

LOGISTICS ORDER FORM

INFORMATION &

QUOTATION

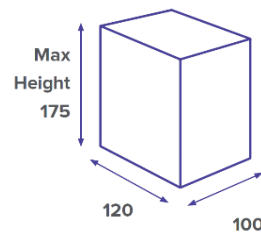
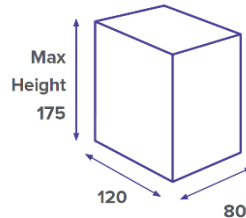
Pallet Sizes UK & Europe

If you're travelling from the UK to an event in Europe, or vice versa, you need to be aware that there are differences in the type of "standard pallet". A European pallet is 20cm smaller in width than a UK pallet.

Here's a diagram to help you (just remember this is a rough guide) based on a Luton Van (height)

Based on the UK pallet the cubic metre is $1.2 \times 1.0 \times 1.75 = 2.1\text{m}^3$

Based on the EU pallet the cubic metre is $1.2 \times 0.8 \times 1.75 = 1.68\text{m}^3$



International Postage



The first step to clearing customs is completing a combined commercial invoice and packing list. It's a simple form our global agents can help you complete, all you need to do is answer some basic questions about your packages and what's in it.



If you're from a non-EEC country and you're bringing merchandise in for your exhibition (even in your hand luggage); you must declare it to HM Revenue and Customs (HMRC). Due to the complexities with customs formalities, we highly recommend you ship to the event utilising our trusted global agent network. Our customs team can provide you with contact details of our agent in your country.



If you're using an international courier, get some details on how they will manage your duty and VAT. Most exhibition logistics suppliers (like us) have special facilities in place for the event, including facilities for temporary importation without payment of duty/VAT - as apposed to most couriers who will charge full rate of duty and tax.



PRO TIP: The UK is no longer part of the EU, therefore any shipment arriving outside of the UK will require customs clearance. Please contact our in-house customs team for all import and export advice:
clearance@ges.com

Organising your Logistics

01



Fill in the all the information

02



Select your service

03



Read all information including exclusions + Terms & Conditions

04

Attach PDF on email to event.logistics@ges.com

Order Form: GES Logistics

Global Experience Specialists (GES) Ltd, Unit 13, Perimeter Road, NEC, Birmingham, B40 1PA

T: +44 (0) 121 782 4433

E: event.logistics@ges.com



PLEASE COMPLETE THE FOLLOWING FORM AND RETURN TO THE ABOVE EMAIL ADDRESS BY

04/10/2023

Event Name:	LAB INNOVATIONS 2023	Hall Number:	
Venue:	NEC BIRMINGHAM	Stand Number:	
Event Dates:	1st - 2nd NOVEMBER 2023	Date required on stand*	
Stand Name:		Time required on stand*	
Billing Company:		Contact Name on Stand:	
Billing Address:		Contact Number on Stand:	
		Date collect from stand**	
Email Address:		Time collect on stand**	
Print Name:		Purchase Order Number:	
Telephone Number:		VAT Number:	

* This is for guideline purposes only, GES will confirm timings available for unloading, delivery to stand in our order confirmation.

**This is for guideline purposes only, GES are not responsible for any goods left unattended on stands.

Please click in the below boxes and use the drop down menu to indicate which services you require:

ONSITE & COURIER SERVICES:

Handling via onsite warehouse during event tenancy		£17.00	per cbm, Min:	£17.00
Unload to stand (upto 3 tonne forklift)		£29.00	*per cbm, Min:	£29.00
Empty Case Handling, please contact GES if you have Priority Case, Full Goods or Accessible Product requirements		£50.00	per cbm, Min:	£150.00
Reload from stand (upto 3 tonne forklift)		£29.00	*per cbm, Min:	£29.00
Courier Receiving, Receipt of shipments directly onsite at event (Contact GES Prior to shipping for instructions)		£27.00	per box	

File Processing fee of: £40.00 applicable to all orders

*Normal working hours are Monday to Friday 0800 - 1800hrs, anything outside of these times will be subject to 50% increase

PRE / POST EVENT WAREHOUSE SERVICES:

Exhibitor will deliver to Advanced GES Warehouse		£17.00	per cbm, Min:	£34.00
Return to GES Warehouse after event		£17.00	per cbm, Min:	£34.00

TRANSPORT / CUSTOMS SERVICES - QUOTATIONS UPON REQUEST:

Is collection from the address mentioned above?		If No please confirm collection address below:
Please advise collection address:		
Do you have Forklift or loading facilities at your premises		
Collection from exhibitor premises (as per the above address):		
(Please confirm what date we can collect from your premises):		
Return delivery to exhibitor premises after event (as per the above address):		
(Please advise what date you require delivery to your premises):		
Customs Clearance assistance		

CONSIGNMENT DETAILS:

QUANTITY	DESCRIPTION OF GOODS	L x W x H (cms)				WEIGHT (Kgs)
E.g 1 Pallet	e.g Standfittings	L	W	H	m3	165
					0	
					0	
					0	
					0	
					0	
					0	

By completing and submitting this form you agree to the terms and conditions stated below:-

All Business is undertaken in accordance with our conditions of trade - a copy is available on request. Minimum invoice charge: £75.00 +

VAT. Above prices are our Early Bird rates, a 20% increase is applicable for orders placed outside of the deadline stated above. A further 20% increase for orders placed onsite. 25% cancellation fee is applicable to orders cancelled within 48 hours of work commencement. Payment is due in full prior to commencement of work.