



DEADLINE:
4 Weeks Before Show

Show Name : *HIMSS AsiaPac (Digital Healthcare Week) 2015*
Show Dates : *7 - 9 September 2015*
Show Venue : *Marina Bay Sands*
City, Country : *Singapore*

FREIGHT INSTRUCTIONS

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

We advise AGILITY FAIRS & EVENTS LOGISTICS PTE LTD, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility Fairs & Events Logistics Pte Ltd to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

1. **DEADLINE FOR SHIPMENT**
 - Arrival of films and video tapes by courier service : **27 - 31 August 2015**
 - Receipt of documents for seafreight consignments : **17 August 2015**
 - Receipt of documents for airfreight consignments : **20 August 2015**
 - Arrival of seafreight consignments : **24 - 27 August 2015**
 - Arrival of airfreight consignments : **27 - 31 August 2015**
 - Receipt of Catalogues/Brochures and Radio/Telecommunication Exhibits : **6 Weeks before show**
 - Receipt of Product Catalogues for **Medical Equipment** : **At least 1 month prior to show**

2. **CONSIGNMENT INSTRUCTIONS**
 - i. All exhibition goods either by **sea freight or airfreight**, must be consigned "Freight Prepaid" as follows:
 - Consignee: **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**
No. 5 Changi North Way, 3rd Floor, Singapore 498771
Tel: (65) 6500 0250 / Fax: (65) 6214 9592 / 6214 9593
For: **HIMSS AsiaPac (Digital Healthcare Week) 2015**

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

- ii. All exhibition goods by **courier** must be consigned "Freight Prepaid". For shipping instructions please contact us for consignee details.

3. **INSURANCE**
It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility Fairs & Events Logistics Pte Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request

We also inform Agility Fairs & Events Logistics Pte Ltd that we will be using the services of the company below to freight our exhibits from _____ (country). Name of Freight Forwarder from origin: _____

Contact Person: _____ Tel: _____

Fax: _____ E-mail: _____

Authorised by: Booth No: _____

Name _____

Designation _____

Company _____

Address _____

Tel _____ Fax _____

Signature & Date _____

Send this form to:
AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
No. 5 Changi North Way, 3rd Floor
Singapore 498771
Tel: (65) **6571 5644** / 6500 0250
Fax: (65) 6214 9592 / 6214 9593
Contact: **Ms Serena Kum**
E-mail: **SKum@agility.com**
www.agility.com/fairsevents