

**CLS LTD**

**EVENT GUIDE - LOGISTICS**



**WE ARE EXPO.**

## EVENT INFORMATION

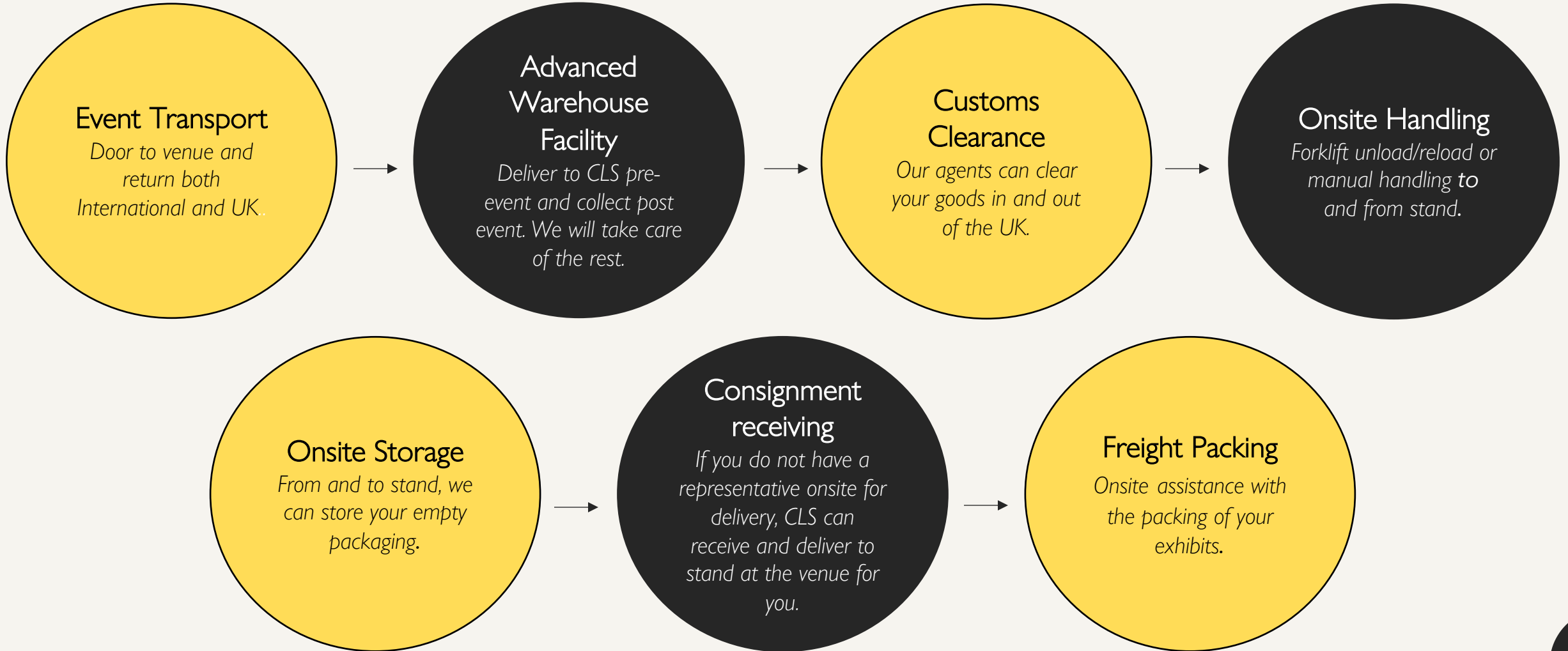
<b>EVENT NAME</b>	LONDON TECH WEEK 2024
<b>VENUE</b>	Olympia London Grand Hall Olympia Way London W14 8UX
<b>EVENT BUILD DATES</b>	7 <sup>th</sup> - 9 <sup>th</sup> June 2024
<b>EVENT OPEN DATES</b>	10 <sup>th</sup> - 12 <sup>th</sup> June 2024
<b>EVENT BREAKDOWN</b>	12 <sup>th</sup> - 13 <sup>th</sup> June 2024

<b>CLS CONTACT</b>	Paul Attwood
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<b>TELEPHONE</b>	+44 (0)7908559228

The logo for London Tech Week 2024 features the text 'LONDON TECH WEEK' in a bold, dark blue, sans-serif font, stacked vertically. Below this, the year '2024' is written in a white, bold, sans-serif font. The text is set against a white background that is partially overlaid by a vibrant magenta shape on the right side, which tapers to a point at the bottom right.

**\*\*Please refer to the exhibitor manual for access times relevant to you\*\***

# CLS SERVICES

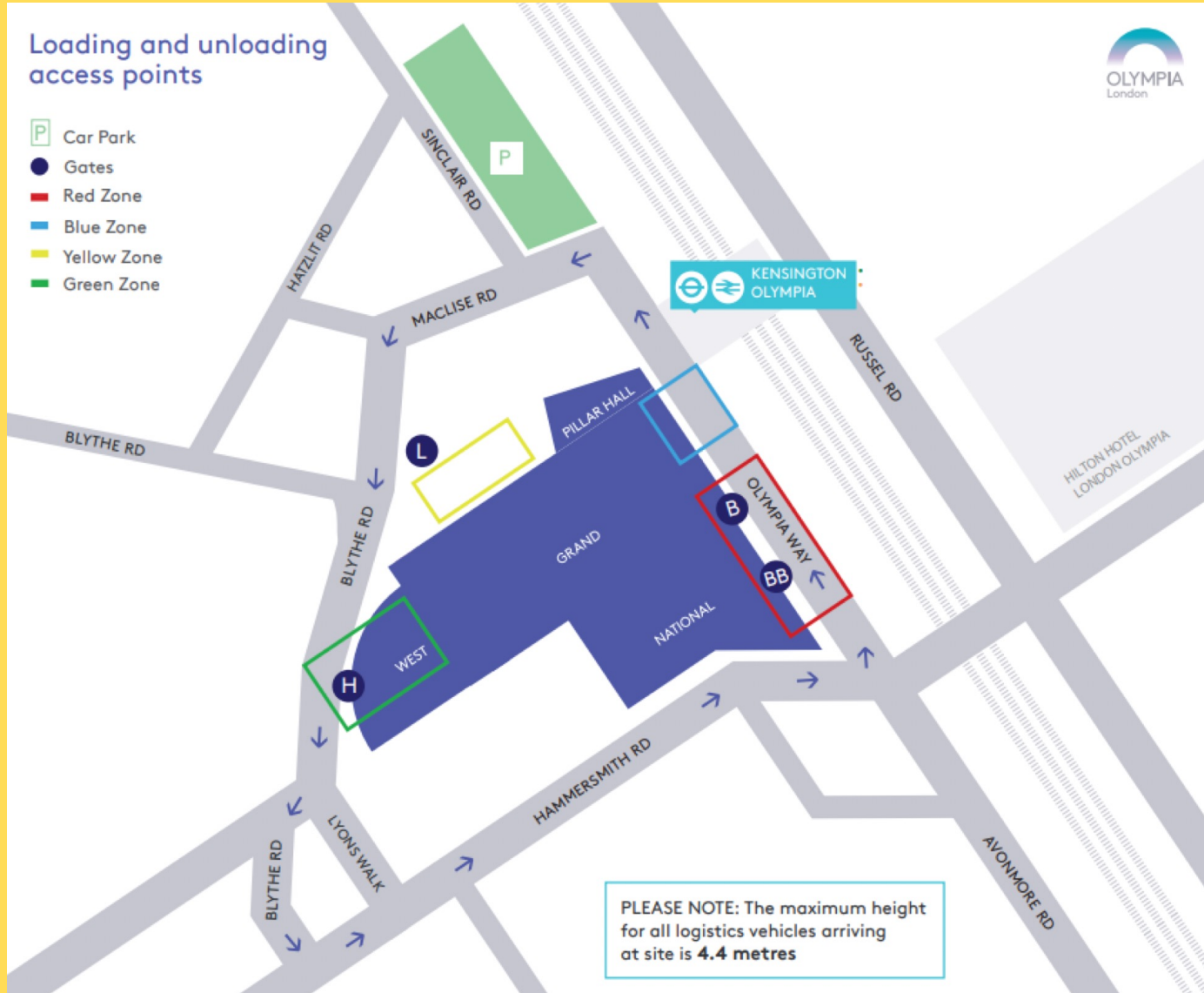


# CONSIGNMENT INSTRUCTIONS

INT EXHIBITORS	UK EXHIBITORS	DIRECT DELIVERY (INT + UK EXHIBITORS)
<p>For delivery to the advanced warehouse please consign to:</p> <p>CLS LTD            Infinity Warehouse            Tilton Road            Birmingham            B9 4PP            Stand Name:            Stand Number:            Opening times: 9am-4pm Mon/Fri</p> <p>Receiving deadline: <b>5 working days prior to the event build date (late arrival will incur additional charges)</b></p> <p>Please ensure notification is sent to CLS prior to delivery, without notification or correct labelling your goods may be refused</p>	<p>For delivery to the advanced warehouse please consign to:</p> <p>CLS LTD            Infinity Warehouse            Tilton Road            Birmingham            B9 4PP            Stand Name:            Stand Number:            Opening times: 9am-4pm Mon/Fri</p> <p>Receiving deadline: <b>3 working days prior to the event build date (late arrival will incur additional charges)</b></p> <p>Please ensure notification is sent to CLS prior to delivery, without notification or correct labelling your goods may be refused.</p>	<p>For deliveries direct to the venue during official build dates/time:</p> <p>LONDON TECH WEEK 2024            Grand Hall            Olympia London            Olympia Way            W14 8UX            **For more information please see page 4**            Stand Name:            Stand Number:</p> <p>Please notify CLS should you require onsite receiving or onsite lifting and handling services.</p> <p>Freight cannot be delivered prior to the event build dates and must be collected by the end of breakdown.</p>

**Labelling:** please create your own label of which must include the event name, stand name, stand number and a piece count (1 of 3, 2 of 3, 3 of 3 for example)

# OLYMPIA LONDON



## ARRIVING AT OLYMPIA LOADING BAY

It is compulsory that you have booked into the Olympia Traffic System prior to arriving onsite otherwise your vehicle will not be permitted access into the loading bays. If you are booked with CLS for transport we will take care of this for you.

Please approach Olympia London via Olympia Way, off Hammersmith Road. Marshals will direct you to the appropriate area.

To book in your vehicle please sign up to Olympia voyage control using the below link

<https://voyagecontrol.com/olympialondon>

Thank you!

# CUSTOMS INFORMATION

## TEMPORARY IMPORT

CLS strongly recommend an ATA Carnet for temporary importation, this process will allow your freight to have free reign in and out of the United Kingdom for a period of (12) months or until expiry of the Carnet. If sending giveaway items they cannot be imported temporarily and must not be added to your ATA Carnet, a separate permanent import is required for this. To arrange an ATA Carnet please speak with your local chambers of commerce to arrange or contact CLS who can advise. CLS do not offer a BOND for temporary import/export.

## PERMANENT IMPORT

This is for items that will remain in the United Kingdom, import duty and Value Added Tax (VAT) will apply. CLS can act as the UK importer on your behalf or arrange the importation into the UK (fees apply) please note it's the sender's responsibility to ensure all fees are paid to customs prior to clearance and the correct/accurate documentation is submitted (see below).

## DOCUMENTATION

Should you require CLS to handle or act as the UK importer on your behalf please advise prior to sending your items and supply a full commercial invoice to [info@clsexpo.com](mailto:info@clsexpo.com) please ensure your commercial invoice has the following information:

- Full description of items (serial numbers alone will not be accepted) including number of units, value per unit and total value
- HS Number/Commodity code (for info visit <https://www.gov.uk/trade-tariff>) please ensure all items have this and their country of origin.
- Piece count, Net and Gross weight per commodity, Dimensions required per box/pallet etc.
- Highlight on invoice the reason for import including event name and dates.

For additional information please do get in touch, our experienced team are on hand and we look forward to supporting you at LONDON TECH WEEK 2024!

