

Please email this copy to:

AGILITY FAIRS & EVENTS LOGISTICS PTE LTD

No. 5 Changi North Way, 1st Floor

Singapore 498771

Email : ALum@agility.com / Lbarola@agility.com

Attn : Ms Alice Lum / Ms Lorna Visperas

Tel. : (65) 6571 5606 / 5627



Deadline:
December 28, 2020

MATERIAL HANDLING & SHIPPING

1. We advise AGILITY FAIRS & EVENTS LOGISTICS PTE LTD, the Official Freight Forwarder and On-Site Handler that we shall be shipping the following for the event, and we instruct Agility fairs & Events Logistics Pte Ltd to customs clear and deliver the goods to our stand:

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

2. We also note and understand the following:

Name of Carrier, Ocean BL number and copies of House BL, Commercial invoice and Packing List for SEAFREIGHT consignments	January 5, 2021
Arrival of exhibits shipped by SEAFREIGHT	January 12, 2021
Copies of Commercial Invoice and Packing List for AIRFREIGHT consignments	January 8, 2021
Arrival of exhibits shipped by AIRFREIGHT	January 15, 2021
Arrival of COURIER consignments	January 15, 2021
Receipt of Catalogues/Brochures and Radio/Telecommunication Exhibits	6 Weeks before show
Copies of Product Catalogues and H.S. Code Descriptions for consignments that includes MEDICAL EQUIPMENTS/LASER EQUIPMENTS	At least 1 month prior to show

3. **CONSIGNMENT INSTRUCTIONS**

- i. All exhibition goods either by **sea-freight or air-freight**, must be consigned "Freight Prepaid" as follows:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
No. 5 Changi North Way, 3rd Floor
Singapore 498771
For: IASLC WCLC 2020

All documents such as Bill of Lading and Air waybill must show **Agility Fairs & Events Logistics Pte Ltd** as the consignee.

- ii. All exhibition goods by **courier**, must be consigned "Freight Prepaid". For shipping instructions, please contact us for consignee details.

4. **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 Fairs & Events Logistics Pte Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

We also inform Agility fairs & Events Logistics Pte Ltd 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: _____

Exhibiting Company		Stand No.	
Company Address			
Email		Contact Number	
Authorized by (Name)		Signature	
		Date	