**FREIGHT INSTRUCTIONS**

**THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR**

We advise Agility Ltd / Agility Fairs & Events Logistics Pte Ltd, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility to customs clear and deliver the goods to our stand:

We also note and understand the following:

1. **DEADLINE FOR SHIPMENT**
   - Receipt of documents for seafreight consignments: 7 working days before departure of shipment
   - Receipt of documents for airfreight consignments: 7 working days before departure of shipment
   - Arrival of seafreight consignments: 13 working days before move-in
   - Arrival of airfreight consignments: 8 working days before move-in

2. **CONSIGNMENT INSTRUCTIONS**
   All exhibition goods either by seafreight, airfreight or courier must be consigned “Freight Prepaid” as follows:
   
   Please contact us for further instructions before shipping
   
   All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

3. **INSURANCE**
   It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by AGILITY, and also ensure that Transport Insurance is arranged for exhibits sold locally.

We also inform AGILITY that we will be using the services of the company below to freight our exhibits from __________________________ (country). Name of Freight Forwarder from origin: __________________________

Contact Person: __________________________ Tel: __________________________
Fax: __________________________ E-mail: __________________________

Authorised by: Booth No: ______________
Name __________________________
Designation __________________________
Company __________________________
Address __________________________

Tel __________________________ Fax __________________________
Signature & Date __________________________

**Send this form to:**
Agility Fairs & Events Logistics Pte Ltd
No.5 Changi North Way, 3rd Floor,
Singapore 498771
Tel: +65 6571 5604 / Fax: +65 6214 9592
Contact: Mr Jack Tan
Email: JkTan@agilitylogistics.com
www.agilitylogistics.com

**DEADLINE:**
6 weeks before the show