1. INTRODUCTION

GT Exhibitions Ltd kindly request that you read these shipping instructions and guidelines very carefully concerning freight logistics to *Informatics for Health 2017* being held at Manchester Central, Manchester, United Kingdom. This is essential in order to avoid any problems or delays with clearance, handling and transportation of your goods.

We can arrange a complete door to door shipping and handling service for all exhibitors, please contact us for details and rates. Alternatively, we have an advance receiving warehouse where shipments can be sent, details of which can be found later in these instructions. Exhibitors and Contractors requiring assistance with moving freight to and from their stands, and empty case storage, should contact us in advance to discuss arrangements and charges.

Exhibitors from outside the UK & European Union should be aware of the potential problems of sending goods directly to the venue. Your goods will get stuck in UK Customs and the process to hand the goods over to us can be costly and time consuming, meaning your shipment may not make the event. We therefore strongly recommend that goods are sent to our advance receiving warehouse. More information on this can be found in paragraph 3 of these instructions.

For safety and security purposes we are the only company allowed to operate lifting equipment within the exhibition area.

We will be pleased to assist you with any questions that you may have so please do get in touch so we can discuss your specific requirements further.

GT Exhibitions Ltd
25-27 Blackwell Drive
Braintree, Essex
CM7 2PU, United Kingdom
Tel: + 44 (0) 1376 567567 / Fax: +44 (0) 1376 335034

www.gtexhibitions.com

Contact:
David Leigh  davidleigh@gtexhibitions.com
Ricky Straw  rickystraw@gtexhibitions.com
2. SHIP TO ADDRESS FOR SHIPMENTS FROM WITHIN THE UK & EUROPEAN UNION

Deliveries sent directly to the venue must NOT be made before **8am on Sunday 23rd April** for space only exhibitors and from **4pm on Sunday 23rd April** for all other exhibitors. We therefore recommend that all shipments, other than full truck loads, are sent to the official freight contractor’s advance receiving warehouse between **Monday 10th April** and **Monday 17th April 2017**, at the following address: -

GT Exhibitions Ltd  
25-27 Blackwell Drive  
Braintree  
Essex, CM7 2PU  
United Kingdom  
Tel. +44 (0)1376 567567  
Contact: Ricky Straw  
Email: rickystraw@gtexhibitions.com

When shipping via the advance warehouse your shipment will be transferred to Manchester and held until your arrival at the event. Handling charges for shipments via the advance warehouse can be found in our tariff for the show.

Please ensure goods are clearly marked for “Informatics for Health 2017” and show the exhibitor name and stand number.

Once your goods have been despatched please send a short pre-alert advising details of your shipment and estimated arrival date to Ricky Straw at the above email address.

For shipments being sent directly to the venue (during the official move-in times mentioned above), the ship to address is: -

(Contact Name / Tel. No.)  
(Company Name) & (Stand No.)  
**Informatics for Health 2017**  
Exchange Hall  
Manchester Central Convention Complex  
Manchester, M2 3GX  
United Kingdom

You should have a member of staff on your stand to receive and sign for the delivery. If any shipments arrive before the permitted times, or where there is no one on-site to sign for the goods, the shipment will be received by the official freight contractor and a handling fee applied.

Please ensure the goods are clearly marked with the exhibitor name and stand number.
3. SHIP TO ADDRESS FOR SHIPMENTS FROM OUTSIDE THE UK & EUROPEAN UNION

For exhibitors from outside the EU wishing to send goods via a **conventional courier service** (Fedex, UPS, DHL, etc.) shipments should NEVER be sent directly to the venue. They should be sent to our advance receiving warehouse address, to arrive between **Monday 10th April** and **Monday 17th April 2017**, at:

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Braintree  
Essex, CM7 2PU  
United Kingdom  
Tel. +44 (0)1376 567567  
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Please ensure the goods are sent freight pre-paid and that the duties are for the sender’s account. Any courier shipments that require our intervention during the Customs clearance process or where our EORI number (Economic Operator Registration & Identification Number) has to be used on the Customs import entry, additional charges will apply (please contact us for further details).

**Please ensure goods are clearly marked for “Informatics for Health 2017” and show the exhibitor name and stand number.**

Once your goods have been despatched please send us a short pre-alert advising details of your shipment, a copy of the commercial invoice and estimated arrival date to Ricky Straw at the above email address.

**For those exhibitors wishing to send larger shipments or those with high values that need to be imported into the UK on a temporary basis we strongly recommend that goods are NOT sent by a courier service.** If you do have a larger shipment to send from outside the EU or one that has a high value, where a temporary import would be beneficial, please contact us to discuss your other options.

4. RESTRICTED CARGO

The authorities in the UK impose restrictions on the importation and re-exportation of certain commodities and additional licences/permits may be required. Items such as foodstuffs & beverages, pharmaceutical products & medicines, cosmetics, cotton products & clothing, wireless/radio telecommunication equipment and products of a hazardous nature are just some of the items that may be subject to approval and/or a licence.

**Please contact us 8 weeks in advance of shipping should you be sending any such products.**

5. EMPTY CASE STORAGE

It is not permitted to store empty packing materials within or behind your stand during the event. We can collect, store and return your empty packages at the close of the event. Empty labels will be provided on-site which should be completed and attached to your empty packages. Empties will be returned at the close of the event, once the hall is cleared of visitors and it is deemed safe to do so. The cost for this service can be found in our tariff.
6. RETURN SHIPPING / CLOSE OF THE EVENT

During the event we will visit the stands of all exhibitors that used our services on the inbound, to discuss any return shipping requirements. Any shipments that have been Customs cleared into the UK under our temporary import bond with Customs may not be removed from the hall without payment of the applicable VAT & Duty.

The exhibition hall must be cleared by 10pm on Wednesday 26th April 2017. We will be offering a “via warehouse” service on the outbound, where we will take your goods back to our warehouse and your courier/carrier can collect from there. We can also arrange delivery back to your office/warehouse.

Please note, any shipments that are left in the hall after the tenancy period will be taken back to our warehouse and all costs incurred will be for the exhibitor’s account.

7. INSURANCE

You are strongly recommended to check with your all risk insurer that you are fully covered for all the work we may carry out on your behalf and to advise them of our conditions. As our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor/client to arrange Full Marine (Transport) Insurance, covering transport of your goods from your domicile to the exhibition and the return of the same back to your domicile at the close of the event, including the period your goods are handled by us.

We will not accept liability towards any loss or damage to your exhibits / goods.

8. SPECIAL NOTES

All work is carried out in accordance with our standard trading conditions, a copy of which is available on request.

9. TERMS OF PAYMENT

Inward: Upon uplift of goods, prior to delivery to stand.
Outward: Upon presentation of invoice / prior to delivery or release of shipments.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset. Personal or foreign cheques are not acceptable. Payment can be made by Bank Draft or Telegraphic Transfer to our account, which will be shown on the foot of our invoice. Remitting bank charges are to be borne by the respective agent / exhibitor.