

## Freight Forwarding / Transport / Logistics

Agility Fairs and Events has been appointed the official logistics provider for HiMSS

Agility specialises in exhibition freight forwarding - both domestic and international. Agility can ensure that your product, display & merchandise are in the right place, at the right time, providing a complete transport, materials handling & storage service. Agility provides a complete service including monitoring of freight from your door step right through to your exhibition booth to make sure your goods are handled in a professional manner and all formalities/deadlines are met. If you are using Agility, your goods will automatically be delivered to your exhibition booth.

Agility Fairs & Events offers the following services:

- All local, interstate and international transport services including delivery onto each exhibitors' stand at the venue.
- Storage of early consignments, packing materials during the exhibition and storage after the exhibition
- For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitor's requirements.

Prior to the show, Agility will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, for any queries please contact:

Agility Fairs & Events  
28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045  
Semus Campbell  
Tel: +61 3 9330 9014  
Fax: +61 3 9330 3337  
E-mail: [scampbell@agility.com](mailto:scampbell@agility.com)

**As the show bumps in / out on very tight parameters and deliveries will not be accepted at the venue earlier, we highly recommend using Agility as their service is door-to-stand and they work weekends and outside normal business hours.** Please refer to the insert "Benefits of using Agility" which outlines the services provided and will assist you in making an informed decision.

### **ONSITE MATERIALS HANDLING:**

**Exhibitors or their stand-builders requiring a forklift during move in or move out, must pre-book these services in advance with Agility. Charges apply.**

**Please do not just assume that Agility will be onsite.**

Forklifts are operating during the following times only:

**MOVE IN:**

Sunday 4 Nov 12pm – 6pm

Monday 5 Nov 8am – 8pm

**MOVE OUT:**

Wed 7 Nov 3pm – 8pm

Otherwise, the cost for forklifting onsite is \$60 Inc GST per 15 mins. This is payable by credit card at the time of booking.

**STORAGE:**

There will be limited on-site storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show. Agility can arrange off-site storage at a cost of \$55.00 per m3 or part thereof.

**Exhibitors or their stand-builders requiring offsite storage during the show, must pre-book these services in advance with Agility. Charges apply.**

**Please do not just assume that Agility will be onsite.**

**Please note:**

- If you are using your own transport company, Agility cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider and/or ensure you have a representative onsite at the time of delivery.
- Agility Fairs & Events standard trading conditions apply for services provided – it is important that you are aware of these. Services include: transport, crange, forklift, portorage, clearance, delivery, storage, positioning and all other onsite services.
- Any freight not collected during the move out will be considered as "abandoned" freight. Agility will be instructed to remove prior the end of tenancy and hold in a depot. Exhibitor will be charged a fee of \$176.00 to recover costs incurred. Any items left behind will be disposed of.

***Why should you use Agility Fairs & Events? Refer to the 'Benefits of Using Agility' document attached.***

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