

Show Name : AOGS 2014
Show Dates : 28 July – 1 August 2014
Show Venue : Royton Sapporo Hotel
City, Country : Sapporo, Japan

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:

No. of pieces	Description of contents	Dimensions (meters)	Weight (kg)

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:

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 Contact: Mr Jack Tan
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