***EF-GSM Ltd. SERVICE ORDER FORM – AFRICA TECH FESTIVAL 2024***

***WESTIN MEETING ROOMS ONLY***

Please send this form to Michael Armitage of EF-GSM Ltd on email: michael@ef-gsm.com

Should you have any queries, please do not hesitate to get in contact

**COMPANY BILLING DETAILS:**

|  |
| --- |
| Company Name**:**  |
| Address**:**  |
|  |
| Zip Code / Post Code**:**  | Country**:**  |
| Tel**:**  | VAT No.:  |
| Fax**:**  | email**:**  |

**DELIVERY DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| Exhibitor Name: |  | Onsite Contact Name: |  |
| Hall No / Stand No: |  | Onsite Contact Mobile: |  |
| Delivery Date to Stand: |  |

**SERVICE OPTIONS (Please (X) which of the below services you require):**

|  |  |
| --- | --- |
| **1. DOOR TO MEETING ROOM**We require EF-GSM or partner office to arrange collection from my premises, arrange all customs clearances to delivered stand. □ Please contact EF-GSM regarding my shipment. | **2. FROM ADVANCE WAREHOUSE TO MEETING ROOM**We will use our own freight forwarder / courier company and will deliver to the advance warehouse, already customs cleared, and duties paid. We require EF-GSM to transport goods from the warehouse to stand. □ Please ensure you complete your shipment details below. |
| **3. FROM ARRIVAL AIRPORT / PORT TO MEETING ROOM** Our own freight forwarder will transport the shipment to arrival airport / port. We will require customs clearance, collection from the airport / port and delivery to stand.□ Please ensure you complete your shipment details below. | **4.EMPTY CASE STORAGE**We require EF-GSM to remove our empty cases from our stand and return at the end of the event. □ Please ensure you complete your shipment details below. |

**APPROXIMATE SHIPMENT DETAILS**

***All work is undertaken under BIFA (2021 Edition) trading terms and conditions, copy on request. All charges for the above***

***services will be charged as per the official tariff. All charges must be settled in full prior to delivery unless otherwise agreed.***

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| --- |
| Name of Freight Forwarder / Transporter / Courier Company / Haulier:AWB No / Waybill No / Tracking Number / Vehicle Registration:  |
| Estimated date goods due to arrive at: Airport / Port / Warehouse:  |
| Nº of Pieces: Weight: Type of Goods:  |
| Value: Dimensions (cm):  |

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