



## **INTERNATIONAL SHIPPING INSTRUCTIONS**

### **London Wine & Spirits Fair**

**12 - 14 May 2009**

**ExCel, London**

#### **Airfreight**

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

CEVA Showfreight  
Godfrey Way  
Hounslow, Middlesex  
TW4 5SY  
Telephone : +44 (0) 121 782 8888  
Fax : +44 (0) 121 782 2875  
Contact : Daniel Bates  
E mail : daniel.bates@cevalogistics.com

All Air waybills should be faxed as soon as they are available, together with a copy of the proforma invoice, contact name on stand and required delivery date to the stand. If you know the goods will be returning after the show please indicate this on the pro forma invoice.

#### **Seafreight**

All Bills of Lading should be sent freight prepaid to UK port and consigned to:

CEVA Showfreight  
Unit 3a Perimeter Way  
NEC  
Birmingham, UK  
B40 1PJ  
Telephone : +44 (0) 121 782 8888  
Fax : +44 (0) 121 782 2875  
Contact : Daniel Bates  
E mail : daniel.bates@cevalogistics.com

All Bills of Lading should be sent via courier together with a copy of the pro forma invoice, the contact on the stand and required delivery date made clear on the pro forma invoice.

#### **Road Freight Deliveries**

Deliveries direct to the Exhibition Venue for unloading should be addressed as follows:

Exhibitor's Name  
c/o CEVA Showfreight  
Hall / Stand Number  
London Wine Fair 2009  
ExCel Centre, Royal Docks  
London, UK

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 specifically instructed otherwise.



### Shipping deadlines

Airfreight at London Heathrow Airport	Friday 1st May 2009
Seafreight LCL at UK port	Friday 24 <sup>th</sup> April 2009
Seafreight FCL at UK port	Monday 27 <sup>th</sup> April 2009

### Documentation for goods from outside The European Union

A pro forma invoice is required for H M Customs & Excise in order to clear customs and must contain the following information:

Address invoice as follows:

Exhibitor's Name
Hall / Stand Number
London Wine Fair 2009
ExCel
London, UK

Detailed description of each item  
Quantity of each item  
Value of each item

In addition, for wines the invoice must include the following:  
Tariff Heading, Alcohol Content by volume, Colour, Still or Sparkling, Number and size of bottles

### Documentation for Wines arriving from within The European Union

Wine arriving from within the European Union are subject to Excise Duty and therefore must be accompanied by an **administrative accompanying document (AAD form)**

**NB. It is the responsibility of the consignor to ensure that correct documentation arrives in the UK within 24 hours of goods being delivered to ExCel and made available to CEVA Showfreight on-site.**

**CEVA Showfreight will then present the AAD form to HM Customs and Excise and any taxes incurred will be charged to the exhibitor.**

**AAD FORMS SHOULD BE FAXED IN ADVANCE TO +44 121 782 2875**

### Wooden Packing Material

As from 1. March 2005 new regulations for import of wooden packing materials into the European Community will come into force. From that date, all wooden packing materials entering one of the EU ports will need to be in conformity with the international phyto-sanitary standard ISPM-15. In short, this means:

**Only wood, free of bark, correctly treated and showing the IPPC stamp will be accepted.**

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