics.com

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: Luke Titmus

E: Luke.Titmus@cevalogistics.com



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

Import Customs Clearance		£195.00 per entry
Additional HS Codes (over 3)		£5.00 per HS code
ATA Carnet Handling Fee		£75.00 per carnet
Duty & VAT		At Cost
Duty & VAT Advancement Fee		5% (Min £30.00)
Importer Of Record Fee		£95.00 per entry
Temporary Import Bond Fee		1.0% CIF value (Minimum £100.00)
Customs Examination		£35.00 per consignment
Import Airline Handling Charge		£0.60 per kg (Minimum £65.00)
Transport From Airport To Venue		£45.00 per 100kgs (Minimum 300kgs)
Terminal Handling Charges	FCL	£225.00 per container
	LCL	£75.00 per cbm (Minimum 2 cbm)
Transport From UK Seaport	FCL	Price on Application
	LCL	£75.00 per cbm (Minimum 3 cbm)
Ocean Port ISPS		£32.00 per container
Ocean Carrier Inspection and Security Charge		£60.00 per container

ONSITE | HANDLING | TARIFF

Unloading from Vehicle to Stand	£20.00 Per 1cbm Or 500kgs (Minimum 2cbm Whichever The Greater)
Unloading from Vehicle to Warehouse	£20.00 Per 1cbm Or 500kgs (Minimum 2cbm Whichever The Greater)
Delivery from Warehouse to Stand	£20.00 Per 1cbm Or 500kgs (Minimum 2cbm Whichever The Greater)
Collection, Storage & Redelivery of Empty Cases	£30.00 per 1cbm (minimum 3cbm)
Collection from Stand to Warehouse	£20.00 Per 1cbm Or 500kgs (Minimum 2cbm Whichever The Greater)
Reloading from Warehouse to Vehicle	£20.00 Per 1cbm Or 500kgs (Minimum 2cbm Whichever The Greater)
Reloading from Stand to Vehicle	£20.00 Per 1cbm Or 500kgs (Minimum 2cbm Whichever The Greater)
Re-lifting at Stand	Price Upon Request
Courier shipments via warehouse	£20.00 Per Consignment (Up To 25 Kgs)
Labour (unskilled)	£40.00 Per Hour (Minimum 4 Hours)
Trailer Rate Unload/Reload	Price Upon Request
File Fee	£35.00 Per Shipment

Additional Information

Above rates are based on 3t Forklift.

Shipments via our warehouse Pre / Post Show will incur a handling fee of £6.00 per cbm / per day (3 cbm min)

Work carried out before 08:00 and after 18:00 will incur a 50% surcharge.

Work carried out on Weekends / Bank Holidays will incur a 100% surcharge.

INTERNATIONAL | OUTBOUND | TARIFF

Transport from Venue to Airport		£45.00 per 100kgs (Minimum 300kgs)
Export Airline Handling		£0.60 per kg (Minimum £65.00)
Terminal Handling Charges	FCL	£225.00 per container
	LCL	£25.00 per cbm (Minimum 2cbm)
Transport to UK Seaport	FCL	Price on Application
	LCL	£55.00 per cbm (Minimum 2cbm)
Ocean Freight ISPS		£26.00 per B/L
VGM - FCL		£45.00 per container
VGM - LCL		£15.00 per LCL consignment
ISF Preparation Fee (USA, Canada)		£15.00 per B/L
AMF Fee (USA, Canada, Japan, Mexico, China, India)		£55.00 per consignment
Export Customs		£195.00 per consignment
Additional HS Codes (over 3)		£5.00 per HS code
Export Examination		£35.00 per consignment
Temporary Import Bond Cancellation Fee		£35.00 per cancellation
Exporter of Record Fee		£95.00 per entry
T1 Documentation Fee		£45.00 per document
T1 Guarantee Fee		1.0% CIF value (Minimum £100.00)
Bill of Lading / Airway Bill Fee		£45.00 per B/L
Dangerous Goods Check & Documentation		£130.00 per consignment
Re-labelling Dangerous Goods Shipments		£75.00 per consignment
Agency and Communications Fee		£80.00 per shipment

ONLINE | ORDERING



[ORDER NOW](#)



SCAN TO BOOK

Orders received after 04 March 2024 will incur a 25% late booking surcharge.