



**Meritex International Freight Services Ltd**  
Worldwide Exhibition Shipping

**India**  
Shipping Instructions for UK exhibitors

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## Shipping Instructions for India

These instructions are aimed at exhibitors shipping exhibition goods to events in India from the UK. If you need further clarification or if this document does not answer your query, please contact us directly and we'll be happy to assist.

### 1. QUOTATIONS & ORDERING

#### How do I get a quotation and what information do I need to give Meritex?

You can either contact us directly to talk to our experienced team who will be happy to discuss your requirements, complete our online form at [www.meritex.co.uk](http://www.meritex.co.uk), or please email us the following information to which we will respond with a tailored quotation:

- ✗ Dimensions of shipment (Length x Height x Width)
- ✗ Weight (Kgs)
- ✗ No. of pieces
- ✗ Value
- ✗ List of contents
- ✗ How it will be packed?
- ✗ Collection point

We appreciate you may not always know the accurate measurements and weight before the deadline dates, however please let us know as much information as possible so we can provide you with a provisional quotation.

#### Once I am happy with the quotation what happens next?

Please complete, sign and fax back the Authorisation Form found in the information pack to confirm your order. This form can also be downloaded from our website. Please note we cannot process your order until we have received this. We can now arrange your collection/delivery. .

### 2. TRANSPORTATION

#### Is using a courier an option?

No. Please do NOT send your cargo by courier, e.g. FedEx, UPS, since these companies are unable to clear your cargo through customs (other than documents and printed matter). If you send your shipment by courier, Meritex will not be responsible or liable for non-delivery, delays or additional charges incurred.

#### How do we get our goods to the event?

You will receive a letter with the information pack detailing the shipping deadline for SEA and AIR FREIGHT, depending on availability. You will find the shipping deadline dates in your information packs.

Once you have received your quotation and returned the Authorisation Form, we will contact you to discuss your collection or delivery preferences.





**Collection:** We can arrange collection of your freight from anywhere within the UK. Please let us know in advance if you would like Meritex to collect from your chosen location prior to the shipping deadlines.

**Delivery:** You may prefer to arrange your own delivery to our UK warehouse. If you choose this option, please notify us by returning the enclosed 'Pre-advice Delivery Form' **24hrs** before expected delivery. Our UK warehouse address is:

Meritex International Freight Services Ltd  
C/o MPCo  
Chessington Industrial Estate  
Davis Road  
Chessington  
Surrey KT9 1TT  
United Kingdom

### 3. DOCUMENTATION

#### Which documentation do I need to complete?

##### a) ATA Carnets

##### What is an ATA Carnet?

A Carnet or ATA Carnet is an international customs document issued by 70 countries. It is presented when entering a Carnet country with equipment/goods that will be re-exported within 12 months. Therefore a Carnet is a way of temporarily importing into foreign countries without payment of duties and taxes.

##### Why do I need to apply for this?

India is one of the countries that requests imported goods to have ATA Carnets. This permits your equipment/goods to clear customs without the payment of duties and taxes. Payment is not necessary because the Carnet guarantees that the equipment/goods will be re-exported within a year.

Therefore an ATA Carnet should not be used for goods remaining in the country for an extended period after the show (i.e. 12 months). Please contact us for advice.

##### How do I apply for ATA Carnet?

Meritex are happy to arrange ATA Carnets and Indemnity/bonds on your behalf. To arrange clearance, we will require an authorisation letter printed onto your company letter-headed paper. We will send you an example for the layout.

Please note: Small quantities of literature associated with the product under the ATA Carnet do not require additional documentation.

Definitive import goods sent with temporary import goods covered with ATA Carnet will require a separate commercial invoice because such items will have tax and duties payable. See section 3b for more information.





## b) Commercial Invoices (combined packing list)

To be used for small shipments and general exhibition goods (stand panels, graphics etc.) and also for goods which are for definitive import, e.g. give-aways or consumables.

Please send/email/fax the following draft invoices prior to the deadlines for Meritex to check for customs clearance. Templates can be found in the information pack or can be downloaded from our website at the 'Events Schedule'.

- ✘ We will require 3 originals of each Commercial Invoice (combined packing list) in order for our agents in India to complete the customs formalities.
- ✘ **Separate** invoices must be issued for temporary and definitive (final/permanent) import i.e.

- *Temporary Import* is for goods returning at the close of the show
- *Definitive (final/permanent) Import* is for consumable goods

Examples:

Exhibits/Models = Temporary Import  
Stand fitting-material = Temporary Import  
Tools = Temporary Import  
Printed Matter (Brochures) = Definitive/Final Entry only  
Promotional Material (Give-aways) = Definitive/Final Entry only  
Consumable Material (Tape etc.) = Definitive/Final Entry only

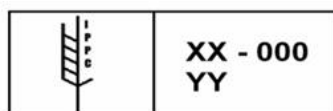
- ✘ Please fax Meritex copy invoices for checking, and supply 3 originals with the shipment.
- ✘ Invoices should be typed and on company headed notepaper, signed, dated and stamped.

## 4. PACKING

### How should I pack my goods?

We strongly recommend that all freight is packed into wooden crates or cases. All wooden packing material must meet ISPM 15 requirements, i.e. the timber should have been treated to eliminate all pests. This is now a requirement under EU law for all packing materials entering or leaving The European Community.

Treated timber is usually marked as such:



Please note: Temporary and definitive items must be packed separately.





## 5. LABELLING

### How should I label my shipment?

All cases/cartons/pallets should be marked with the following:

- C/o Translink Express (I) Pvt. Ltd
- Event Name
- Case number (1 of 3, 2 of 3 etc)
- Name of exhibitor
- Stand Number/ Hall Number
- Venue and location

You will be provided with case labels for the return shipment.

## 6. CUSTOMS CLEARANCE

### Customs Duties on Consumable Goods

Import duty and VAT are paid on all consumable goods. The maximum value of consumable items permitted for any one exhibitor is EUR 5,000.00. Values beyond this are subject to additional declaration charges. Please note: these goods are for free distribution to visitors only, NOT for sale. Please ask for more advice in this matter.

### Import Restrictions

Please note that several import restrictions apply and that certain goods are subject to **import licenses**, even for exhibition purposes. Import licenses for these goods must be applied for at least **six** weeks before transport. Please contact us before shipping such goods and under no circumstances ship these goods without the appropriate licenses. This applies to the following:

- Telecommunication Equipment
- CCTV and Surveillance Equipment
- Military Equipment (also Dual Use!)
- Alcoholic Beverages (wine and spirits)
- Tobacco Products
- Foodstuff (especially fresh meat and fish)
- Food Ingredients
- Wood and Wooden Products
- Refrigeration and Deep-Freeze Units
- Media (CD ROM's, DVD's)
- Pharmaceuticals and Medical Equipment
- Beauty Products/Cosmetics

**Alcohol and tobacco** cannot be shipped to India and are only allowed at exhibitions with special dispensation. Please call Meritex for advice before attempting to send excise goods.

**Stand Supplies** such as tea, coffee, sugar and general stand supplies are readily available close by all major exhibition sites in India. To avoid excessive duties, delays in clearance and confiscation of such items, you are advised not to pack these items in your consignment.

**Censorship** – Advertising materials and technical information materials including films, lantern slides, recording tapes, video tapes, records, photographs, maps, illustrations and other publicity materials, will only be allowed for display at the exhibition post inspection and approval from





Customs officers. Please avoid freighting these items, or if it is absolutely necessary please package separately and contact Meritex immediately for a deadline date for these items.

## 7. INSURANCE

We strongly advise that you insure your consignment under an all risks policy. Meritex can arrange the cover for you if required for an additional charge. Please contact us for a quotation.

## 8. AT THE EVENT

### How do I contact you once we are at the event?

We will ask you to provide the contact details of your colleagues attending build-up, the exhibition and break-down by sending you a 'Contact Details form'. This will also detail the Meritex representative's contact details whilst at the event. This is simply to ensure we are both able to contact each other for any reason regarding your shipment's journey. Meritex (or representatives) will be onsite during the full build-up, exhibition and breakdown of the event ensuring you are given a complete service.

### When will our goods be delivered to our stand?

Meritex/our agent will deliver your goods to your stand during build-up unless otherwise instructed. If you have any problems, please contact your Meritex representative.

### How do we store our empty cases?

Only the on-site official freight forwarder is permitted to handle your empty cases during the exhibition. Each case/crate must be labelled with the appropriate empty case labels supplied by the on-site official freight forwarder. They will then be stored securely until the break-down.

## 9. SALE OF GOODS

- ✘ It is considered a violation of law to sell TEMPORARY items from the exhibition stand.
- ✘ It is not possible to change the status of your goods from TEMPORARY to FINAL once the declaration has been made to customs.
- ✘ TEMPORARY goods cannot be disposed of as a donation, or against payment of customs duties and VAT.
- ✘ All TEMPORARY items must be re-exported after the exhibition.

## 10. AFTER THE EVENT/RETURN OF GOODS

### When will we get our goods back after the event?

During the event Meritex/our local agent will visit your stand to discuss your return shipping instructions. Once the event has finished and the official break-down begins, your empty cases will be returned to your stand as quickly as possible/as agreed.

Please ensure:

- ✘ Goods are securely packed and labelled as detailed above.





- ✘ Goods are re-packed into the same cases as on the inbound journey.
- ✘ Items originally declared for CONSUMPTION (give-aways etc.) must not be re-packed to return. All these items must stay in India.

We will then collect your repacked cases and return according to your instructions.

**IMPORTANT: We advise you not to leave your goods unattended at your stand prior to collection. Meritex/our agent will accept no responsibility or liability for subsequent damages or losses if these rules are not applied.**

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## Terms of payment

Under our standard trading conditions, unless credit terms have been agreed in advance, invoices are payable immediately upon uplift of goods. Return consignments will only be released upon full settlement of account.

## How can I get more information on Meritex?

Please contact Marketing at:  
*Meritex International Freight Services Ltd*  
*The Coach House*  
*20 Northernhay Street*  
*Exeter*  
*Devon*  
*EX4 3ER*  
*United Kingdom*  
*T: + 44 (0) 1392 454 999*  
*F: + 44 (0) 1392 454 998*  
*Website: [www.meritex.co.uk](http://www.meritex.co.uk) / Email: [info@meritex.co.uk](mailto:info@meritex.co.uk)*

