

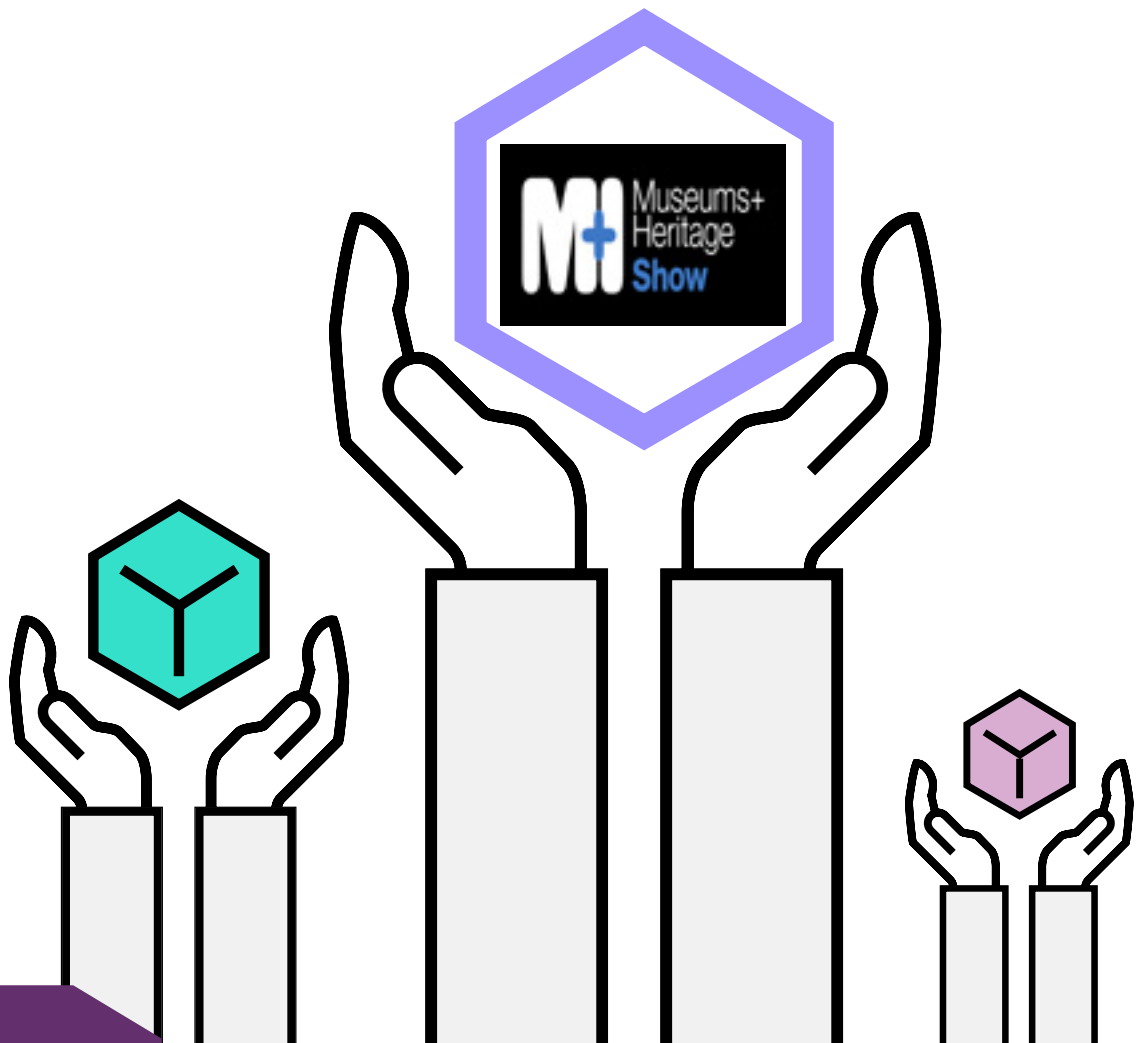


Appointed by **M and H Media Ltd** as their Official
Freight Forwarder & On-site Handling Contractor

INTERNATIONAL SHIPPING INSTRUCTIONS

Museums & Heritage Show 2026

13th - 14th May 2026 | Olympia, London, UK



Our Premier service

Premier provide specialist transportation and on-site handling services for all types of exhibitions and events. Our services are tailored to meet the specific requirements of each client, addressing every aspect of exhibition logistics



01 COLLECTION

A collection service from any location or venue, using appropriate vehicle to accommodate size, weight, and commodity of goods.



02 DOCUMENTATION

Advice and assistance when preparing shipping documents in accordance with UK and destination customs requirements.

03 TRANSPORTATION

Cost effective multimodal transport solutions via sea, air and road to any event worldwide.



06 DELIVERY

A delivery service to any location or venue using appropriate vehicle to accommodate size, weight, and commodity of goods.



05 ON-SITE HANDLING

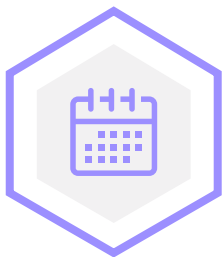
On-site attendance and logistics management including unloading, reloading, delivery, collection, on-site handling, lifting, positioning and storage solutions.



04 CUSTOM CLEARANCE

Full customs clearance services for import and export of shipments on a temporary or permanent basis.

For a more indepth look at our services please visit:
www.premiershowfreight.com



Deadlines

Roadfreight

Shipments should arrive at our **UK warehouse**
NO LATER THAN 10 DAYS prior to the required delivery date.

Airfreight

Shipments should arrive at **London Heathrow Airport (LHR)**
NO LATER THAN 10 DAYS prior to the required delivery date.

Note: Shipments arriving later than the above deadlines may incur surcharges and timely delivery cannot be guaranteed.

Premier Showfreight Ltd cannot be held responsible for additional charges and/or late delivery.



Packing & Labelling

Please pack and document temporary and permanent import goods separately.

When labelling your freight, please ensure all items are clearly marked with your **Company name, Event name, Stand number and Total number of pieces**. **E.g. 1of4 | 2of4 | 3of4 | 4of4.**

Please ensure your goods are adequately packed to withstand the entire journey and endure normal handling by forklifts and pallet trucks.

Wood Packaging Materials should be compliant with fumigation, regulations and bear the relevant IPPC approved logo to certify that the packaging has been subjected to an approved treatment. This includes all wooden pallets, cases, crates, and pieces of wood to support or brace cargo.

Please avoid the use of padlocks on cases as shipments may be subject to customs inspection.



Consignee & Notify

All shipments arriving by **AIR** or **ROAD** should be consigned as follows and must arrive on a prepaid basis.

Consignee:

Premier Showfreight Ltd
c/o Frontier Forwarding Services
Frontier House
Pier Road
Feltham, Middlesex
TW14 0TW

Notify:

Premier Showfreight Ltd
Unit 7, Valley Point Industrial Estate
Beddington Farm Road
Croydon, Surrey
CR0 4WP
FAO: Joanne Curtis
Tel: +44 (0)20 3256 1278

In advance of cargo arriving please forward a **full pre-alert** to:

Premier Showfreight Ltd.
FAO: Joanne Curtis
Tel: +44 (0)20 3256 1278
Email: joanne@premiershowfreight.com



Collections & Deliveries

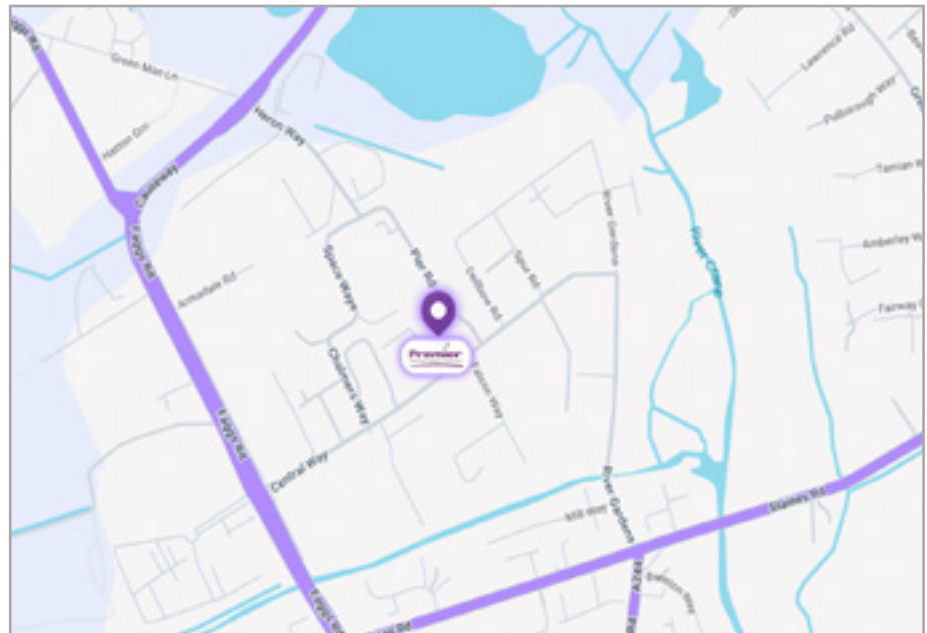
Premier Showfreight Ltd will be pleased to arrange collection from / redelivery to your premises. If you require a vehicle fitted with tail-lift facility, please kindly specify this when making your booking.

Warehouse Address

Should you wish to make a direct delivery to our warehouse, please deliver to the following address from Mon to Fri, between 09:00 Hrs - 16:00 Hrs.

WAREHOUSE ADDRESS:

Premier Showfreight Ltd
c/o Frontier Forwarding Services Limited
Frontier House
Pier Road
Feltham, Middlesex
TW14 0TW
UK



Documentation



COMMERCIAL INVOICES & PACKING LISTS

Please provide us with a complete commercial invoice & packing list for your consignment. Temporary and permanent goods must be packed and invoiced separately.

The packing list must indicate individual weights and dimensions of each package. Please confirm description of goods, value for each item, HS Tariff code, manufacturing details and country of origin. For machinery and electrical items, the serial/part number, make and model must be listed.

Please consign commercial invoices as detailed in our consignee instructions **C/o MUSEUMS & HERITAGE SHOW 2026** and include exhibitor name and hall/stand number.

ATA CARNETS

Where goods are shipped on an ATA Carnet it is vital that:

1. A blank "Letter of Authorisation" accompanies the ATA Carnet.
2. The goods are not sold or otherwise interfered with.
3. Goods covered by the carnet are not packed with goods covered by other documentation.

GOODS RETAINED IN THE UK / SOLD AT EXHIBITION

Goods sold or retained in the UK after the event will be subject to Duty/VAT charges from UK customs

Premier Showfreight Limited will not release any bonded goods from either the exhibition or our warehouse without either:

1. Full payment of the Duty/VAT amount.
2. Written confirmation from a recognised agent held accountable for outstanding Duty/VAT on exhibitors' behalf.



Hazardous Cargo

It is important that you advise us well in advance of any hazardous goods, which you intend to send to this event.

It is your responsibility to ensure that you provide us with the necessary dangerous goods certificate and up to date MSDS (Material Safety Data Sheet) containing all the information required by the shipping company or airline to enable them to accept your consignment. Similarly, your goods should be packed in the prescribed manner.

Due to increasing safety concerns raised by the industry, regulations governing the transportation of lithium batteries have been tightened and consequently each mode of transport has its own regulations.

Please advise us as early as possible if you intend to transport equipment containing lithium batteries.



On-site Handling & Management

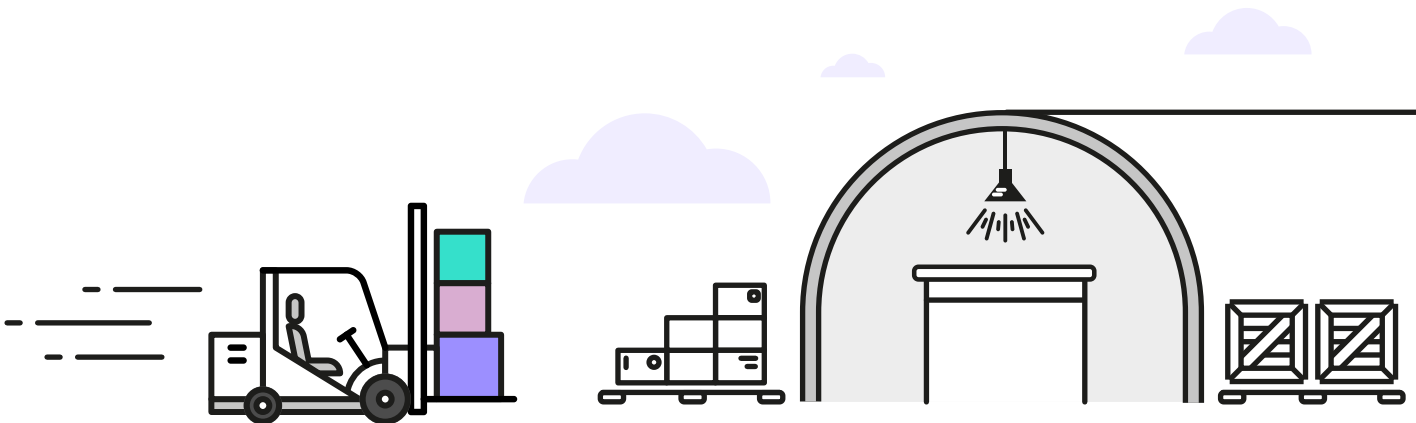
For additional mechanical handling or labour to assist with your exhibits on-site, Premier Showfreight will be pleased to make the arrangements on your behalf. A representative will be available on-site to assist clients with their freight requirements before, during and after the exhibition. Please contact us for further information.

Empty Case Storage

Empty cases & packing materials will be removed, stored, and returned to your stand at the close of the event. Please confirm your storage requirements in advance of the event.

Return Instructions

If Premier are arranging the return movement of your packed exhibits, our on-site representative will visit your stand during the exhibition to confirm your return instructions.





Insurance

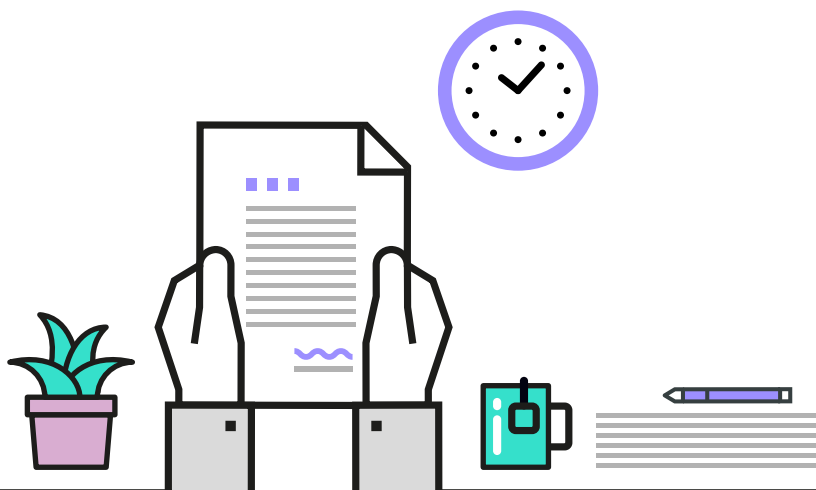
As our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

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 us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Terms & Conditions

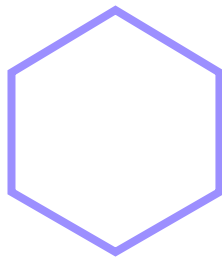
Our rates are based on current freight and exchange rates, any variation in either between now and scheduled work-date will be reflected in our final invoice. All business is transacted in accordance with B.I.F.A. Standard Trading Conditions (2021 Edition).

Payment is due on presentation of each invoice unless otherwise agreed in writing with Premier Showfreight Ltd. Any disputes or queries relating to invoices should be made within fourteen days of the invoice date.



Contact us

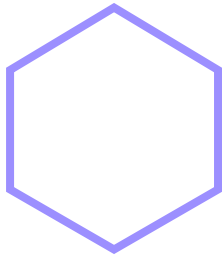
For further information or assistance, please do not hesitate to contact one of our Premier team:



Jim Huggins

t: +44 (0) 20 3256 1271

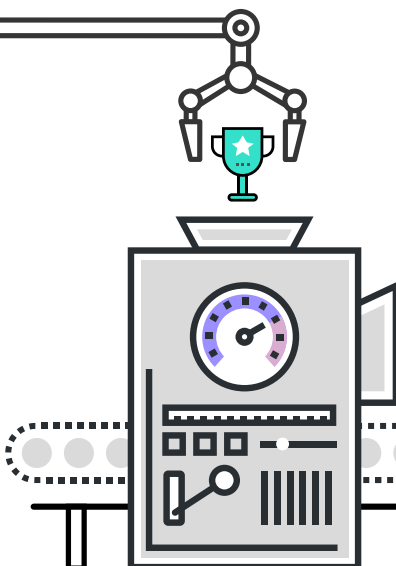
e: jim@premiershowfreight.com



Joanne Curtis

t: +44 (0) 20 3256 1278

e: joanne@premiershowfreight.com



Our Freight Memberships Awards & Accreditations

