

INTERNATIONAL FINE ART & ANTIQUES FAIR 2007

21st - 24th November 2007

Abu Dhabi

UK SHIPPING INSTRUCTIONS

1. RECEIVING

SEAFREIGHT

We shall receive cargo for our seafreight service at:

Schenker Limited
Unit 6 West Mayne Industrial Estate
Bramston Way
Southfields Industrial Park
Laindon, Essex SS15 6TP

2007

AIRFREIGHT

We shall receive cargo for our airfreight service at :

Schenker Limited
Schenker House
Great South West Road
Feltham
Middlesex, TW14 8NT

2007

2. MARKING OF CASES

Packages should be clearly stencilled on at least two sides and top with the following mark :

Name of Exhibitor
Stand No.
International Fine Arts & Antiques Fair 2007
Abu Dhabi
UAE

Case No.
Gross Weight Kgs / Nett Weight Kgs
Measurements : Length X Width X Height Cms

3. PACKING

Generally, packing should be suitably designed, with sufficient attention to internal padding and battening, according to the nature of the goods and the method of transport being used, and adequate to withstand both the outward and return movements as well as handling and storage during the exhibition period. Where it is probable that goods will be returned to the country of origin or despatched to another destination overseas, it is strongly recommended that the tops and sides are bolted, so that unpacking can be carried out with the minimum of damage to cases.

4. DOCUMENTS

i) COMMERCIAL INVOICE

Four original invoices on your letter headed paper are required. Each copy should bear an original signature in blue ink and be addressed as follows:

Exhibitors Name
Stand No.
International Fine Arts & Antiques Fair 2007
Abu Dhabi
UAE

The invoice should detail all items in your consignment with separate values for each, even when nominal. A separate invoice is required for brochures and giveaway items with the above information. The invoice should also confirm the total value plus the number of packages and weight and also show the following declaration:

We hereby guarantee that this is a true and correct invoice, and that the goods referred to are the origin, manufacture and production of (Country)...., Signed....., Status - Director/Partner/Secretary.

As an addendum to your invoice you should declare all names and addresses of companies responsible for the manufacture of items within your consignment.

ii) PACKING LIST

We shall require four original copies of your packing list on your letter headed paper. Alternatively, this may be incorporated in your invoice.

iii) CERTIFICATE OF ORIGIN

A Certificate of Origin is required for SEAFREIGHT SHIPMENTS and need only be certified by the Chamber of Commerce. It does not require legalisation by the UAE Embassy or Consulate.

A Certificate of Origin is NOT required for AIRFREIGHT SHIPMENTS.

5. AUDIO VISUAL FILMS AND CASSETTES

Films, videos and slides are subject to censorship in UAE. All such items must be in English and must be sent in advance to enable censorship to be completed prior to the exhibition.

These items should be sent to:-

Schenker Limited
Fairs and Exhibitions
Unit 6 West Mayne Industrial Estate
Bramston Way
Southfields Industrial Park
Laindon, Essex SS15 6TP

Tel : 01268 632206 / Fax : 01268 416490
E Mail daniel.flower@schenker.com

Attention : Dan Flower

2007

We shall prepare a commercial invoice to cover the despatch of these audio visual items, but will need to know:-

- a) The full name address of the company responsible for producing the film/cassette.
- b) The full name and address of the processing laboratory (of photographs).
- c) The full name of address of the manufacture of the film/tape itself (i.e. Ilford/Kodak, etc).

6. INSURANCE

Whether employed as an agent or otherwise, Schenker Limited works in strict accordance with its Standard Trading Conditions (BIFA 2005), which limits our liability. A copy of these conditions may be found on the reverse of page one of this circular and will be incorporated in to any work we undertake. You are strongly recommended to check with your All Risks insurer that you are fully covered for all work we may undertake on your behalf and to advise them of our conditions.

Should you require additional Marine Cover we would be pleased to quote our competitive rates on request. Please note that all instructions to arrange insurance must be made in writing, prior to commencement of any work.

7. TARIFF

If the exhibitors would let us have a specification of their consignment, we will furnish our comprehensive quotation by return.

ALL WORK UNDERTAKEN IS IN ACCORDANCE WITH OUR STANDARD TRADING CONDITIONS (BIFA 2005) FOUND ON THE REVERSE OF OUR LETTERHEAD.

Schenker Limited

