



Contigo Logistics & Solutions India Pvt Ltd

## SHIPPING INSTRUCTIONS

GeoSmart India 2019, 11-13 Feb 2019, Hotel Pullman, Aerocity, New Delhi

### Shipment arrival deadline :

To ensure on time deliveries, it is imperative that the shipments meet the deadline. Failure to comply with the latest arrival dates could result in non-delivery / late arrival / extra charges.

#### **ARRIVAL SEAFREIGHT SHIPMENTS AT ICD Delhi :**

LCL 12 Working days prior to booth delivery date

FCL 10 Working days prior to booth delivery date

#### **ARRIVAL AIRFREIGHT SHIPMENTS AT New Delhi AIRPORT (DEL)**

Air freight shipments 7 Working days prior to booth delivery date

### Consignee on AWB/BL/Commercial Invoice

Name of the Exhibitor : \_\_\_\_\_

Name of the Exhibition : \_\_\_\_\_

Date & Venue details : \_\_\_\_\_

**Notify :**



## Contigo Logistics & Solutions India Pvt Ltd

Contigo Logistics & Services India Pvt Ltd

Attn: Rishi Anand/Gaurav Chopra  
Phone : +91 9958388446/ +91 9811082301

### **List of Documents Required :**

- 3 set of Original Invoice & packing list with sign & stamp. Detailed description of goods, HS Codes, quantities, single & total CIF Value.
- Certificate of origin.
- HBL/AWB as per above guidelines.
- Authority letter to authorize us to file customs documents on behalf of the Exhibitor.
- Participation Letter.
- Origin ATA Carnet (only if shipment is under ATA Carnet)
- Catalogue/Broacher of the product (if available).

- All Cartons/Boxes must have below markings :

Name of the Exhibitor : \_\_\_\_\_

Name of the exhibition : \_\_\_\_\_

No. of the packages : \_\_\_\_

Total weight : \_\_\_\_

### **Key Contact person :**

1. Rishi Anand : +91 9958388446 [rishi.anand@contigoindia.com](mailto:rishi.anand@contigoindia.com)
2. Gaurav Chopra : +91 9811082301 [gaurav.chopra@contigoindia.com](mailto:gaurav.chopra@contigoindia.com)

### **STORAGE OF EMPTY AND FULL PACKING**



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To finally confirm and arrange storage of **empty packing**, one of our supervisors will visit you at your exhibition booth. In case our supervisor does not report in time, please call your person in charge. We will pick up crates, boxes as well as every other sort of packing and deliver it back, automatically in the evening / night at the end of the exhibition. Please consider enough time therefore.

We cannot accept any liability for items - intentionally or unintentionally - left in packing. Please give us such items (so called **full packing**) separately with appropriate instructions. Stored full packing will be delivered only on exhibitor's request.

We also can offer storage of different fair supplies, such as advertising materials, and arrange a daily delivery at the exhibition booth on request.

**If you require further information or need any other support, please get in touch with the above mentioned contact persons.**

### TERMS OF DELIVERY

All shipments have to be sent on a **freight prepaid** basis to the above mentioned air-and seaports or to our warehouse. Shipments which are not shipped as freight prepaid, will **NOT** be accepted.

### PACKING

\* It is essential that each exhibitor ensures, the cases utilized to transport their exhibits and displays, are of sufficient strength and are waterproof.

\* Cases should be constructed with sturdy bases, have pre-fabricated sections and have been built as a bolted returnable container.



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\* For heavy goods, the exhibits must be fixed on a base plate, to position it with a forklift on the booth.

\* The risk of damages and loosing cartons is very high in case of sending single cartons on a pallet without proper packing. Therefore we suggest sending only closed and sturdy cases.

### **TRANSPORT INSURANCE**

We would like to mention that all work, which is undertaken by us, will be done at the owner's risk. The exhibitor has to ensure that all exhibits are insured against all risks, including 3rd party, from the time of dispatch, up to delivery to the stand, while on display, storage (up to 30 days) and transit time for the return transport.

### **Bank Details**



## Contigo Logistics & Solutions India Pvt Ltd

COMPANY NAME	CONTIGO LOGISTICS & SERVICES INDIA PRIVATE LIMITED
BANK NAME	ICICI BANK
ACCOUNT NO.	112905000524
BRANCH	16/16, WEA, KAROL BAGH, NEW DELHI - 110005, INDIA
BANK IFSC CODE	ICIC0001129
TYPE OF ACCOUNT	CURRENT ACCOUNT
SWIFT CODE**	ICICINBBCTS

\*\*For International Remittances only

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