

Show Name : **INTERSPEECH 2014**
Show Dates : **14 - 18 September 2014**
Show Venue : **Singapore EXPO**
City, Country : **Singapore**

FREIGHT INSTRUCTIONS

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

We advise AGILITY FAIRS & EVENTS LOGISTICS PTE LTD, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility Fairs & Events Logistics Pte Ltd to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

1. DEADLINE FOR SHIPMENT

Arrival of films and video tapes by courier service : **6 - 8 September 2014**
 Receipt of documents for seafreight consignments : **25 August 2014**
 Receipt of documents for airfreight consignments : **29 August 2014**
 Arrival of seafreight consignments : **1 - 4 September 2014**
 Arrival of airfreight consignments : **6 - 8 September 2014**

2. CONSIGNMENT INSTRUCTIONS

i. All exhibition goods either by **seafreight or airfreight**, must be consigned "Freight Prepaid" as follows:

Consignee: **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**
 No. 5 Changi North Way, 3rd Floor
 Singapore 498771
 Tel: (65) 6500 0250 / Fax: (65) 6214 9592 / 6214 9593
 For: **INTERSPEECH 2014**

ii. All exhibition goods by **courier** must be consigned "Freight Prepaid" as follows:

Consignee: **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD**
 No. 5 Changi North Way, 3rd Floor
 Singapore 498771
 For: **INTERSPEECH 2014**
Ms Serena Kum
 Tel. +65 6571 5644

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

3. INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility Fairs & Events Logistics Pte Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

We also inform Agility Fairs & Events Logistics Pte Ltd that we will be using the services of the company below to freight our exhibits from _____ (country). Name of Freight Forwarder from origin: _____
 Contact Person: _____ Tel: _____
 Fax: _____ E-mail: _____

Authorised by: Booth No: _____
 Name _____
 Designation _____
 Company _____
 Address _____
 Tel _____ Fax _____
 Signature & Date _____

Send this form to:
AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
 No. 5 Changi North Way, 3rd Floor
 Singapore 498771
 Tel: (65) **6571 5644** / 6500 0250
 Fax: (65) 6214 9592 / 6214 9593
 Contact: **Ms Serena Kum**
 E-mail: **SKum@agility.com**
 www.agility.com