



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
www.we-ship-it.com

Exhibition Shipping Instructions South Africa

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 require either Commercial invoices or ATA Carnets to undertake clearance on your behalf. For temporary import goods into South Africa we recommend the use of an ATA Carnet. This we can arrange on your behalf if necessary.

Separate Commercial Invoices should be made out for temporary import and for permanent import goods (literature/give-aways). Please see the attached example. Please fax a copy invoice to us for checking, and supply 3 originals with the shipment. Invoices should be typed and on company headed notepaper, signed, dated and stamped.

ATA Carnets should be used in the following circumstances:

1. High value consignment (Over £20,000.00)
2. Goods will be going onto another exhibition
3. Goods remain in the country for an extended period after the show

We can arrange ATA Carnets and indemnity/bonds on your behalf. Small quantities of literature associated with the product under the ATA Carnet do not require additional documentation.

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:

Case number (1 of 3, 2 of 3 etc)
Name of exhibitor
Stand Number/ Hall Number
Name of show
Destination

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

Please do not ship any foodstuffs, beverages, alcohol or plants to the exhibition. All such items can be purchased locally. The items listed above will only cause delays in customs clearance and as a special license is required, along with these items attracting high import duties, it makes the exercise uneconomical.

Return Goods

During the show, a Meritex 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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