

**83rd EAGE Annual Conference & Exhibition**

**WORLDWIDE SHIPPING INSTRUCTIONS**

**Deadlines**

**AIR FREIGHT to UK (LONDON HEATHROW)**  
**AIR FREIGHT to MADRID**

**Monday 23<sup>rd</sup> May 2022**  
**Wednesday 25<sup>th</sup> May 2022**

**ROAD FREIGHT to UK for consolidation**  
**ROAD FREIGHT to MADRID warehouse**

**Wednesday 25<sup>th</sup> May 2022**  
**Tuesday 31<sup>st</sup> May 2022**

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**1. DOCUMENTATION REQUIREMENTS**

**For shipments outside of EU, please note the following information:**

For TEMPORARY IMPORT consignments please raise an ATA Carnet for your shipment as it is expensive to arrange temporary import clearance & bonds in Spain.

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

If you are sending directly to Madrid, please note TEMPORARY and FULL IMPORT goods must be packed separately and will require SEPARATE shipping documents.

**Commercial Invoice for the goods sent to UK for consolidation must be addressed to:**

Meritex International Freight Services Ltd  
The Coach House, 20 Northernhay Street  
Exeter, Devon  
EX4 3ER  
United Kingdom  
FOR: EAGE 2022 / Exhibitor / Hall & Stand Number

**Commercial Invoice for the goods sent to Madrid must be addressed to:**

Please contact Meritex directly for this information.

**Important: T1 issuance for returning goods will be subject to value of the goods and final consignee verification. Please contact Meritex for more information.**

**Please send any documents to Meritex International Ltd prior to shipping for approval.**

**83rd EAGE Annual Conference & Exhibition**

**2. DIRECT DELIVERY TO IFEMA / MADRID FOR FULL TRUCK LOADS OF STAND FITTINGS**

**Consignee for CMR:**

FOR: EAGE 2022 / Exhibitor / Hall & Stand Number  
IFEMA  
Avenida del Partenon, s/n  
E-28042 Madrid  
Spain

**Important: Please send CMR copy and vehicle details in advance to Meritex International.**

**3. DIRECT AIR FREIGHT TO UK**

**Please send shipment on a freight prepaid basis.**

**Consignee for AWB:**

Meritex International Freight Services Ltd  
FOR: EAGE 2022 / Exhibitor / Hall & Stand Number  
C/o Perform Logistics  
Unit 3, Coln Industrial Estate  
Old Bath Road, Colnbrook  
Slough, Berkshire, SL3 0NJ

Notify: Meritex International Ltd / Tel: +44 (0) 1392 454 999 / Email: dan@meritex.co.uk

**Important: Please send us AWB copy, flight details, copy of invoice / ATA Carnet / packing list in advance.**

**4. DIRECT AIR FREIGHT TO MADRID**

**Please send shipment on a freight prepaid basis.**

**Consignee for AWB:**

DB SCHENKER  
C/o EAGE 2022 / Exhibitor Name /  
Hall & stand nr  
Avda. DEL Partenon, s/n  
28042 – Madrid - Spain

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**Notify:**

DB SCHENKER Fairs & Events Dept.  
Exhibition: EAGE 2022  
Exhibitor Name / Stand Number

**2nd Notify:**

Meritex International Ltd / Tel: +44 (0) 1392 454 999 / dan@meritex.co.uk

**Important: Please send to Meritex International AWB / Express BL copy, flight/sailing details, copy of invoice / ATA Carnet / packing list in advance.**

**5. ROAD FREIGHT TO UK consolidation warehouse**

**If you wish to consolidate your freight in our UK warehouse for Meritex to arrange on-forwarding to Madrid, please send shipments to below consolidation point.**

**Please consign delivery note / CMR to:**

Meritex International Freight Services Ltd  
c/o Perform Logistics  
FOR: EAGE 2022 / Exhibitor / Hall & Stand Number  
Unit 3, Coln Industrial Estate  
Old Bath Road, Colnbrook  
Slough, Berkshire, SL3 0NJ  
United Kingdom

**Important: Please send us CMR copy, copy of invoice / ATA Carnet / packing list in advance.**

**6. ROAD FREIGHT TO MADRID consolidation warehouse**

**Please consign CMR to:**

DB SCHENKER Fairs & Exhibitions  
Avenida del Partenon, s/n  
E-28042 Madrid  
Spain

FOR: EAGE 2022 / Exhibitor / Hall & Stand Number

**Important: Please send us CMR copy, copy of invoice / ATA Carnet / packing list in advance.**

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7. **COURIER DELIVERIES**

All courier shipments must be sent on freight prepaid / Delivered Duty / VAT paid basis, including customs clearance and charges. Goods that are sent 'Freight collect' will not be accepted unless requested in advance.

**Please be aware that courier shipments above a certain weight and value cannot be customs cleared by the courier companies therefore a commercial invoice must travel with the goods for the import formalities, please refer to section 1 and the Tariff for more information.**

**Consignee for shipments arriving by 1st June 2022:**

DB SCHENKER  
C/o EAGE 2022 / Exhibitor Name / Hall & stand nr  
Avda. DEL Partenon, s/n  
28042 – Madrid - Spain  
Notify party : DB SCHENKER Fairs & Events Dept.

**Consignee for shipments arriving after 1st June 2022:**

Meritex International  
c/o IFEMA – HALL 9  
Avenida del Partenon, s/n  
E-28042 Madrid  
Spain  
c/o EAGE 2022 / Exhibitor name

Please refer to the Tariff for **courier delivery charges**.

**Please note: If you send your shipment by courier, Meritex will not be responsible or liable for non-delivery, delays, or additional charges incurred.**



**MADRID 2022 EAGE**  
6 – 9th June 2022  
Madrid



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**TERMS OF PAYMENT**

Unless credit terms have been agreed, all handling services must be paid for in full before delivery, by either cash or credit card onsite.

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**For all enquiries, please contact:**

Meritex International Freight Services Ltd  
The Coach House  
20 Northernhay Street  
Exeter  
Devon  
EX4 3ER  
United Kingdom



Tel: +44 (0) 1392 454999  
Fax: +44 (0) 1392 454998

**Contact:** Dan Sweet [dan@meritex.co.uk](mailto:dan@meritex.co.uk)  
Rasa Margyte [rasa@meritex.co.uk](mailto:rasa@meritex.co.uk)

