

## International Shipping Instructions

	DATE	START TIME	FINISH TIME
BUILD-UP	4 <sup>th</sup> April 2016	12pm	8pm
BUILD-UP	5 <sup>th</sup> April 2016	8am	8pm
SHOW OPEN	6 <sup>th</sup> April 2016	9am	5pm
SHOW OPEN	7 <sup>th</sup> April 2016	9am	4pm
BREAKDOWN	7 <sup>th</sup> April 2016	4pm	11.59pm

## Freight Instructions – Air & Sea

	PORT	CONSIGNEE	NOTIFY PARTY
AIRFREIGHT	JNB	Breakbulk Africa 2016 c/o Trade Fair Solutions 16 Currajong Street Croyden, Gauteny 1619, South Africa	Tel – +27 86 721 5311 E-Mail – info@tradefairsolution.co.za
SEA FREIGHT	ICD Johannesburg	Breakbulk Africa 2016 c/o Trade Fair Solutions 16 Currajong Street Croyden, Gauteny 1619, South Africa	Tel – +27 86 721 5311 E-Mail – info@tradefairsolution.co.za

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

### DOCUMENT / FREIGHT DEADLINES

	DOCUMENTS REQUIRED	DOCUMENT DEADLINE	FREIGHT DEADLINE
AIRFREIGHT	1 x MAWB 1 x Commercial Invoice	7 days prior to arrival	21 <sup>st</sup> March 2016
SEA FREIGHT FCL	1 x Express release Bill of Lading 1 x Commercial Invoice	14 days prior to arrival	11 <sup>th</sup> March 2016
SEA FREIGHT LCL	1 x Express release Bill of Lading 1 x Commercial Invoice	14 days prior to arrival	11 <sup>th</sup> March 2016

All deadlines have been brought forward to account for South Africa's National holiday on 25<sup>th</sup> – 28<sup>th</sup> March 2016.

Please send all pre-alerts to [mailuk@wes-group.com](mailto:mailuk@wes-group.com) or contact us on +44 208 508 2224

## Freight Instructions – Road & Courier

	DELIVERY ADDRESS	FREIGHT DEADLINE
ADVANCED WAREHOUSE	Trade Fair Solutions 16 Currajong Street Croyden, Gauteny 1619, South Africa	30 <sup>th</sup> March 2016
VENUE	Emperors Palace Center Court 64 Jones Road Kempton Park Johannesburg South Africa	During Build-up Period, see page 1
COURIER	Trade Fair Solutions 16 Currajong Street Croyden, Gauteny 1619, South Africa	30 <sup>th</sup> March 2016

Please send all pre-alerts to [mailuk@wes-group.com](mailto:mailuk@wes-group.com) or contact us on +44 208 508 2224

## Onsite Services

SERVICE	PRE-BOOKING DEADLINE	LATE BOOKINGS
FORK LIFT	2pm – 1 <sup>st</sup> April 2016	Service can be booked onsite with a credit card, however will not be prioritised
STORAGE	2pm – 1 <sup>st</sup> April 2016	Service can be booked onsite with a credit card, however will not be prioritised
LABOUR	2pm – 1 <sup>st</sup> April 2016	Service can be booked onsite with a credit card, however will not be prioritised

To request an order form please e-mail [mailuk@wes-group.com](mailto:mailuk@wes-group.com) or contact us on +44 208 508 2224

### INSURANCE

It is recommended that all exhibitors should arrange a comprehensive cover for their goods which covers shipment to South Africa, 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.

## Documentation

**CUSTOMS FORMALITIES / EXAMINATION**

There are 3 means of importing goods into the South Africa. They are as follows:

METHOD	DESCRIPTION
TEMPORARY IMPORT	Goods may be temporarily imported under WES Logistics Temporary Import Bond facility subject to a non-refundable bond fee. Please be advised that all goods entered under our security bond, remain under our control and, at the end of the show, should either be re-exported, or subsequently permanently imported, by WES Logistics.
PERMANENT IMPORT	This is for goods entered for home consumption i.e. to remain in United Kingdom where import duty and VAT will apply. You can contact us for Duty and VAT % rates. Please Note: Goods that are given away may not be exempt from VAT and duty. VAT and duty may still be payable.

**COMMERCIAL INVOICE / PACKING LIST**

In order to assist you in the preparation of documents, we have supplied you with a Combined Commercial Invoice and Packing List, for your use, please refer to page 5.

This must show FULL descriptions of goods, including unit price and total prices. A separate invoice should be issued for giveaways, samples, brochures etc. Restrictions apply on quantities of giveaway items allowed which should be appropriate to the duration and attendance of the exhibition. The following must be shown:-

- Package number (it must match the case / markings previously mentioned)
- Full description of contents Harmonisation Codes
- Gross weight / Net weight / Dimensions

A copy of the Commercial Invoice / Packing List should be firmly attached to the case beneath the case mark. Customs may examine the goods on importation, so it is essential that a detailed packing list is provided to avoid delays in clearance. Although not essential, to facilitate customs clearance, items such as giveaways, brochures, etc, should be invoiced and packed separately. When cargo is shipped as an LCL/FCL container, a container packing list/manifest is required.

**TARIFF**

Comprehensive quotations will be supplied upon receipt of consignment details where requested or a copy of our tariff of charges can be sent by e-mail.

**PAYMENT**

Unless freight is routed via our appointed agent or you have an account with us, we will require immediate payment of all charges immediately upon receipt of our invoice. Bank details are specified at the bottom of the invoice. Credit cards are also accepted for account settlement. All business, without exception, is handled subject to the WES Group Trading Terms and Conditions whether we act as agents or otherwise, a copy of which is available upon request.

# Order Form

Exhibiting Company Name		Hall Number
		Stand Number
Invoicing Company		
Invoicing Address		
Town / City		
County / Post Code		Telephone
Country		VAT Number
E-Mail		

QUANTITY	DESCRIPTION	L X W X H (CMS)	WEIGHT (KGS)

Number of Vehicles Expected:

TRANSPORT REQUEST – Please complete if appropriate		
Collection Address:	Delivery Date to Stand:	
	Return Delivery Required – Please indicate below	
	YES	NO

DELIVERY DATE – Please complete if appropriate	
Advanced Warehouse:	To Stand:






ONSITE SERVICES – Please complete if appropriate			INBOUND		OUTBOUND	
Forklift to Unload / Reload Vehicle			Date:		Date:	
Crane Hire			Date:		Date:	
Labour	No. of Men:	No. of Hours:	Date:		Date:	
Erection / Dismantle of Steel Works with Forklift			Date:		Date:	
Pallet Truck Hire			Date:		Date:	

STORAGE – Please complete if appropriate	
Empty Case Storage:	Full Goods Storage:

YOU WILL BE ISSUED WITH A BOOKING REFERENCE AND ONSITE INSTRUCTIONS ONCE A COMPLETED ORDER FORM HAS BEEN SUBMITTED TO [MAILUK@WES-GROUP.COM](mailto:MAILUK@WES-GROUP.COM). IF YOU REQUIRE INSURANCE PLEASE CONTACT US VIA EMAIL.

Cardholder's Name:	
Card Number:	
Expiry Date:	Three Digit Security Code:
Issue Number:	Date:
Cardholder's Signature:	

Select the following as appropriate:

 <b>Maestro</b>	 <b>AMEX</b>	 <b>Mastercard</b>	 <b>Visa</b>	 <b>Visa Debit</b>
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## COMMERCIAL INVOICE AND PACKAGING LIST

Exhibition Name:	Breakbulk Africa 2016	Invoice Number:	
Venue:	Emperors Palace	Permanent Import (please tick the box)	
Exhibition Date:	6 <sup>th</sup> – 7 <sup>th</sup> April 2016	Temporary Import (please tick the box)	

Exhibitor Name:	SHIPPER / EXHIBITOR	CONSIGNEE	NOTIFY
Hall:		[Enter Exhibitor Name] Stand No. Breakbulk Africa 2016 – Emperors Palace c/o Trade Fair Solutions 16 Currajong Street Croyden, Gauteng 1619 South Africa	Tel – +27 86 721 5311 E-Mail – info@tradefairsolution.co.za
Stand Number:			
Contact:			

CASE No	ITEM No	DESCRIPTION OF GOODS	HS CODES	QTY	UNIT PRICE	TOTAL PRICE	WEIGHT KILOS	DIMENSIONS CM			VOLUME CBM	DISPOSALS		
								L	W	H		C	R	S
		1 x commercial invoice for permanent 1 x commercial invoice for temporary 1 x commercial invoice for consumables												
<b>Total</b>														

<p>We certify that the invoiced goods are of <b>[enter country]</b> origin. And the above description is true and correct. The Value given is for customs purposes only. <b>Permanent – Goods are for permanent entry into the Republic of South Africa</b> <b>Temporary – Goods are for display purposes only at Breakbulk Africa 2016 exhibition and will be returned after the close.</b> <b>Consumables – Goods are for free distribution purposes at Breakbulk Africa 2016</b></p>	<p>Authorized signature:  Name of Signatory:</p>	<p>C: Consumed S: Sold R: Returned</p>
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ADVANCE SHIPMENT



EXHIBITOR:

HALL: STAND NUMBER:

PACKAGE NUMBER: OF PIECES

TO:- Trade Fair Solutions, 16 Currajong Street, Croyden, Gauteny, 1619, South Africa

Telephone: +27 86 721 5311, E-Mail: info@tradefairsolution.co.za



Website - www.wes-group.com

EXHIBITION CARGO

ADVANCE SHIPMENT



EXHIBITOR:

HALL: STAND NUMBER:

PACKAGE NUMBER: OF PIECES

TO:- Trade Fair Solutions, 16 Currajong Street, Croyden, Gauteny, 1619, South Africa

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EXHIBITION CARGO