

## a<sup>2</sup> International Education Fairs – Fall 2017

### OCS Worldwide Shipping Information

*We at OCS Worldwide are pleased to be working with a2 as the recommended forwarder.*

#### How it works

- We receive, sort and label your packages in our warehouse > *you only need to make **one single shipment** to us*
- We prepare **customs and export documentation**
- We arrange **clearance and pre-pay customs duties/taxes**
- We arrange **delivery to the venue**

#### Important notes

- Materials can be sent to us **or we can arrange collection/storage/fulfilment\***
- Materials need to be received by our **specified receiving cut-offs (as stated below and on the Shipper's Pre-alert Form)** to ensure timely clearance and delivery. Shipping after our deadlines is possible but **Express Charges** apply; please contact us prior to sending if you have any late shipments.
- To facilitate customs clearance, printed items and non-printed materials (such as pens, USB sticks, banners etc) are exported separately to most non-EU countries.
- We cannot send food items as these are restricted.

#### \*Collection and long-term storage/fulfilment

OCS Worldwide can collect your material from anywhere to our facility for processing. For a quote, please contact us on below details.

We also provide long-term storage as well as order fulfilment with access to our online stock system.

**Contact us for further information:** Tel. (44) 207 640 3970 or [exhibitions@ocsworldwide.co.uk](mailto:exhibitions@ocsworldwide.co.uk)

#### Rates + cut-offs from OCS UK:

*(+ customs duties/taxes if applied by country of import)*

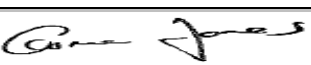
Destination	On-time rate per kg	Express Rate per kg	Latest receiving date for on-time rate
Azerbaijan	£ 10.90	£ 11.90 + £ 21 per box	Monday, 02 <sup>nd</sup> Oct
Kazakhstan	£ 10.90	£ 11.90 + £ 21 per box	Tuesday, 05 <sup>th</sup> Sept
Morocco	£ 15.50	£ 18.20 + £ 31 per box	Friday, 20 <sup>th</sup> Oct
Turkey	£ 9.25	£ 9.75 + £ 21 per box	Friday, 15 <sup>th</sup> Sept

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## OCS Worldwide – Shipper's Information Agreement

Please complete this form and email it to [exhibitions\\_reply@ocsworldwide.co.uk](mailto:exhibitions_reply@ocsworldwide.co.uk) so that we can set up your account.

Note: Please also email the Shipper's Pre-alert Form once your shipments are ready.

<b>Institution Name</b> <input type="text"/>	<b>Accounts Payable Contact Name</b> <input type="text"/>	
<b>Institution's MAIN Telephone</b> <input type="text"/>	<b>Accounts Payable Postal Address</b> <input type="text"/>	
<b>Department Name</b> <input type="text"/>		
<b>Representative Travelling on Tour</b> <input type="text"/>		
<b>Representative's Email Address</b> <input type="text"/>	<b>Accounts Payable Email Address</b> <input type="text"/>	
	<b>Accounts Payable Telephone Number</b> <input type="text"/>	
<b>Name of Person Shipping Materials</b> <input type="text"/>	<b>VAT Number</b> <input type="text"/>	<b>Company Registration</b> <input type="text"/>
<b>Shipper's Email Address</b> <input type="text"/>	<b>Purchase Order (MANDATORY)</b> <input type="text"/>	
<b>Shipper's Telephone Number</b> <input type="text"/>		
<b>Additional Information</b> <input type="text"/>		
<b>Authorised Customer Signature</b> <input type="text"/>	<b>Print Name</b> <input type="text"/>	
<b>Au</b> 	<b>Print Name</b> Carmen Jones	
<b>Date</b> <input type="text"/>		
<b>(OCS use only)</b>		
<b>Tour Code</b>	<input type="text" value="7033"/>	
<b>PARTICIPANT ID</b>	<input type="text"/>	

All shipments are carried subject to OCS Worldwide's prevailing conditions of carriage, available on request and at [www.ocsworldwide.co.uk](http://www.ocsworldwide.co.uk)

Payment terms are 30 days from date of invoice. All invoice queries should be questioned immediately.

Prices/discounts are subject to the cost/volume trading profile agreed above.

All European Union destinations are subject to VAT.

Overseas Courier Service (London) Ltd, registered in England No 1062887

Registered Office: Global House, Poyle Road, Colnbrook, Berkshire, SL3 0AY

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Please email this form to to [exhibitions\\_reply@ocsworldwide.co.uk](mailto:exhibitions_reply@ocsworldwide.co.uk) to let us know how many packages per city you are sending.

### OCS ~ Shipper's Pre-alert Form

INSTITUTION NAME: \_\_\_\_\_

DESTINATION + fair date	Receiving cut-off DD/MM	Number of packages	List of non-printed material (if any)
Almaty, 26/09/17	05/09/17		
Astana, 29/09/17	05/09/17		
Istanbul (Asian Side), 12/10/17	15/09/17		
Istanbul (European Side), 14-15/10/17	15/09/17		
Ankara, 17/10/17	15/09/17		
Izmir, 19/10/17	15/09/17		
Baku, 21-22/10/17	02/10/17		
Casablanca, Student Fair, 25/11/17	20/10/17		

1 Do you require collection (please underline as appropriate) YES/NO

2 If you do NOT require collection, please complete below details:

Date of Shipment to OCS Worldwide:

\_\_\_\_\_

Via (Carrier):

\_\_\_\_\_

Above Carrier Tracking Number:

\_\_\_\_\_

Questions? Please call us on +44 207 640 3910 or email:

[exhibitions@ocsworldwide.co.uk](mailto:exhibitions@ocsworldwide.co.uk)



**OCS SHIPPING LABEL (PLEASE ATTACH THIS TO EACH PACKAGE):**

From:

(University Name)

(University Address)

(University contact name/email/tel)

For: **a<sup>2</sup> Fairs Fall 2017**

Tour Code: **7033 (office use only)**

Tour City:

Number of boxes per city:

**DELIVERY ADDRESS:**

OCS Worldwide – Exhibitions Department  
Unit 1b Siskin Parkway East  
4020 Middlemarch Business Park  
Coventry, Warwickshire  
CV3 4SU, United Kingdom  
Tel +44 207 640 3970