



# LOGISTICS ORDER FORM

PLEASE COMPLETE THE FOLLOWING FORM IN EXCEL FORMAT AND RETURN TO THE ABOVE EMAIL ADDRESS BY: **29th January 2024**

<b>Event Name:</b>	Packaging Innovations & Empack 2024	<b>Hall Number:</b>	
<b>Venue:</b>	NEC, Birmingham	<b>Stand Number:</b>	
<b>Event Dates:</b>	21st - 22nd February 2024	<b>Date required on stand*</b>	
<b>Stand Name:</b>		<b>Time required on stand*</b>	
<b>Billing Company:</b>		<b>Contact Name on Stand:</b>	
<b>Billing Address:</b>		<b>Contact Number on Stand:</b>	
		<b>Date collect from stand**</b>	
<b>Email Address:</b>		<b>Time collect on stand**</b>	
<b>Print Name:</b>		<b>Purchase Order Number:</b>	
<b>Telephone Number:</b>		<b>VAT Number:</b>	

\* This is for guideline purposes only, GES will confirm timings available for unloading, delivery to stand in our order confirmation.

\*\*This is for guideline purposes only, GES are not responsible for any goods left unattended on stands.

**Please click in the below boxes and use the drop down menu to indicate which services you require:**

### ONSITE & COURIER SERVICES:

Handling via onsite warehouse during event tenancy	<input type="checkbox"/>	£15.00 per cbm, Min:	£15.00
Unload to stand (upto 3 tonne forklift)	<input type="checkbox"/>	£29.00 *per cbm, Min:	£29.00
Empty Case Handling, <small>please contact GES if you have Priority Case, Full Goods or Accessible Product requirements</small>	<input type="checkbox"/>	£50.00 per cbm, Min:	£150.00
Reload from stand (upto 3 tonne forklift)	<input type="checkbox"/>	£29.00 *per cbm, Min:	£29.00
Courier Receiving, <small>Receipt of shipments directly onsite at event (Contact GES Prior to shipping for instructions)</small>	<input type="checkbox"/>	£26.00 per box	
<b>File Processing fee of:</b>	<b>£40.00 applicable to all orders</b>		<small>* Subject to 50% overtime handling</small>

### PRE / POST EVENT WAREHOUSE SERVICES:

Exhibitor will deliver to Advanced GES Warehouse	<input type="checkbox"/>	£20.00 per cbm, Min:	£40.00
Return to GES Warehouse after event	<input type="checkbox"/>	£20.00 per cbm, Min:	£40.00

### TRANSPORT / CUSTOMS SERVICES - QUOTATIONS UPON REQUEST:

**Is collection from the address mentioned above?**  **Please confirm collection address below:**

<b>Collection Address:</b>			
Do you have Forklift or loading facilities at your premises	<input type="checkbox"/>		
Collection from exhibitor premises (as per the above address):	<input type="checkbox"/>		
(Please confirm what date we can collect from your premises):	<input type="checkbox"/>		
Return delivery to exhibitor premises after event (as per the above address):	<input type="checkbox"/>		
(Please advise what date you require delivery to your premises):	<input type="checkbox"/>		
Customs Clearance assistance	<input type="checkbox"/>		

### Consignment details:

QUANTITY	DESCRIPTION OF GOODS	L x W x H (cms)				WEIGHT (Kgs)
		L	W	H	m3	
Eg. 1 Pallet	e.g Standfittings					165
					0	
					0	
					0	
					0	
					0	
					0	
					0	

By completing and submitting this form you agree to the terms and conditions stated:

All Business is undertaken in accordance with our conditions of trade - a copy is available on request.

Minimum invoice charge: £75.00 + VAT.

Above rates are our Early Bird rates, a 20% increase is applicable for orders placed outside of the deadline stated above.

A further 20% increase for orders placed onsite.

25% cancellation fee is applicable to orders cancelled within 48 hours of work commencement.

Payment is due in full prior to commencement of work.