

IFSEC WEST AFRICA LAGOS – NIGERIA -15-16 Feb. 2011

SHIPPING INSTRUCTIONS

1. **DEADLINE DATES**

All shipments destined for the "IFSEC WEST AFRICA" should be delivered to our warehouse no later than:-

10 – 12 Jan, 2011

ps. Late shipments will incur a 30% surcharge fee

2. **COMMERCIAL INVOICES/PACKING LIST** (See attached copy)

Invoices **MUST** be in ENGLISH.

All goods must reflect a reasonable value and include a declaration as whether the goods are for **temporary** or **permanent** import. Once the Commercial invoice has been raised, these need to be forwarded to EF-gsm immediately, in order for us to obtain a FORM M from the Nigerian Central Bank. The number allocated by the Bank has to be declared on the MAWB. The FORM M takes 10 working days to obtain.

Duty rates are extremely high on give-away items & are also subject to local taxes. Duties & taxes are calculated on FULL CIF value.

NB- Do not ship any dangerous chemicals; ivory; vegetables; fabrics; wines & liquor.

3. **PACKING**

Temporary goods must be packed separately to Permanent goods

Please ensure that the packing is suitable for the mode of shipment and that temporary imports are packed in strong re-usable cases.

4. **CASE MARKING**

All cases should be clearly marked as follows:-

NAME OF EXHIBITOR

STAND NO.:

EXHIBITION NAME – IFSEC WEST AFRICA

CASE NO.:

5. **INSURANCE**

Exhibition Freighting G.S.M does not undertake to provide any insurance cover, either in transit or for the duration of the event.

6. **TERMS OF PAYMENT**

Regrettably, due to the nature and history of exhibition shipments we are not able to extend any credit facilities to exhibitors. Our account will need to be settled prior to the build-up of the exhibition, i.e. COD.

7. **DOCUMENTATION**

Please fax us the following documentation:-

1 copy invoices/packing list

1 cop brochures/descriptive literature

8. **SEAFEIGHT SHIPMENTS**

Please note that sea freight shipments are not an option when shipping to Nigeria.

Please complete our Quote Form and email back to us, in order to assist you further.