



Shipping Manual

WFNS 2023 | CTICC | Cape Town | 4th – 7th December 2023

DHL Trade Fairs & Events UK Limited has been appointed as the official logistics contractor and as such is the only company providing handling, storage, and customs clearance for this event. Below you will find information on the services we offer and guidance as how to dispatch shipments to the event.

We shall be offering transport services to and from the venue by road, air and express.

There will be a strict handling schedule in place to ensure that all goods will be handled to or from stand within a set time frame which exhibitors and stand builders will need to apply to DHL for unloading slots prior to the event. Delays will occur for anyone attempting to deliver without a timeslot.

1. ESSENTIAL DATES	
BUILD-UP	3rd December – 0600-0000 4th December – 0600-1600 4th December-1600-1930 Light set up
OPENING	4th December – 7th December
DISMANTLING	7 th December 1700-2000 Light dismantling 7 th December 1700-0000

2. PRE-ADVISE / ORDER FORM	
DEADLINE ORDER FORM (for our services and time slot request)	6 th November

ALL PRE-ADVISES INCL. A FULL SET OF DOCUMENTS MUST BE SENT TO:

DHL Trade Fairs & Events (UK) Limited
United Kingdom
Attn: Lucy Ireland Tel: +44 7866 312970
Email: Lucy@dhl-exh.com

If you dispatch your shipment without pre-advice to us, you may occur delays and additional expenses.

3. TRANSPORT-INSTRUCTIONS
3.1 AIRFREIGHT

Exhibition Freighting G.S.M.
Unit 11A, Platinum Junction,
School Street, Milnerton 7441
South Africa.
WFNS 2023 Exhibitor name / booth number
Notify Party:
Exhibition freighting G.S.M
C/O WFNS 2023
Tel: (021) 552 7248
Email: ef-gsm@ef-gsm.co.za

AIRPORT OF DESTINATION	Cape Town International airport
DEADLINE	17 TH November

ALL SHIPMENTS MUST BE SENT “FREIGHT PREPAID”

Temporary / Permanent Goods **MUST** be packed separately and shipped on separate Invoices as per official invoice Template (supplied to Exhibitors upon request for completion)

3.2 Advanced Warehouse

If you prefer to Deliver your material prior to the official set up days, you can dispatch your shipment to our local Holding warehouse for us to receive cargo and transfer to venue & deliver to your stand at day and time of your requirement. Please view the official tariff for charges for this service. The delivery address is:

**Exhibition Freighting G.S.M.
Unit 11A, Platinum Junction,
School Street, Milnerton 7441
South Africa.**

WFNS 2023 Exhibitor name / booth number

For use of this service, please email details of your goods or completed order form and we arrange a full quotation.

Last Arrival Date	24th November
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Shipments arriving after the above-mentioned date will be transferred to the venue by special vehicle and all charges will be liable to the exhibitor.

Recommended latest arrival time is at least 7 working days before build up of the event all shipments must be customs Cleared.

3.4 CUSTOMS CLEARANCE

We can handle the customs formalities on your behalf.

Depending on your needs, we can clear your shipment in one of three ways.

- **Permanent entry:** Used for goods which will remain in Cape Town & will not be re-exported. This includes give away items such as brochures & samples, local duties & taxes apply.
- **Temporary import: Is only possible with a Carnet ATA)**
- **Carnet ATA:** Carnet ATA is a passport for your goods, all goods under Carnet cannot be sold or disposed of & must return in the exact same form as they arrived into South Africa.
- **Please ensure ALL shipping invoices are sent to DHL prior to despatch for authorisation.**
- **DHL will not be liable for shipments that are sent without pre authorisation that may experience delays or issues at customs.**

4. Payment Terms And Rates

Unless freight is routed via one of our appointed agents, we will require payment of all charges, as advised by us, prior to the start of the exhibition. Personal or foreign cheques are not acceptable. Settlement needs to be made by either bank-transfer, MasterCard, VISA or Amex on receipt of our invoice accompanied by a secure payment link.

For all onsite handling rates please see our Official Logistics Tariff available in the Exhibitor Manual.

5. INSURANCE & LIABILITY

We operate exclusively in accordance with the latest version of the British International Freight Association General Terms and Conditions of Trading.

These limit the legal liability for damage to goods in certain circumstances whilst in the care of a forwarder. The forwarders custody liability ends with the delivery of the consignment to the exhibitor's stand even if the exhibitor or his representative is not present.

YOUR LOGISTICS PARTNERS FOR WFNS 2023

DHL Trade Fairs & Events (UK) Limited
Unit 17 & 9 Second Exhibition Avenue
NEC Birmingham B40 1 PJ
United Kingdom

Contact : Lucy Ireland E-Mail : Lucy@dhl-exh.com

We wish your company every success at WFNS 2023.



www.dhl-exh.com

