



**10-12 MARCH 2020**  
**OLYMPIA LONDON**  
 TAKING WORDS FURTHER  
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## Shipping Manual

Exhibition:	London Book Fair 2020
Venue:	Olympia, London
Build up dates:	Friday 6 <sup>th</sup> to Monday 9 <sup>th</sup> March
Show open dates:	Tuesday 10 <sup>th</sup> to Thursday 12 <sup>th</sup> March
Breakdown dates:	Closing night 12 <sup>th</sup> to be completed Saturday 14 <sup>th</sup> March

### Exhibition Deadline dates (See also Exhibition Timetable – page 6)

LCL Ocean Freight	10 working days before date needed on site
Air freight	4 working days before date needed on site
Road freight / courier via our Coventry WH (easy life)	3 working days before first day of build up
FCL Containers	6 working days before date needed on site
Courier shipments via Coventry WH (Easy life)	Arrival Coventry by Tuesday 3 <sup>rd</sup> March
Courier shipments to Olympia	Arrival during official build up dates/times

### Consigning Instructions (Commercial invoice/ packing list)

All invoices must be consigned as per below regardless if it arrives, road, FCL, LCL air freight or courier.

Consignee: London Book Fair 2020  
 Stand name: ..... / Stand number: .....  
 Olympia London  
 Hammersmith Road  
 London W14 8UX

We require 2 (two copies of your pro-forma invoice/ packing list in English, **addressed to yourselves on the exhibition stand**. International Lifting and shipping cannot be in the importer.

Your invoice must show:

- Description of your goods
- Country of origin
- Value of each item (incl. tariff heading if available)
- A declaration that the goods are “for display at the London Book fair at Olympia Exhibition Centre London”

Packing list must show:

- Marks and numbers on packages
- Nett/gross weights in Kilograms
- Contents of each separate case

### ATA Carnets

If goods are accompanied by an ATA Carnet, please ensure that an original letter of authority is attached to the Carnet allowing, International Lifting and Shipping, or their agent to complete customs formalities on your behalf.

### Consigning Instructions (CMR, Airway bill, Bill of Lading, Easy life courier shipments)

FCL / LCL/Air Freight /Courier All shipments must be consigned to. (ALL SHIPMENTS SENT PRE-PAID)

International Lifting and Shipping  
 International House  
 Colonnade Point  
 Coventry CV6 4BU



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### Notify parties for each mode of transport

FCL	Southampton/ Felixstowe Port	Harnwick Freight	Jon Wheddon +44(0)121 782 8581
LCL	Unpack depot	Harnwick Freight	Jon Wheddon +44(0)121 782 8581
Air freight	Heathrow	Sandrair	Ron Vickers +44 (0)178 4242 081
	Birmingham	Harnwick Freight	Kevin Kirby +44(0)121 782 8581
Road freight	Stop 24 Dover	Stop 24 Dover port	

### Road Freight

T1 clearance, import / export

All vehicles must stop at, Channelports, STOP24, Folkestone Services J11, M20, (Customs code GB000060). All costs are based on the shipments clearing and going direct to the show site on the official build dates. If you need it to arrive at our advance warehouse in Coventry please advise in advance.

### Courier Shipments (Easy life to Coventry / On site directly to Olympia)

All non EU courier shipments must be sent on a strict **DDP** basis.

**Easy life service** – This is for receiving the goods in our Coventry warehouse by the 3<sup>rd</sup> March. We will keep it in our warehouse, take it to the venue and hold until you or a representative arrives to receive the goods. The cost for this service is **£50.00** it is very important to note your stand name and number even if your goods are coming from a third party directly to our warehouse. This does not include any customs services if needed (notes as per below)

**On site courier reception** – This is if ILS accepts and signs for your goods directly at the exhibition site on the official build dates. We will hold it until your arrival. The cost for this service is **£50.00**. It is very important to note your stand name and number even if your goods are coming from a third party directly to our warehouse. Delivery address will be for delivery **directly to the show site**. It is advisable to check with your nominated courier that they deliver after hours and weekends should you need that service from them.

**Courier customs clearance / Non EU shipments** – It is important to note **ILS cannot be the importer of your shipment**. The above costs are purely for signing for your goods after your nominated courier has cleared and delivered to the nominated address. All imports into the UK from non-EU origin require an EORI number and must be consigned as per page 1. **Costs for non EU shipments will be billed at £85.00 (excl customs costs / temporary import deposits, etc).** Please contact John at [jl@i-l-s.co.uk](mailto:jl@i-l-s.co.uk) for more information

As the agreement and account will be with your nominated courier, ILS cannot contact the couriers to change addresses or track your shipment, etc. We will help as much as we can to ensure that your courier shipments arrive as smoothly as possible, but delivery of your goods to destination remains your responsibility. Should you need a return service please ensure you go to the ILS service desk once you have re-packed your goods and ask for a label. Once labelled and numbered please let the ILS service desk know that your goods are ready for collection. Please do not leave the venue without letting anyone know the goods are ready for collection.

### Customs clearance / consolidated rates for FCL, LCL, ROAD FREIGHT and AIR FREIGHT

For any customs clearance requirements and/or International Freight please contact John Lawson on +44 (0) 24 7633 7955 or email [jl@i-l-s.co.uk](mailto:jl@i-l-s.co.uk)



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### EORI Application

As of the 1<sup>st</sup> July 2016, HMRC have amended the EORI application process and all stands will need an individual EORI number. Please follow this link to apply:

<https://online.hmrc.gov.uk/shortforms/form/EORINonVATImport?dept-name=&sub-dept-name=&location=43&origin=http://www.hmrc.gov.uk>

An EORI application takes up to a min of 3 working days to process. For more information please see EORI Application Guide in Exhibitor Manual, or email [jl@i-l-s.co.uk](mailto:jl@i-l-s.co.uk)

### Insurance

Please be aware that your goods are carried and handled entirely at owners' risk. Please do not assume your cargo is automatically covered. It remains the responsibility of the owner of the exhibits or exhibitor to ensure that the cargo is adequately insured. All stores are considered open including the ILS Warehouses.

### Packaging/ markings: (address can also be used for deliveries)

Please ensure that your goods are adequately insured and packed for transport/ handling. All pieces must be clearly marked with at least two labels, as per below:

**Direct to show site:** Show: London Book Fair 2020  
 Stand name: ..... / Stand number: .....  
 Olympia London  
 Hammersmith Road, London W14 8UX  
 No. of pieces: .....  
 Contact No. ....

**Via our ILS Coventry Warehouse:** Show: London Book Fair 2020  
 Stand name: ..... / Stand number: .....  
 International House  
 Colonnade Point, Coventry CV6 4BU  
 No. of pieces: .....  
 Contact No. ....

### Restricted goods

Import restrictions apply to a wide variety of products and material. Should you be concerned if your goods will need to be inspected by States vet, Port Health, Plant inspector etc., please make contact and provide all the necessary information. Please add additional days to the above arrival dates in order to expedite customs clearance in time for the exhibition.

### Delivery to Olympia (Own transport)

All deliveries must be booked in through the Carbon Voyage System. For full details you can use the link below:

Go to <http://voyagecontrol.com/olympialondon>

Please refer to the Exhibition Timetable in the Manual access timings for the stand.



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## On site handling tariff

### General lifting/ first lifts

Offloading from vehicle to stand:	£9.00	per cbm or 333kgs, min 3cbm per lift
Reloading from stand to vehicle:	£9.00	per cbm or 333kgs, min 3cbm per lift

General lifting is defined as "First Lifts" for unloading/reloading, or "Relifts" for taking out of cases, removal from pallet/skid bases, placing back on to pallets/skid bases, placing back into cases and any re-positioning following the "First-Lift". Rates are calculated according to actual weight or volumetric weight where 1 Tonne = 3m<sup>3</sup>, whichever the greater.

### Removal, storage and return of packing materials

We will undertake to label, remove from stand, store and return to stand upon closure of the Exhibition, all empty packing materials at the following rate:

Priority return PM 12 <sup>th</sup> March 2020	£45.00	Per cubic metre (min 2cbm)
Return 13 <sup>th</sup> March 2020	£27.00	Per cubic metre (min 2cbm)

Please do not leave your empty goods in the gangways as they may be removed by the cleaning team. Once your empty crates are ready please go to the ILS service desk and let them know that your goods are ready to be taken to the storage area. They will provide you with an empty case label.

On break down night ILS will ensure that your empty goods will be delivered back to your stand. ILS must wait for the go ahead from the health and safety officer before we can start returning empty crates back. If you do not need your empty crates back on break down night, please make us aware in advance.

### Overtime working

The rate(s) quoted are based on normal hours working Monday to Saturday 0800-1900 hours

**Work performed outside these hours is subject to a 50% surcharge**

### Terms and Conditions

All work, without exception, is undertaken in accordance with our Standard Terms and Conditions of Trading. These conditions contain provisions which limit and/or exclude our liability and should be read carefully. Without prejudice to the generality of those conditions, please note that in no circumstances will we accept responsibility for goods left unattended at any time, whether on a stand or in an open store or otherwise (All stores deemed open unless expressly stated otherwise)

Please specifically note that there is a minimum charge of £50.00.

**All prices are subject to VAT at the rate current at the time of invoicing.**

To view our Conditions of Trading please click [here](#) and our data privacy policy please click [here](#) or visit our website [www.i-l-s.co.uk](http://www.i-l-s.co.uk)



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## Build, Show Times & Breakdown Timetable

**Unfortunately, no early access will be permitted at the London Book Fair 2020**

### Build Timetable

Friday 6 March 08.00 - 18.00 Space only  
Saturday 7 March 08.00 - 18.00 Space only  
Sunday 8 March 08.00 - 18.00 Space only and Shell scheme stands  
Monday 9 March 08.00 - 20.00 Space only and Shell scheme stands  
Monday 9 March 12.00 - 20.00 Press stands

**All displays and exhibits must be completed and all excess products and packaging materials removed by 18:00hrs on Monday 9 March. Fines may be incurred by stands that are not completed by this time.**

### Show open days and times:

Tuesday 10 March 09.00 - 18.30  
Wednesday 11 March 09.00 - 18.30  
Thursday 12 March 09.00 - 17.00  
(Visitor entrance – priority access from 08.45 on show open days)

### Breakdown:

Thursday 12 March 17.30 - 22.00 Space only and Shell scheme stands  
Friday 13 March 08.00 - 18.00 Space only  
Saturday 14 March 08.00 - noon Space only

**Contractors and trolleys will not be permitted to enter the halls until it is clear of visitors, which we anticipate will be 30 minutes after the exhibition closes.**

**For reasons of security, exhibitors are advised to remove all portable and valuable items as soon as possible after the show closes and not to leave their stand unattended until all such items are clear. All materials, packaging and waste must be removed from the halls and stand dismantling complete by 12.00 hrs (mid-day) on Saturday 14 March. Any waste or materials left for the Organisers disposal will be charged to the exhibitor/contractor.**