

a² International Education Fairs – Fall 2018

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

Rates + cut-offs from OCS UK:

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

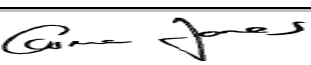
Destination	On-time rate per kg	Express Rate per kg	Latest receiving date for on-time rate
Azerbaijan	£ 10.90	£ 11.90 + £ 21 per box	Friday 2 nd November
Morocco	£ 15.50	£ 18.20 + £ 31 per box	Monday 15 th October
Turkey	£ 9.25	£ 9.75 + £ 21 per box	Monday 10 th September
London	£3.85	N/A	Friday 12 th October

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OCS Worldwide – Shipper's Information Agreement

Please complete this form and email it to 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.

Institution Name <input type="text"/>	Accounts Payable Contact Name <input type="text"/>
Institution's MAIN Telephone <input type="text"/>	Accounts Payable Postal Address <input type="text"/>
Department Name <input type="text"/>	Accounts Payable Email Address <input type="text"/>
Representative Travelling on Tour <input type="text"/>	Accounts Payable Telephone Number <input type="text"/>
Representative's Email Address <input type="text"/>	VAT Number <input type="text"/>
Name of Person Shipping Materials <input type="text"/>	Company Registration <input type="text"/>
Shipper's Email Address <input type="text"/>	Purchase Order (MANDATORY) <input type="text"/>
Shipper's Telephone Number <input type="text"/>	
Additional Information <input type="text"/>	
Authorised Customer Signature <input type="text"/>	Print Name <input type="text"/>
Au  <input type="text"/>	Print Name <input type="text"/>
Date <input type="text"/>	Carmen Jones
(OCS use only)	
Tour Code	<input type="text" value="7076"/>
PARTICIPANT ID	<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
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

(OCS use only) TOUR CODE 7076 PARTICIPANT NUMBER _____ (OCS use only)

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Please email this form to to 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/YY	Number of packages	List of non-printed material (if any)
Istanbul (Agents Workshop) – 10 th -12 th October	10/09		
Ankara – 11 th October	10/09		
Istanbul (Europe) – 13 th -14 th October	10/09		
Istanbul (Asia) – 16 th October	10/09		
Izmir – 18 th October	10/09		
London – 27 th October	12/10		
Casablanca (High School and College Fair) – 16 th November	15/10		
Casablanca (Student Fair) – 17 th November	15/10		
Tangier (High School and College Fair) – 19 th November	15/10		
Tangier (Student Fair) – 20 th November	15/10		
Baku (High School and College Fair) – 30 th November	02/11		
Baku (Student Fair) – 1 st -2 nd December	02/11		

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:

