

Deadline: Friday, 30 April 2010

Return Form to :

AGILITY FAIRS & EVENTS LOGISTICS PTE LTD

7 Toh Tuck Link , Singapore 596227

Tel : (65) 6463 9758 Fax : (65) 6467 9467

Attn : Ms Naz Yusoff

Email : NYusoff@agilitylogistics.com



Form E6

FREIGHT INSTRUCTIONS

Contracted Exhibitor Details :

Company Name	:	_____	Stand No	:	_____
Address 1	:	_____	City	:	_____
Address 2	:	_____	State	:	_____
Address 3	:	_____	Postal Code	:	_____
Tel	:	_____	Country	:	_____
E-mail	:	_____	Fax	:	_____
Authorised By	:	_____	Title	:	_____

We advise and instruct **Agility**, the Official Freight Forwarder and Site Installation Contractor, that we shall be using the services of:

Company : _____

Contact person : _____ Tel : _____ Fax : _____

to deliver our freight to the Exhibition site.

1. DEADLINE FOR SHIPMENT IS

Arrival of films and video tapes by courier service	:	20 – 24 May 2010
Receipt of documents for sea freight consignments	:	13 May 2010
Receipt of documents for air freight consignments	:	17 May 2010
Arrival deadline sea freight consignments to Singapore	:	10 – 24 May 2010
Arrival deadline for air freight consignments to Singapore	:	24 – 27 May 2010

2. INSURANCE

All Exhibitors must arrange at their own cost an "all risk" insurance coverage for all goods, exhibits, equipment, etc involved from Origin Country up to their Exhibition stand including the duration of the Exhibition period and return to domicile.

3. ON-SITE HANDLING

Only exhibits which can be hand-carried by one person may be delivered to/removed from the Exhibition all by the Exhibitor. Exhibits requiring mechanical assistance must be handled by the Site Installation Contractor. For on-site delivery and handling and taking over from the Site Installation Contractor, an Exhibitor's representative must be present for such purpose. For the on-site handling charges, please refer to the Shipping Manual.

Exhibitors are reminded that all necessary packing, unpacking, transportation, setting up and removal of exhibits within the Exhibition Hall must be carried out by the Sole Site Installation Contractor.

NO SPACE IS AVAILABLE ON-SITE FOR THE STORAGE OF BOXES AND PACKING MATERIALS.

Please Keep a Copy For Your Records