



SHIPPING INSTRUCTIONS

BREKBUK EUROPE 2020

MESSE BREMEN

BREMEN - GERMANY

26 – 28 MAY



a Hyve event

Presented by :
Agility Fairs & Events UK
Nuriye Zafer



BREAKBULK EUROPE 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air Freight](#)

[Deadline Dates](#)

[Customs Clearance](#)

[Hand Carry | Case Markings](#)

[Courier | Packing & Labelling](#)

[Insurance](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

[Handling Tariff Information](#)

Agility Fairs & Events have been appointed by the show organisers Hyve Group as the sole official freight. Customs and onsite handling contractor for the **BREAKBULK EUROPE 2020** event which will be held during **26 – 28 May, 2020** at **Messe Bremen** in **Bremen , Germany**.

We provide specialised 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 period. Key staff will be on site and will have mobile phones; details will be provided in due course.

KEY DATES:

Build Up Period: 22 - 25 May

Show Dates : 26 - 28 May

Breakdown Dates : 28 - 29 May



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



www.agility.com



BREAKBULK EUROPE 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air Freight](#)

[Deadline Dates](#)

[Customs Clearance](#)

[Hand Carry | Case Markings](#)

[Courier | Packing & Labelling](#)

[Insurance](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

[Handling Tariff Information](#)

CONSIGNMENT INSTRUCTIONS – ROAD Freight

All Airfreight, Sea freight & warehouse shipments, **must be consigned FREIGHT PREPAID** as follows:

Road Freight direct to fairground

Messe Bremen
Gate H entrance
Theodor-Heuss-Allee 21-37,
Bremen 28215 Germany

Consignee and receiving warehouse :

DHL Freight GmbH
c/o BreakBulk 2020 Bremen Exhibitor's Name- Stand No
Senator-Nolting-Hauff-Str 2-4
D-28197 Bremen

NOTIFY:

AGILITY FAIRS AND EVENTS UK
Att: Nuriye Zafer nzafer@agility.com
Tel +44 207 069 5312

CMR and all documents must show the consignee as indicated above.

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 the arrival of shipments in Bremen to Agility . **PLEASE ASK FOR YOUR BOOKING REFERENCE :**

Please fax or e-mail, original copies of Order Form & Pro Forma invoices to Agility F&E UK:

Fax: + 44 (0) 2070695312
Email : nzafer@agility.com

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



www.agility.com



BREAKBULK EUROPE 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air Freight](#)

[Deadline Dates](#)

[Customs Clearance](#)

[Hand Carry | Case Markings](#)

[Courier | Packing & Labelling](#)

[Insurance](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

[Handling Tariff Information](#)

CONSIGNMENT INSTRUCTIONS – Sea Freight

All Seafreight & warehouse shipments, **must be consigned FREIGHT PREPAID** as follows:

SEA PORT : BRAVENHAVEN PORT

**Consignee:
UPON REQUEST**

**NOTIFY:
UPON REQUEST**

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 the arrival of shipments in Bremen to Agility:

Sea Freight Consignments : **10 days prior to the arrival of the vessel**

- Copy of express release B/L (please send your shipments express release to avoid delays)
- One copy of combined invoice and packing list
- Certificate of treatment/fumigation if applicable and a Packing Declaration

Please fax or e-mail, original documents of Order Form, Air-waybill & Pro Forma invoices to Agility F&E UK:

Fax: + 44 (0) 2070695312

Email : nzafer@agility.com

All documents, such as the Bill of Lading or Air Waybill must show the consignee as indicated above

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



www.agility.com



BREAKBULK EUROPE 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air Freight](#)

[Deadline Dates](#)

[Customs Clearance](#)

[Hand Carry | Case Markings](#)

[Courier | Packing & Labelling](#)

[Insurance](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

[Handling Tariff Information](#)

CONSIGNMENT INSTRUCTIONS – AIR Freight

All Airfreight & warehouse shipments, **must be consigned FREIGHT PREPAID** as follows:

AIRPORT : BREMEN

Consignee:

DHL Global Forwarding Gmbh
Flughafenallee 11
D-28199 Bremen

Notify :

DHL TRADE Fairs and Events Gmbh
Messe Bremen , **C/O** BREAKBULK EUROPE 2020

Stand No

att: Nuriye Zafer

Nzafer@agility.com

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 the arrival of shipments in Bremen to Agility:

Air Freight Consignments: **by 15 May**

- A pre-alert including the flight number, weights and dimensions
- One copy of the AWB
- One copy of combined invoice and packing list

Please fax or e-mail, original copies of Order Form, Air-waybill & Pro Forma invoices to Agility F&E UK:

Fax: + 44 (0) 843 227 2033

Email : **nzafer@agility.com**

All documents, such as the Bill of Lading or Air Waybill must show the consignee as indicated above.

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



www.agility.com

BREAKBULK EUROPE 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air Freight](#)

[Deadline Dates](#)

[Customs Clearance](#)

[Hand Carry | Case Markings](#)

[Courier | Packing & Labelling](#)

[Insurance](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

[Handling Tariff Information](#)



AIRFREIGHT: 15th May

COURIER SHIPMENTS: 5 working days prior to exhibition start date



SEA FREIGHT LCL: 9 working days prior to move in period

SEA FREIGHT FCL: 9 working days prior to move in period



Groupage consignments must arrive at our advanced warehouse at least 3 working days before delivery on the stand is required

ROAD FREIGHT LCL : 3 working days prior to move in period

ROAD FREIGHT FULL TRAILER : BY REQUEST

Full Truck consignments must arrive at the venue on the day unloading is required

DIRECT UNLOAD ONSITE BOOK BEFORE 20TH OF MAY 1700 HOURS

****PLEASE BOOK IN FOR BOOKING REFERENCE****

CONSIGNMENT DEADLINES BEFORE MOVE IN PERIOD

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



www.agility.com



BREAKBULK EUROPE 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air Freight](#)

[Deadline Dates](#)

[Customs Clearance](#)

[Hand Carry | Case Markings](#)

[Courier | Packing & Labelling](#)

[Insurance](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

[Handling Tariff Information](#)

INVOICES:

We recommend to use attached invoice form for all shipments except shipments arriving under ATA carnet.

Separate invoices are required for permanent and temporary goods.

Invoices must be consigned to :

Name of exhibitor
c/o BREAKBULK EUROPE 2020
Hall ...
Booth-No. ...

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



www.agility.com



BREAKBULK EUROPE 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air Freight](#)

[Deadline Dates](#)

[Customs Clearance](#)

[Hand Carry | Case Markings](#)

[Courier | Packing & Labelling](#)

[Insurance](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

[Handling Tariff Information](#)

CASE MARKINGS

All packages must be clearly marked and numbered as follows at least on 2 sides:

BreakBulk Europe 2020

(Reference number for groupage shipments – if supplied)

c/o Agility Fairs & Events
Name of Exhibitor
Stand number
Case number e.g. 1/5, 2/5, 3/5 etc
Gross weight
Net weight
Dimensions

HAND CARRY SHIPMENTS

Overseas exhibitors are not encouraged to hand-carry exhibits which will be subject to customs clearance on arrival. In event the exhibits are stopped at airport on arrival, exhibitors are required to handover the shipment along with the Invoice and Packing list to Customs Authorities at airport against issuance of Custody Receipt, Thereafter; handover the original Custody Receipt along with copy of invoice and packing list to us urgently for customs clearance. All charges for this urgent clearance shall be for account of the exhibitors.

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



www.agility.com



BREAKBULK EUROPE 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air Freight](#)

[Deadline Dates](#)

[Customs Clearance](#)

[Hand Carry | Case Markings](#)

[Courier | Packing & Labelling](#)

[Insurance](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

[Handling Tariff Information](#)

Courier Shipments

The exhibition hall is not a permanent warehouse and therefore courier deliveries will be refused, unless the shipment is delivered during the tenancy period and the customer is present at the booth, in order to receive the parcels from his Transport Company and sign off the delivery outlay. We strongly recommend sending your courier to the advanced warehouse delivery address.

All courier shipments need to be consigned to:

DHL Freight GmbH
c/o BreakBulk 2020 Bremen Exhibitor's Name- Stand No
Senator-Nolting-Hauff-Str 2-4
D-28197 Bremen

DOCUMENTS PRE-ALERT : 9 working days prior to move in period

PACKING & LABELLING

We recommend you to design your packing carefully to minimize risks to your equipment. It is also advisable to use bolts, screws and hinges whenever possible if your cases are to be used for return or onward transport. Cardboard cartons should be avoided if they are intended for onward use. Agility will not be responsible for damages / claims arising out of improper packing. Please remember that your goods may be loaded & offloaded several times en-route to **BREAKBULK EUROPE 2020**.

To ensure your goods can be quickly located at site or during transit, please mark each case/carton as follows, on at least 2 sides:

YOUR COMPANY NAME
HALL & STAND NUMBER
BREAKBULK EUROPE 2020
For: Agility Fairs & Events
Case number 1 of.....

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



www.agility.com

BREAKBULK EUROPE 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air Freight](#)

[Deadline Dates](#)

[Customs Clearance](#)

[Hand Carry | Case Markings](#)

[Courier | Packing & Labelling](#)

[Insurance](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

[Handling Tariff Information](#)

INSURANCE COVER

It is recommended that all exhibitors should arrange a comprehensive cover for their goods which covers shipment to Bremen , the period of display and which allows either return to the country of origin or an appropriate disposal period at the conclusion of the exhibition.

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



www.agility.com



BREAKBULK EUROPE 2020

MENU
Introduction
Consignee – Road Freight
Consignee – Sea Freight
Consignee – Air Freight
Deadline Dates
Customs Clearance
Hand Carry Case Markings
Courier Packing & Labelling
Insurance
Commercial Invoice & Packing List
Payment Terms / Closing Summary
Handling Tariff Information

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 commercial invoice and packing list for use when shipping your goods to the show by clicking on the below **link**.

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

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



www.agility.com

BREAKBULK EUROPE 2020

MENU

[Introduction](#)[Consignee – Road Freight](#)[Consignee – Sea Freight](#)[Consignee – Air Freight](#)[Deadline Dates](#)[Customs Clearance](#)[Hand Carry | Case Markings](#)[Courier | Packing & Labelling](#)[Insurance](#)[Commercial Invoice & Packing List](#)[Payment Terms / Closing Summary](#)[Handling Tariff Information](#)

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

Email : nzafer@agility.com

Tel: +44 (0) 207 069 5312

Mobile: +44 (0) 777 581 2590

Fax: +44 843 227 2033

Terms of Payment

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

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

Overseas payments to be made by Telegraphic Transfer to our bank account:

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,

Swift Code: BARCGB22

GBP General Freight A/C No: 30904813, IBAN: GB63BARC20199030904813

Cheques should be payable to **Agility Logistics Ltd**

Please send all cheque payments to: **AGILITY LOGISTICS, New Potter Grange Road, Goole, DN14 6BZ**

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



www.agility.com

BREAKBULK EUROPE 2020

MENU

[Introduction](#)

[Consignee – Road Freight](#)

[Consignee – Sea Freight](#)

[Consignee – Air Freight](#)

[Deadline Dates](#)

[Customs Clearance](#)

[Hand Carry | Case Markings](#)

[Courier | Packing & Labelling](#)

[Insurance](#)

[Commercial Invoice & Packing List](#)

[Payment Terms / Closing Summary](#)

[Handling Tariff Information](#)

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

[BreakBulk Europe 2020 Handling Tariff](#)

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



www.agility.com