

	<b>INFORMATION</b>
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	<b>DELIVERY OF EXHIBITS</b>
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1.

Exhibits

International Lifting & Shipping, as SOLE official freight handlers and customs brokers operating within the Exhibition Halls, will be solely responsible for scheduling and handling. No other handling/lifting contractor will be permitted to operate in the Exhibition Halls for reasons of control, safety and security.

Although exhibitors are permitted to use their own freight agents, it is normally in their interests to use the appointed contractor, who will be providing a complete freight package on a worldwide basis.

International Lifting and Shipping must be advised in all cases with full details, copy bill of lading and/or air waybills, to avoid delays and congestion.

All Exhibitors must complete and return the following Lifting/Shipping Order Form **by no later than 14<sup>th</sup> August 2009**. If you have no lifting requirements please return the form marked 'Not Applicable' after completing your company details and stand number.

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## INFORMATION

### DELIVERY OF EXHIBITS

2.

#### Delivery & Handling

All goods destined for the exhibition should be clearly addressed to the exhibitor:

EXHIBITOR (COMPANY NAME)

**STAND NUMBER**.....

**HALL**.....

LABELXPO EUROPE 2009

Parc des Expositions de Bruxelles

Place de Belgique

B1020 – Brussels

Belgium

Notify: International Lifting & Shipping – Hall 12

The stand number must be clearly marked on all paperwork

Exhibitors may use the services of their own transport contractor or, alternatively, the official contractor International Lifting & Shipping.

Exhibitors requiring crange or lifting will be assigned a delivery date and time, dependent on size and weight of exhibits and the stand location. The driver, on arrival, will be directed to the vehicle park, or the relevant vehicle entry door, depending on the availability of space in the off-loading area. In either case, the driver must report to the International Lifting & Shipping office in Hall 12.

All crates should be bolted rather than screwed or nailed. If they are not to be slung (i.e. fitted with lifting hooks) they should be mounted on skids to facilitate handling by a forklift truck. All crates over one metric ton which have uneven loads must be marked to show the centre of gravity.

Unpacked goods must be accompanied by a delivery note clearly specifying the exhibitor's name. An exhibitor's representative should be present during delivery and unloading.

International Lifting & Shipping will produce a schedule and exhibitors using their services will be advised of delivery dates. International Lifting & Shipping reserve the right to increase charges if the dates for delivery are not adhered to or prior notification of delays are not notified.

Under no circumstances should goods be delivered to the Halls before **FRIDAY 18th SEPTEMBER 2009** unless specifically notified by International Lifting & Shipping.

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	<b>INFORMATION</b>
	<b>DELIVERY OF EXHIBITS</b>

3.

Storage

There are no on-site storage facilities and it is of particular importance that the following Order Form for 'Lifting & Handling' is returned to International Lifting & Shipping **no later than 14<sup>th</sup> August 2009**, if this service is required.

Packing cases should be clearly marked on all sides with the exhibitor's name and stand number to ensure their swift delivery to the exhibitor at the close of the exhibition.

Exhibitors are requested not to leave items stacked in the gangways as this seriously hinders the free progress of contractors and other exhibitors and could cause delays affecting the opening of the exhibition.

Temporary Import/Customs Bond

It is in every exhibitor's interest that they are aware of the customs procedure relative to customs duty and VAT payments for temporary importation of exhibits. All goods imported to the European Union (EU) are subject to VAT and Duty may also be applicable.

However, for those exhibitors outside the EU, customs security can be arranged and full information is available from International Lifting & Shipping. This will avoid the need for exhibitors to make substantial deposits to the Belgian Customs Authorities.

Please Contact: Paul Flannery/ International Lifting & Shipping

Tel: Int +44 24 7633 7955 Nat. 024 7633 7955

Email: [pgf@i-l-s.co.uk](mailto:pgf@i-l-s.co.uk)

Fax: Int +44 24 7633 6795 Nat. 024 7633 6795

All Risks Transit Insurance

It is recommended that each exhibitor insures their exhibits whilst they are in transit to and from the exhibition site, whilst the goods are being handled, unpacked and repacked and whilst they are being exhibited.