

WORLDWIDE SHIPPING INSTRUCTIONS

DEADLINES:

UK CONSOLIDATION AT MERITEX DEPOT (sponsors' freight)	19 th May 2011
UK CONSOLIDATION AT MERITEX DEPOT (exhibitors' freight)	24 th May 2011
AIR FREIGHT TO GENEVA AIRPORT	29 th May 2011
ROAD FREIGHT TO GENEVA PALEXPO	1 st June 2011

Please pre-advise Meritex on ALL shipments and deliveries. Notify Eve Novikova at eve@meritex.co.uk / Tel: +44 (0) 1392 454 999.

CONSIGNEE INSTRUCTIONS

1. UK CONSOLIDATION ADDRESS

Please send your freight to:

Meritex International
c/o MPCo
Davis Road
Chessington Industrial Estate
Chessington, KT9 1TT

Notify party: Eve Novikova / Tel: +44 (0) 1392 454 999 / email: eve@meritex.co.uk

Please contact Meritex for Air/Sea Freight consignee instructions in to the UK for consignments outside the EU.

2. DIRECT AIR FREIGHT TO GENEVA

Please consign AIRWAY BILL to:

Inter ExpoLogistics Ltd.
Geneva Palexpo
30 route François Peyrot
CH - 1218 Grand-Saconnex – Geneva / Switzerland
Attn: Mr. Roberto Fumani – **For SOE 2011**

Notify: Company name / booth number

2nd Notify: Eve Novikova, Meritex International / Tel: +44 (0) 1392 454 999 / eve@meritex.co.uk

▪ Documentation requirements

For TEMPORARY IMPORT consignments please raise an ATA CARNET. Please send all the documents to Meritex International prior to shipping for approval. Brochures and other giveaways can





SOE 2011

The 18th Congress of the European Society of Ophthalmology

4 - 7 June 2011 / Palexpo / Geneva

not be declared on the ATA CARNET, please raise commercial invoice for full import items.

For FULL IMPORT (CONSUMABLE) items please raise a commercial invoice and have it approved by Meritex before shipping.

3. ROAD FREIGHT TO GENEVA:

Please consign CMR to:

Inter ExpoLogistics Ltd.

Geneva Palexpo

30 route François Peyrot

CH 1218 Grand-Saconnex – Geneva / Switzerland

Notify: Company name / booth number

For SOE 2011

Customs office: GENEVA PALEXPO (NCTS code: CH006521)

2nd Notify party: Eve Novikova / Tel: +44 (0) 1392 454 999 / email: eve@meritex.co.uk

▪ Documentation requirements

For TEMPORARY IMPORT consignments please raise an ATA CARNET. Please send all the documents to Meritex International prior to shipping for approval. Brochures and other giveaways can not be declared on the ATA CARNET, please raise commercial invoice for full import items.

For FULL IMPORT (CONSUMABLE) items please raise a commercial invoice and have it approved by Meritex before shipping.

4. COURIER DELIVERIES

Please be aware that Courier companies are not able to custom clear and deliver goods to your stand at Geneva Palexpo. They will only deliver to Geneva, Airport or Geneva Palexpo site. In order to keep the costs to a minimum, we strongly advise that you consolidate your goods at Meritex International warehouse in London. If you send your shipment by courier, Meritex will not be responsible or liable for non-delivery, delays, or additional charges incurred.

Please note: The goods will not be delivered automatically to your stand.

Please pre-advise Meritex if you have a courier delivery and your intentions to collect or if you require delivery to stand.

For more comprehensive shipping instructions and more information, please contact Meritex International.

For all enquiries, please contact:

Eve Novikova

Meritex International Ltd

The Coach House, 20 Northernhay Street

Exeter, Devon EX4 3ER, United Kingdom

Tel: +44 (0) 1392 454 999 / Fax: +44 (0) 1392 454 998

Email: eve@meritex.co.uk / Website: www.meritex.co.uk

