

Shipping Instructions and Tariff



Quick links

Page 3

Contact Details

Page 4

Shipping Deadlines and Pre-Alerts

Page 5

Tariffs

Page 9

Shipping Instructions

Page 11

Documents

Page 13

Courier Shipments & Customs

Page 14

Payment of charge



Contact Details



Frances Kenyon



Event Coordinator



+44 (0) 7929 832253



frances.kenyon@kuehne-nagel.com



Andy Blundell



General Manager



+44 (0) 7583 134102



andy.blundell@kuehne-nagel.com



Shipping Deadlines & Pre Alerts

Shipping Deadlines



Airfreight to: LHR Airport

5 working days prior to required delivery

Roadfreight: Direct unload / load

As required

Roadfreight: Advanced Warehouse

5 working days prior to required delivery

Seafreight (LCL) at KN nominated UK port:

15 working days prior to required delivery

Seafreight (FCL) at KN nominated UK port:

10 working days prior to required delivery

Pre-Alerts

All pre alerts must be submitted via email directly to the contact details provided at least 5 working days (weekdays) prior to the shipment arriving.

Email:

Frances.Kenyon@kuehne-nagel.com

Mobile: +44 (0) 7929 832253





Tariffs

Advanced Warehouse



Delivery to booth or return via warehouse

Chargeable weight (per 100 kgs)

1m3=333kgs

£ 20.00 per cbm
Min 3cbm

Receive courier shipment at K&N courier point and deliver to stand

Shipments above 50KG to be charged at via advanced warehouse rate

£75.00 per shipment

Onsite charges



Unloading/Reloading directly to stand

3T Forklift

HTL (Half trailer load) : 30cbm

FTL (Full trailer load) : 60cbm

£10.00 per cbm
Min 3cbm per order
£50 per additional stand

Forklift & Driver to assist with stand erection and dismantling

£35.00 per hr
Min 4 hrs

Forklift & Driver to assist with stand erection and dismantling (over 3T)

Price on application
Min 4 hrs

Service Personnel - Unskilled labourer

£30.00 per hr
Min 4 hrs

Empties Storage



Standard collection / storage / redelivery of empties from / to booth

£25.00 per cbm
Min 3cbm

Priority collection / storage / redelivery of empties from / to booth

£35.00 per cbm
Min 3cbm



Tariffs

Airfreight Tariff



Inbound Airline Handling:	£0.65 per kg (min £70.00)
Transport from Airport to Venue:	£55.00 per cbm or 200kg (min £275.00)
Airline Storage:	As incurred plus 10% disbursement
Temporary Import/Export Customs Clearance:	£150.00 per consignment (up to 3 HS Codes)
Permanent Import/Export Customs Clearance:	£150.00 per consignment (up to 3 HS Codes)
Additional HS Code Tariff Line Items:	£5 per additional tariff line item
ATA Carnet Clearance (AIR):	£150.00 per consignment
Customs Exam:	£30.00 per consignment
Documentation and Formalities:	£80.00 per consignment
Temporary Import Bond Fee:	1.5% of CIF Value (min £75.00)
Import Duty & Taxes:	As incurred
Duty & Taxes Advancement Fee:	10% of duty & taxes (min £50.00)



Tariffs

Seafreight Tariff



LCL Terminal Fee:	At cost + 10% advancement fee
LCL Transport from Port to Warehouse:	£85.00 per cbm (min 3cbm)
FCL Terminal Fee:	£275.00 per container
FCL Transport from Port to Venue:	£895.00 per container based on advised arrival port
Min handling Charges:	20ft GP = 25cbm / 40ft GP = 60cbm / 40ft HC = 55cbm
Temporary Import/Export Customs Clearance:	£150.00 per consignment (Up to 3 HS Codes)
Permanent Import Customs Clearance:	£150.00 per consignment (Up to 3 HS Codes)
Additional HS Code Tariff Line Items:	£5.00 per additional tariff line item
ATA Carnet Clearance:	£150.00 per carnet
Customs Exam:	£30.00 per consignment
Documentation and Formalities:	£80.00 per consignment
Temporary Import Bond Fee:	1.5% of CIF Value (min £75.00)
Import Duty & Taxes:	As incurred
Duty & Taxes Advancement Fee:	10% of duty taxes (min £50.00)



Ancillary Charges & Exclusions

Overtime Surcharges:

Saturday +50%
Sunday +100%
Public Holiday +100%

Late booking surcharge:

50%
Applicable after
23/02/24

File & Intervention Fee:

£50.00 per order

Exclusions:

Insurance, VAT, Duties
& Taxes (if incurred),
additional customs
inspection,
Upper floor surcharge
50%

Exclusions:

Secondary Screening,
Wait Time,
Demurrage, DG
Shipment Handling

Cancellation Fee:

100%
Effective 24hrs prior
to service day

All work services provided by Kuehne+Nagel UK will be undertaken in accordance with BIFA 2021 standard trading conditions. A copy can be found [here](#) BIFA 2021.



Shipping Instructions



Airfreight All consignments should be sent on a freight prepaid basis to LHR airport and consigned as follows:

Consignee: Airfreight MAWB

Exhibitor Name / Olympia London
Great South West Rd
Girling Way
Feltham
TW14 0PH

Transport Ticketing Global 2024
"Exhibitor name" / "Stand No" C/O KN Expo & Event
Logistics ctc : Frances Kenyon



Seafreight All consignments should be sent on a freight prepaid basis to KN nominated UK port and consigned as follows:

Consignee: Seafreight

Exhibitor Name / Olympia London
KN nominated UK port

Transport Ticketing Global 2024
"Exhibitor name" / "Stand No" C/O KN Expo & Event Logistics



Roadfreight All consignments should be sent on a freight prepaid basis to the following address: *All Roadfreight must be pre booked prior to arrival*

Consignee: Roadfreight (Via Warehouse)

Kuehne + Nagel Expo & Event Logistics
Transport Ticketing Global 2024 / hall / booth
1, Orion Park,
Messina Way,
Dagenham RM9 6FF

Notify:
Transport Ticketing Global 2024 "Exhibitor name" / "Stand No" / KN Booking reference"

Note:
All individual items must be clearly labelled with the below details (please use KN label template):
Exhibition Name / Exhibitor Name / Stand Number / Item number _ of _
Items which are not clearly labelled will not be accepted into the warehouse.





Shipping Instructions



Roadfreight All consignments should be sent on a freight prepaid basis to the following address: *All Roadfreight must be pre booked prior to arrival*

Consignee: Roadfreight (Direct)

Olympia London
Hammersmith Road
London W14 8UX

Notify:
Transport Ticketing Global 2024 C/O KN Expo & Event Logistics
"Exhibitor name" / "Stand No / KN Booking reference"

All vehicles must be booked in to Olympia London traffic management system using the Voyager link:
<https://olympialondon.voyagecontrol.com/dashboard/home>
It is not the responsibility of KN to book in vehicles



General Information

- For temporary imports, it is **HIGHLY** recommended to ship via ATA Carnet due to restrictions for temporary imports & necessary Customs checks
- Permanent & Temporary items will require separate Commercial invoices for customs purposes, cannot be consolidated onto one document & must be packed separately.
- Failure to comply with the relevant instructions within this document may cause undue delays and may lead to additional expense.
- Any roadfreight arrivals **MUST** be pre-booked to ensure suitable slots available.
Please ensure your driver arrives with the pre-assigned KN reference.
- All vehicles must be booked via Olympia London traffic management system via the link:
<https://olympialondon.voyagecontrol.com/dashboard/home>
- All wooden packing materials that enter the EU must conform to the international standard ISPM-15, and should be free of bark and treated; showing the IPPC stamp to confirm the ISPM-15 standard.





Documents

Documents

All document checks and pre alerts to be emailed to Kuehne + Nagel Ltd for necessary approvals



Invoice should be addressed as follows:

Exhibitor Name / Stand Number
Ticketing Transport Global 2024
Olympia London

Labelling / Marks:

All packages should be marked with the following information:

Ticketing Transport Global 2024
Olympia London
Exhibitor Name
Stand Number
Delivery date to stand
Piece count (1 of 10, 2 of 10, 3 of 10, etc.)

Commercial Invoice (CIPL) should indicate the following information:

- Detailed description of each item
- Quantity of each item
- Value of each item
- Permanent or temporary importation (Valid EORI number required for permanent imports)
- Import HS codes
- Country of origin

CIPL template for your reference and use on Ticketing Transport Global 2024

CIPL template

Label template for your reference and use on Ticketing Transport Global 2024

Label Template



Documents

Documentation Overview



Sea Freight

Bill of Lading (Express release)

Commercial Invoice / ATA Carnet

Packing List

Power of Attorney

Documentation Overview



Air Freight

Air Waybill

Commercial Invoice / ATA Carnet

Packing List

Power of Attorney

Documentation Overview



Road Freight

CMR & T1 (If applicable)

Commercial Invoice / ATA Carnet

Packing List

Power of Attorney



Courier Shipments & Customs

Courier Shipping Instructions

Please note that IF we are required to provide assistance in clearing the consignment through customs the applicable cost will be applied. Please note there are expected delays if the consignment is not consigned correctly, the importer does not have a valid EORI or there is no CIPL.



Customs Clearance

Consignments should be sent on a **freight prepaid basis** in accordance with the arrival deadlines set and can be cleared via

Permanent entry (duty & vat paid). Goods will remain in the territory post event

Temporary entry (temporary import without paying duty & VAT)

ATA Carnet. All items must be returned post event and cannot be resold, consumed or given away

Please note temporary and definitive goods must be packed and shipped on a separate basis.





Payment of charge

Payment of charge

Unless freight is routed via our Kuehne+Nagel network or officially appointed partners, we will require payment for all services, as advised by us, prior to services being completed.

This is due to these entities being likely to have a credit facility in place, and having a pre arranged set up on our myFairLog booking system.

Kuehne+Nagel UK are able to offer two types of payment terms, in accordance with the below:

Credit Account:

You have an existing credit facility with Kuehne+Nagel UK (please check that this is still valid prior to booking services). If you would like to set up a credit account with us, please contact us to request the relevant forms. This must be completed two months prior to the relevant services being completed.

Cash On Demand (COD):

If you do not have an agreed credit facility with Kuehne+Nagel UK, services must be paid for prior to services being completed. Payment can be made via bank transfer or credit card payment. Please note card payments will incur additional fees from our service provider paycargo.

Deadline for bank transfers is: 25/02/24

Credit Card Payments Paycargo

[PayCargo Link](#)



Kuehne + Nagel Ltd Bank Details

[Kuehne+NagelBankDetails.PDF](#)

Shipping Instructions and Tariff

Expo
Halls



Seminars



Info

