

INTERNATIONAL SHIPMENTS

Agility Fairs & Events are your Global Exhibition Logistic Specialists.
We offer a full door to stand service, handling shipments from collection almost anywhere in the world, shipping via air or sea, focused processing through Australian Customs and handling onsite to your stand.
Please contact our appointed Event Specialist to get full instructions and a bespoke door – door quotation,

Agility Fairs & Events Australian Central Contact for this Event:

Richard Melchionna rmelchionna@agility.com and Expoeasy@agility.com

Please contact Richard and we will put you in contact with your local Agility Fairs & Events office or one of our trusted affiliate partners so you can deal with someone local and in the same time zone.

If you chose to send your cargo via Courier or another forwarder...

Then Agility Fairs & Events can still assist with delivery of goods via our Advance Warehouse - Please follow the below instructions:

•	Pre-alert - send pre-alert to designated coordinator prior to arrival of goods including: - Signed Service Agreement including billing address, payment details and delivery instructions - Shipment tracking number, consignment note or waybill
•	Duties & Taxes - ensure all Duties and Taxes are pre-paid. Agility Fairs & Events will not accept any charges from your arranged courier
•	Payment – payment for services must be arranged prior to delivery at the exhibition site.

Exhibitors who intend to use the advance warehouse need to arrange payment prior to shipment being delivered to stand.

Note: Courier and/or express parcel companies do not have the capacity to handle temporary import customs clearance. For exhibitors with high value display items for display and to be re-exported from Australia, or shipments exceeding 100 KGS in total weight please contact us immediately for a tailored quote.

CONSIGNEE & MARKING

To ensure your shipment arrives in our warehouse please use the below shipping address and labelling:

SHIPPING ADDRESS Agility Fairs & Events Pty Ltd 10 Marigold Place Milperra NSW 2214 Australia Attn: Richard Melchionna Tel: + 61 3 9330 9035	LABELLING / MARKINGS Exhibitor name: Stand number: C/- Exhibition Name / Date: Hall & Stand No: Package number 1 of ...
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C/- SHOW NAME

Failure to label shipments correctly, or to pre-alert Agility F&E of incoming shipments can lead to cargo not making the event.

A Courier automated notification is not a pre-alert, and is not sufficient to ensure correct handling or delivery of your cargo. All shipments must be pre-alerted to Richard Melchionna rmelchionna@agility.com

ADVANCE WAREHOUSE CHARGES & PAYMENT

For Charges and Full Guidelines in regards to our Advance Warehouse, please contact **Richard Melchionna** rmelchionna@agility.com

DEADLINES

Courier shipments must arrive in our depot at least **5 working days** prior to move-in.

Failing to send a signed service agreement & pre-alert in due course may cause your shipment not to make the show site.

Please send your documents to our designated coordinator for this event:

E-mail: rmelchionna@agility.com

Fax: + 61 3 9330 3337 for the attention of Richard Melchionna