



Meritex International Freight Services Ltd
Worldwide Exhibition Shipping

EU Countries

Shipping Instructions

1. QUOTATIONS & ORDERING
2. TRANSPORTATION
3. DOCUMENTATION
4. PACKING
5. LABELLING
6. CUSTOMS CLEARANCE
7. INSURANCE
8. AT THE EVENT
9. AFTER THE EVENT





Shipping Instructions for EU

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

1. QUOTATIONS & ORDERING

How do I get a quotation? 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, or email us the following information so we are able to respond with a tailored quotation:

- ✗ Dimensions of shipment (Length x Width x Height each in cm, and total m3)
- ✗ 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 and work with you to prepare your shipment.

2. TRANSPORTATION

Is using a courier an option?

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 deadlines usually for AIR and ROAD FREIGHT. In certain circumstances, we can offer a SEA FREIGHT service. In such cases, a deadline date will be given when this option is viable.





Once you have 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?

Packing Lists

Please send/email us a packing list of the goods detailing the following:

- ✗ Dimensions of shipment (Length x Width x Height each in cm, and total m3)
- ✗ Weight (Kgs)
- ✗ No. of pieces
- ✗ Value
- ✗ List of contents
- ✗ How it will be packed

4. PACKING

How should I pack my goods?

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

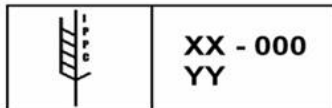
Case number (1 of 3, 2 of 3 etc)
Name of exhibitor
Stand Number/ Hall Number
Name of show
Destination





All wooden packing material must meet ISPM 15 requirements, i.e. 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 or leaving The European Community.

Treated timber is usually marked as such:



5. LABELLING

How should I label my shipment?

Each case/piece should be labelled. Please contact us and we will send you Meritex shipment labels, or if you prefer to use your own please include the following information:

Event Name
City / Venue
Company Name
Stand Number
C/o Meritex International Freight Services Ltd
Case number (1 of 3, 2 of 3 etc)

6. CUSTOMS CLEARANCE

Customs Clearance

There are no customs formalities to be considered for consignments currently in free circulation within the EU. However, we would ask you to supply a packing list of some form with your consignment, containing information on number of cases, quantities, weight and dimensions, and value if you require insurance.

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 breakdown 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 breakdown.

9. 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, your empty cases will be returned to your stand.

Please ensure:

- ✘ Goods are securely packed and labelled as detailed above.
- ✘ Goods are re-packed into the same cases as on the inbound journey.

We will then collect the crates and return according to your instructions.

IMPORTANT: Please do not 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.

Terms of payment

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

How can I get more information on Meritex?

Please contact Marketing Manager at:

Meritex International Freight Services Ltd
The Coach House
20 Northernhay Street
Exeter
Devon
EX4 3ER

T: + 44 (0) 1392 454 999

F: + 44 (0) 1392 454 998

Website: www.meritex.co.uk

Email: info@meritex.co.uk

