



# LONDON TECH WEEK

### Show Information

Venue	Olympia London
Show Dates	8 <sup>th</sup> – 10 <sup>th</sup> June 2026
Show Name	London Tech Week 2026

### Onsite Information

Stand Name:		Onsite Contact:	
Freight del time/date		Stand Number:	
Onsite Arrival Time		Hall Number:	

### Company Information

Contact:		Telephone:	
Company:		Postcode:	
Invoice Address:			
Email:			
Accounts Email:			

### Required Services (Please Tick)

Description	Tariff	Tick
Exhibition transport (Road Freight)	Quotation Request	
Freight Forwarding (Air/Sea Freight)	Quotation Request	
Customs Clearance (Permanent)	£95.00 e/w – includes 3 HS codes	
Nominated importer/exporter fee	£75.00 – excludes duty and vat if applicable	
ATA Carnet holding fee	£75.00 per ATA Carnet	
Onsite Consignment receiving fee	£10.00 + Vat per item under 25kg	
Advanced Warehouse/ Transfer to venue	£90.00 + Vat per cbm (minimum 2cbm charge)	
Forklift unload/reload fee	£15.00 + Vat per cbm (minimum 3cbm charge)	
Empty case storage	£28.00 + Vat per cbm (minimum 3cbm charge)	
Accessible storage	£36.00 + Vat per cbm (minimum 3cbm charge)	
Freight Packing	£35.00 + Vat per cbm	
Pallet Shrink Wrapping	£15.00 per pallet	

Freight Information			
Quantity	Dimensions LxWxH (cms)	Weight (Kgs)	Description

### Terms & Conditions

- After receiving your enquiry, you will receive a quotation and upon agreement a pro-forma invoice of which will require payment prior to the show.
- All rates are based on standard working hours 8am – 6pm excluding evenings and weekends, works carried out outside these times will incur a 30% surcharge.
- All transportation, lifting and handling quotations do not include insurance, please request if required.
- CLS will not be liable at any stage for badly packaged freight so please ensure all goods are packed and protected correctly.
- CLS will not be responsible for any goods left unattended on stands.
- For courier collection a cut-off date of 1 week prior to the event will apply.
- On each booking an administration fee of **£25.00** will be charged on invoice.

Please sign below to confirm the above information is correct and you agree to the terms.

Signature	
Print Name	
Date	

**Booking deadline date:**  
**Monday 18<sup>th</sup> May 2026**  
 20% surcharge will apply after this date