



ADVANCED WAREHOUSE RECEIVING INSTRUCTIONS

www.gelevents.com.au



Dear Exhibitor,

Please find below important information and guidelines, which we put together to assist you with your freight requirements for your upcoming exhibition attendance in Australia – for the Global Sourcing Expo 2023 @ Melbourne Exhibition Center.

gel events offers an advance warehouse receiving service for shipments arriving on a DDP basis into our local Melbourne warehouse, we receive your items register them and will be moving them into the show during build up to ensure you exhibition cargo is ready for set up in time for the event.

To avoid issues or delays with customs clearance, handling and delivery of your goods, please read these guidelines carefully and ensure all requirements are met within the stipulated time frames.

Shipments pre-alerted & consigned to GEL Events Pty Ltd confirms acceptance of our Shipping Instructions, our standard terms and conditions, our Show Handling tariff or separate quote sent by GEL Events. Please also note all exclusions and inclusions of services performed are outlined in our Exhibition Tariff.

These guidelines are compiled to assist in the speedy and economic handling of courier shipments – and do not include customs clearance of exhibition cargo.

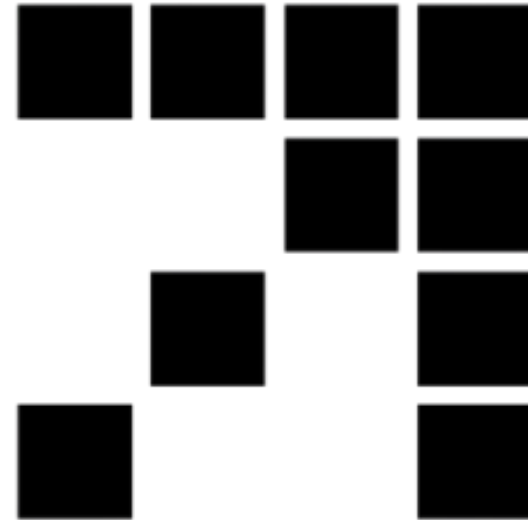
Our focus is on supporting you with your event logistics, providing advice and assistance at every step of the journey to help ensure the success of your show. Please don't hesitate to contact us for further information – we are looking forward to assist

Your GEL EVENTS Team



ADVANCE WAREHOUSE COURIER DEADLINES & DELIVERY ADDRESS

As the official freight handling agent, we discourage the use of courier companies for high value shipments as they cannot be cleared as temporary admission into Australia – If you do choose to proceed via courier – for small shipments with minimum values please note it is the sender’s responsibility to ensure the chosen courier provider is able to clear and deliver to our advance warehouse with all charges prepaid.



**LATEST SUBMISSION OF
ADVANCE WAREHOUSE SERVICE
AGREEMENT:**

WEDNESDAY 8TH NOV 2023

**DELIVERY DEADLINE INTO OUR
DEPOT:**






WEDNESDAY 15TH NOV 2023

DELIVERY ADDRESS:

GEL Events Pty Ltd
c/o GLOBAL SOURCING FAIR 2023 - c/o Exhibitor NAME & STAND NUMBER
17 Randor Street
Campbellfield VIC 3061
Phone +61 1300 013 533

Please contact us immediately if you are unable to meet the above indicated arrival deadlines - or if your cargo is delayed in transit to Australia and we will assist as best as we can - however please note GEL Events cannot be held responsible for the late or non-delivery of goods, including additional surcharges incurred for shipments that fail to comply with the above mentioned arrival dates. Cargo arriving after the dates indicated will be subject to a late arrival surcharge on a case to case basis to cover additional charges incurred.

CONDITIONS & REQUIREMENTS

-  Shipments must be sent under DDP terms - all freight charges, customs duties and import VAT to be billed back to the sender - please note we cannot accept freight collect shipment - assisting in paying out import duties and import VAT will attract additional charges
-  FREIGHT MUST BE PRE-ALERTED - BOOKED PRIOR to receipt - please refer to the attached freight booking form which must be received no later than WED 08th November 2023
-  All Items must be clearly labelled with exhibitor name and stand number details - please feel free to use the attached label template
-  Due to increased security requirements please note, shipments arriving without prior pre alert, or outstanding duty and tax payments may be refused / won't be accepted from our end.
-  All Handling charges must be settled prior to freight being handed over / delivered to your exhibition stand at the show - there are no credit terms for advance warehouse services applied for

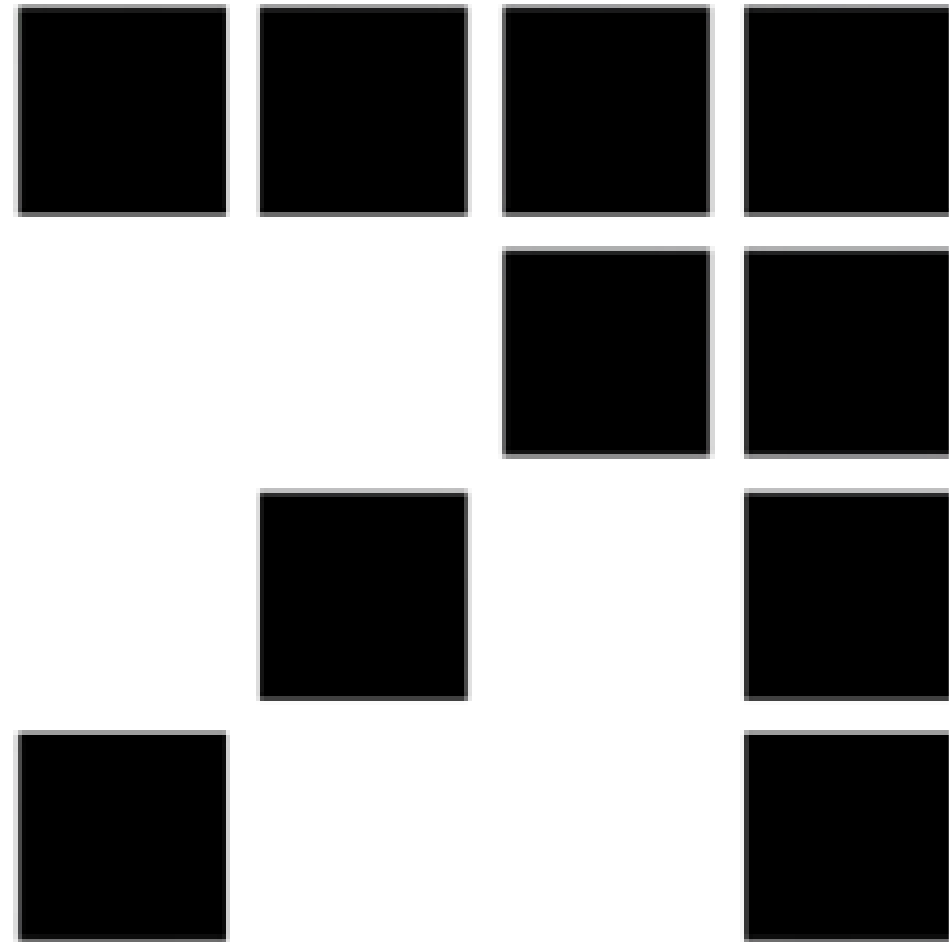
SENDING COURIER SHIPMENTS DIRECT TO THE SHOW SITE

We strongly recommend refraining from consigning any courier shipments to be delivered directly to your stand at the show venue - the risk of delays in delivery or misplacing of your items is extremely high during the build-up period. If you decide to send your exhibition materials directly to the venue, please note neither the event organiser or GEL Events / Gaffney's Pty Ltd will be able to confirm receipt / sign for your delivery as we are unable to accept any liability for courier shipments not routed via our dedicated advance warehouse service. Please note if you engage the service of a courier company - and issues arise with the customs clearance once arrived into Australia, we can try to assist, interfering with the clearance will be chargeable as per our airfreight tariff but the main issue remains the timely release from the authorities. Please feel free to contact us prior to sending any courier shipments to Australia so that we can support you with the pre planning and could also propose alternative services to guarantee your exhibition material arrives safe and in time for the event.



ADVANCE WAREHOUSE COURIER CHARGES

Receipt of DDP Courier Shipment at GEL warehouse /
Registration / Warehouse Handling and transport to event
venue and delivery to exhibitor stand



FOR SHIPMENTS BELOW TOTAL
WEIGHT 50 KGS :
AU\$ 325.00 MINIMUM per shipment

FOR SHIPMENTS EXCEEDING 50 KGS
TOTAL WEIGHT :
AU\$ 325.00 BASE CHARGE + AUD
1.70 per KG additional



GEL EVENTS PAYMENT TERMS

Providing an exhibitor has utilised the services of our nominated agent, all charges incurred will be forwarded to that agent for payment on behalf of the exhibitor.

Where an exhibitor has utilised another freight forwarder who has not been nominated by us as affiliate partner, payment MUST be finalised either through your nominated freight forwarder or the exhibitor directly - PRIOR TO DELIVERY TO THE STAND. In the event w

INSURANCE

It is the responsibility of the exhibitor or their nominated freight forwarder to arrange adequate insurance cover to include transit to and from the exhibition, whilst on display and in storage. All transactions are undertaken subject to GEL Events Standard Terms and Conditions.

PRE ALERTs & BOOKING CONFIRMATION

please email all pre-alerts / booking forms

to: daniela@gelevents.com.au

no later than WEDNESDAY 8th NOVEMBER





GEL Events Pty Ltd
17 Randor Street
Campbellfield VIC 3061
Australia
Phone +61 1300 013 533
Email: info@gelevents.com.au



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