



FESPA Awards Shipping instructions

Presented by:

Tom Hands

Agility Fairs & Events
One Western Gateway
Royal Victoria Docks
London
E16 1XL

Tel: +44 (0) 843 227 2032

Mob : +44 (0) 7760165813

Fax: +44 (0) 843 227 2033

All enquires & bookings to be directed to:

fespaawards@agility-fespa.com




All entries for the Fespa Awards must arrive between **8th – 27th November 2019** to the below address.

Please note that if your goods are from outside of the EU they must arrive customs cleared and duty/tax paid. You must ensure that you arrange this with your courier before you send your shipment. If your courier is not able to arrange this, you must contact us by email prior to shipping.

Once you have packed your shipment and booked your courier you must complete the Shipping Advice form and send it to fespaawards@agility-fespa.com

<p>COURIER</p> 	<p>DELIVERIES WILL BE ACCEPTED FOR THE AWARDS FROM THE 8th – 27th November 2019</p> <p>Consignee: Agility Fairs & Events Ltd Unit 11 – 12 Exhibition Way NEC Birmingham B40 1PJ</p> <p>Notify: Agility Fairs & Events FESPA Awards 2020 Entry Name Entry Number</p>
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	<p>PACKING & LABELLING</p> <p>Please remember that your goods will be handled several times en-route to FESPA AWARDS 2020. Please ensure that your goods are securely packed and clearly labeled using the label template provided. There are many entries into the awards so it is very important you attach the label and include your entry number so we can easily identify your shipment. If your goods are from outside the European Union they may be examined by customs – Please attach a commercial invoice to the outside of your package to assist Customs in locating items within your shipment. A template of which is included with these instructions</p>
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FESPA AWARDS SHIPPING ADVISE FORM

Agility Fairs & Events Ltd
 Unit 11 – 12 Exhibition Way
 NEC
 Birmingham
 B40 1PJ
 Tel: + 44 (0) 843 2272032
 Fax:+ 44 (0) 843 2272033

Email: fespaawards@agility-fespa.com

NAME OF ENTRANT : _____

ENTRY NUMBER: _____

COURIER NAME: _____

TRACKING NUMBER: _____

Number of pieces	Description of Goods	Gross Wt. Kg	Dimension cm			Courier Name & Tracking Number
			L	W	H	

CONTACT DETAILS

Contact Name: _____
 Contact Email: _____
 Contact Telephone: _____

All shipping advice forms must be sent in advance to: fespaawards@agility-fespa.com

COMMERCIAL/PRO-FORMA INVOICE:

You can download our commercial invoice and packing list for use when shipping your goods to our UK warehouse by clicking on the below [link](#).

[Agility F&E Commercial Invoice & Packing List](#)

