
LOGISTICS IAAPA EXPO EUROPE

Helpful Questions & Answers



As the official logistics partners for IAAPA , it is Agility Fairs & Events responsibility to ensure that your exhibits, stand or marketing materials arrive at the venue safely and on time. Below are some recommendations and advice.

What are the services provided by Agility?

- Global freight forwarding services by road, sea and air freight
- Customs formality guidance (including documentation)
- Pre and post event warehouse storage
- Dedicated container storage
- Paper storage and replenishment
- Courier handling (receiving, logging and delivery)
- Offloading and delivery to stand for date and time requested
- Collection, storage and return of empty packaging
- Provision of mechanical lifting equipment, including forklifts, cranes and pallet trucks
- Skilled and un-skilled labour



PRE SHOW

Question: I am an overseas exhibitor and I would like my exhibit materials collected and delivered to the venue; can Agility assist?

Answer: Agility Fairs & Events are a division of global freight forwarders Agility Logistics and we have the resources to collect and deliver from any location worldwide.

Question: Our exhibit materials will arrive at the venue prior to the show build-up, is there somewhere on site where these items could be stored, and stored securely?

Answer: Agility Fairs & Events have their own secure on site warehouse at the venue, we can receive, log and store items prior to show build-up commencing.

Question: My Company are shipping outside the EU, however understand customs formalities are required, can you offer any help/advice?

Answer: Agility Fairs & Events can arrange customs formalities for both temporary and permanent Imports of exhibit materials for the event; this will include the necessary documentation requirements also.

Question: We are an International company with intent on selling our machines, what documentation is needed for importation?

Answer: Combined commercial invoice / packing list are required to enable a Temporary import. DO NOT send via ATA Carnet if you wish to sell.

ON-SITE

Question: I would like to book a forklift for offloading also reloading my trailer of machinery, Stand fittings or products, what is required to book the services.

Answer: Agility will require a completed on site handling / freight order form.

Question: We are on site and realised, we have not booked all site handling services, and what do we do?

Answer: Visit the closest Agility service desk to book additional repositioning services.

Question: If we use a courier to bring our own goods to the stand and we are not there what do they do?

Answer: The courier will be sent away or, we can take it at the Agility on site warehouse. Charges would apply.

Question: Once I have completed the unpacking of my exhibits, is there somewhere I can store my Empty packaging?

Answer: We can arrange this for you, via our own on-site warehouse, this also applies to secure storage items. Please visit Agility service desk to collect storage labels & complete a form



SALE OF MACHINES

Question: We are an international company with Customs bonded goods and have sold our machines, what do we do?

Answer: All goods under temporary import must return to the Agility warehouse to finalise Customs import procedures.

Question: The show is closing, we have not yet sold our machines and still under negotiations / awaiting payment, what can we do?

Answer: All machines must return to the Agility Bonded warehouse, Agility can store machines on a short-term basis pending your final instructions.

When selling the machine, Agility must have full company details and contact details for the buyer – depending on the country of final destination, different Customs apply.

Sale value of machine for final import: When Agility arranges the final Customs importation, the sold value of the machine can exceed the imported value but cannot be less than declared on import. Duty and Tax will be calculated on the Customs tariff heading (HS Code) and declared value.

BREAKDOWN

Question: We need to leave as quickly as possible after the show to catch a flight, how soon can we receive our empty packing material?

Answer: Empty case storage return can be a long process due to the high volumes managed. It is highly recommended that company representative remains on the stand to await and Re-pack your goods.

Question: Our goods are to be collected by our carrier directly from stand.

Answer: All goods that are to be collected directly from stand within your stated tenancy time must be clearly labelled with the Exhibitor Name, piece count, delivery address and also the transport company name who is collecting. If the goods are not collected within time, all items will be returned to Agility warehouse and handling charges will apply.

Question: My courier company will come to collect our items however cannot collect during the evening of the breakdown; is there a safe place to store items until their arrival?

Answer: Agility Fairs & Events can arrange the collection of your exhibit materials from stand and store in our warehouse pending the arrival of your courier company.



Thank You

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