



Meritex International Freight Services Ltd  
Baltic Wharf Business Centre, St Peters  
Quay, Totnes, Devon, TQ9 5EW

Tel: +44 (0) 1803 868 777  
Fax: +44 (0) 1803 868 778  
E mail: [info@meritex.co.uk](mailto:info@meritex.co.uk)  
[www.we-ship-it.com](http://www.we-ship-it.com)

## Exhibition Shipping Instructions Malaysia

Please ensure you read the following instructions before despatching goods to us. If there are any points that are unclear or you require further information then please do not hesitate to contact us.

### Consolidation point – UK

We can arrange collection of your freight from anywhere within the UK. However, if you wish to deliver direct to us please send your consignments to our London terminal, and pre-advise us of its estimated arrival.

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

### Customs Clearance

We will require 3 original Commercial Invoices ( combined with packing list ) in order for our agents in Malaysia to complete the customs formalities – see attached example.

Please note that we will also require a sample set of the catalogue you will be sending to this show.

Films and video tapes need to go through a censorship procedure so please either avoid freighting these items, or if it is absolutely necessary please package separately and contact Meritex immediately for a deadline date for these items.

For high value consignments we recommend that consignments are covered by an ATA Carnet. The exhibitor can either provide an ATA themselves or we can arrange it on your behalf.

Directors: HRF Osborne, PA Saunders. Registered in England No: 3617385. VAT no. 717 790214  
Registered Office: Meritex International Freight Services Ltd, Baltic Wharf Business Centre,  
St Peters Quay, Totnes, Devon, TQ9 5EW, UK.



All business is transacted subject to the standard trading conditions of the British International Freight Association (2005 edition), a copy of which is available on request.





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### **Packing**

We strongly recommend that all freight be packed into wooden crates or cases. All cases/cartons/pallets should be marked with the following:

GLASSTECH 2005  
C/O Trans-Link Express (Bangkok) Co. Ltd  
Case number (1 of 3, 2 of 3 etc)  
Name of exhibitor  
Stand Number/ Hall Number  
IMPACT Arena Convention & Exhibition Centre  
Bangkok / Thailand

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

All wooden packing material must meet ISPM 15 requirements, ie the timber should have been treated to eliminate all pests. Treated timber is usually marked as such. This is now a requirement under EU law for all packing materials entering into the EU.

### **Excise Goods**

Wherever possible, please avoid packing excise goods. All destinations have limits on the duty free importation of alcohol and cigarettes. Please check with us before shipping.

### **Return Goods**

During the show, a Trans-Link Representative will contact you on the stand to discuss the return shipment. Written instructions will be taken and a copy given to your site representative.

### **Insurance**

We strongly advise that you cover your consignment under an all risks policy. Meritex can arrange the cover for you if required for an additional charge.

### **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.

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