



FIGO 2009 (International Federation of Gynecology and Obstetrics)
04 to 09 October 2009
Cape Town International Convention Centre

International Shipping Instructions and Tariff

MAKING BUSINESS FLOW





Shipping Instructions

Consignment Instructions (Air & Sea)

All consignments dispatched by sea or airfreight must be consigned, "Pre Paid" as follows:

Exhibition Logistics Solutions
c/o FIGO 2009
6 Aero Park, Aviation Street
Airport City, 7525
Cape Town
South Africa

For: Exhibitor Name
Notify: Exhibition Logistics Solutions
Attn: Richard Harper / Brent Olwage
Tel: +27 11 284 1000

Arrival Ports:

Sea FCL & LCL	Cape Town Port
Air	Cape Town International Airport

Arrival Dates:

FCL & LCL Containers	14 working days prior to required delivery
Airfreight	10 working days prior to required delivery

Documentation Required – Sea & Air Shipments:

1 x original & 1 x copy Bill of Lading or Master Air Waybill
1 x original combined Invoice & Packing List + 3 copies
1 x ATA Carnet (in place of invoice)

Shipping Pre-Advise:

Copies of all shipping documentation must be emailed to CEVA Showfreight as soon as possible to:

Contact : Graham Ridge
Email : graham.ridge@cevalogistics.com
Tel: +44 1322 312 058
Fax: +44 1322 312 057

General Information on Documents:

- ATA Carnets - MAY BE USED IN PLACE OF INVOICE
- Invoices - Both temporary & permanent entries may be declared on same invoice
- Invoices – Each individual item, including giveaways must be given on FOB value shown in US\$
- Invoices – The following declaration must be indicated "the declared goods are of.....origin and are intended for display purpose/consumption at exhibition and will/will not be returned to country of origin. (*delete as appropriate*)
- CEVA must receive faxed copies of invoices/carnets/shipping documents 7 days prior to vessel/aircraft arrival

Giveaway/Consumable Items:

Do not mix or ship alcoholic drinks, fresh or canned foodstuff with your exhibits as these items require additional import permits and health certificates. Should your client consider, please contact Graham Ridge beforehand so we can advise accordingly



Shipping Instructions

Packaging:

- ideally crated and able to withstand both outward & return journeys
- Should cases have locks/ combinations details must be forwarded with shipping documentation

Case Markings:

Name of Exhibitor: _____ Exhibition Name: _____
Hall & Stand Number: _____ Case Number: _____ of _____
Gross Weight: _____ Net Weight: _____
Dimensions: _____

Courier Shipments:

CEVA can offer a local delivery service rather than exhibitors having to locate courier shipments arriving unexpected onsite (see tariff for charges). All courier shipments should be consigned to:

Exhibition Logistics Solutions
c/o FIGO 2009
Exhibitor Name/Stand Number
Cape Town International Convention Centre
No 1 Lower Long Street, Marshalling Yard
Cape Town, South Africa
Attn: Richard / Brent
Tel: 082 900 1653

Insurance:

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, during storage and also transit to other destinations.

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 cash or credit card.

Our account details are as follows:

CEVA Showfreight
National Westminster Bank PLC
1 St Philips Place, Birmingham
B3 2PP
Account Number: 71793674
Sort Code: 60 – 02 – 35
IBAN: GB57NWBK60023571793674
Swift: NWBKGB2L





International Freight Tariff

Customs Clearance

Temporary Import Customs Clearance	£58.00 per entry / consignment
Permanent Import Customs Clearance	£58.00 per entry / consignment
Additional Customs Headings	£3.00 per line
Customs Examination	£53.00 per consignment
	£232.00 per FCL 20ft
	£400.00 per FCL 40ft
Temporary Import Bond Fee	2% of CIF value (£60.00 minimum)
Advancement Fee for Duty and VAT	At Cost

Airfreight Imports

From Arrival Cape Town Airport to delivery to stand at venue, includes airline handling excludes customs clearance

Price per kg	£1.05 per kg (min £173.00)
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Ocean Freight Imports

From Arrival Cape Town Port to delivery to stand at venue, includes terminal handling excludes customs clearance

Price per w/m (1000kg or 1cbm)	£177.00 per w/m (min £354.00)
Full load containers	price on application

Site Handling Services

See Warehouse Bundled Package Rate overleaf	£0.90 per kg (minimum £265.00)
See Exhibition Dock Bundled Package Rate overleaf	£0.75 per kg (minimum £182.00)
	The above rates are based on actual weight

On-Site Services

Hire of forklift (3T) for erection / dismantling	£75.00 per hour (minimum 2 hours)
Accessible Storage	£45.00 per cbm (minimum 3cbm)
Stock deliveries from storage area to stand	£45.00 per cbm
Labour to assist with unpacking / repacking	£20.00 per hour (minimum 4 hours)

Export Customs Clearance

Re-Export Customs Clearance	£58.00 per entry / consignment
Additional Customs Headings	£3.00 per line
Customs Examination	£53.00 per consignment

Airfreight / Ocean Freight Exports

Import Prices apply for outward moving freight also

Additional Charges

Communications Fee	£26.50 per shipment
Agency Fee	£40.00 per shipment
Courier Shipment Handling (up to max of 50kg excluding import taxes)	£23.50 per shipment

The above prices exclude additional Port Surcharges, Insurance, Late Arrival Surcharges and Permanent Import Taxes. Items in BOLD carry a 50% surcharge if carried out before 0800 or after 1700 on weekdays or any time at weekends. For Airfreight purposes 1 cbm = 167kg. A 25% surcharge will apply to all orders booked after Friday 18th September 2009. The tariff is based on current economical conditions (rates of exchange, fuel prices etc) and maybe subject to alteration.





Freight Tariff (Bundle Prices)

Warehouse Bundled Package Rate

Exhibition Logistics Solutions
c/o FIGO 2009
6 Aero Park, Aviation Street
Airport City, 7525
Cape Town
South Africa
For: Exhibitor Name

Our Warehouse Bundled Package rate will include:

Reception at our advance warehouse in Cape Town
Transfer to Cape Town International Convention Centre
Unloading and Delivery to Stand
Collection, Storage and Re-delivery of Empty Cases
Collection / Reloading from Stand
Transfer to our advance warehouse in Cape Town
Reloading from advance warehouse to collecting vehicle

For the sum of £0.90 per kg (minimum £265.00)

The above prices exclude additional Port Surcharges, Insurance, Late Arrival Surcharges and Permanent Import Taxes.
Items in BOLD carry a 50% surcharge if carried out before 0800 or after 1700 on weekdays or any time at weekends.
For Airfreight purposes 1 cbm = 167kg. A 25% surcharge will apply to all orders booked after Friday 18th September 2009.
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Freight Tariff (Bundle Prices)

Show Site Bundled Package Rate

Exhibition Logistics Solutions

c/o FIGO 2009

Exhibitor Name/Stand Number

Cape Town International Convention Centre

No 1 Lower Long Street, Marshalling Yard

Cape Town, South Africa

Attn: Richard / Brent

Our Exhibition Dock Bundled Package rate will include:

Reception at Showsite Loading Dock

Unloading and Delivery to Stand (Directly)

Collection, Storage and Re-delivery of Empty Cases

Collection / Reloading from Stand

Reloading from Showsite Loading Dock to collecting vehicle (Directly)

For the sum of £0.75 per kg (minimum £182.00)

Prices Exclude :

Customs Clearance

Insurance

Overtime Surcharges

Late Arrival Surcharges

Customs and Surcharges can be found on the previous page (International Freight Tariff)

The above prices exclude additional Port Surcharges, Insurance, Late Arrival Surcharges and Permanent Import Taxes.
Items in BOLD carry a 50% surcharge if carried out before 0800 or after 1700 on weekdays or any time at weekends.
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