

## GUIDELINES / CONSIGNMENT INSTRUCTIONS

### **Consignment Instructions (if shipment is under MAWB / MBL only)**

**Consignee:**

P S Bedi & Co. Pvt. Ltd  
On behalf of <Name of the Exhibiting Company>  
D-10, 3<sup>rd</sup> Floor, South Extn. Part II,  
New Delhi 110049, India  
Tel: +91-4605 5200

**Notify:**

<Name of The Exhibiting Company>  
For: India Geospatial Forum 2014  
Hall No. / Stand No.  
05th – 07th February 2014  
HICC, Hyderabad

**Port of Discharge:** ICD, Hyderabad

**Airport of Discharge:** Hyderabad Airport

Freight: **Pre-paid**

**CASE MARKING**

All the packages shall be marked as follows & clear identification marks corresponding to ATA Carnet, Proforma Invoice & Packing List should be done to identify every package:

**<NAME OF THE EXHIBITING COMPANY>**

**C/O P S BEDI & CO. PVT. LTD.**

**India Geospatial Forum 2014**

**HICC, HYDERABAD**

**CASE NUMBERS \_\_\_\_\_ GROSS WEIGHT \_\_\_\_\_ NET WEIGHT \_\_\_\_\_**

**DEADLINES DATES:**

Latest Arrival date at ICD, Hyderabad: 10 working days prior to the delivery date at Show site  
Latest Arrival date at Hyderabad Airport: 07 working days prior to the delivery date at Show site

**DOCUMENTATION**

Following documents are required for Customs Clearance:

- Original Bill of Lading / Airway Bill.
- ATA Carnet issued by Origin Chamber of Commerce & Industry (“REPRESENTED BY” – P S BEDI & CO. PVT. LTD. ON BEHALF OF (NAME OF THE EXHIBITING COMPANY)
- 3 Copies Original Proforma Invoice
- 3 Copies Original Packing List (giving packing specifications, gross weight & dimensions).
- Copy of the ITPO approval Letter for holding India Lab Expo 2013 (will be arrange by us)
- Copy of the Participation Certificate from the organisers of the exhibition (will be arrange by us)

- Letter of Authority in favour of P S Bedi & Co. Pvt. Ltd authorizing us to under take import clearance & collect Delivery Order from the concerned shipping line / airlines. (Format Letter 1)
- Letter of Authority by the exhibitor authorizing P S Bedi & Co. Pvt. Ltd to handle the ATA Carnet (Format Letter 2)
- Catalogue & Write up of equipment, if available.
- To & fro Insurance Certificate, if available.

**PERFROM INVOICE**

- a) All entries in English Language.
- b) A complete description of the item must be given such as serial number, model number etc.
- c) Every individual item, including giveaway and brochures, is to be given a value based on CIF Value & not to be included in the ATA Carnet. **(Please ship giveaways, brochures, gift items, Catalogues, Stationery etc. on a separate invoice and do not include in the ATA Carnet)**
- d) Do not indicate the phrase “No Commercial Value”.
- e) Please indicate the phrase “Exhibitions / Fairs”.

**Format Letter 1: On company headed paper of the exhibitor**

Date \_\_\_\_\_

**To Whom It May Concern:**

We hereby authorize M/s. **P S Bedi & Co. Pvt. Ltd** to handle customs clear and represent us before concerned authorities on our behalf for our shipment arrived vide **Airway Bill Number / Bill of Lading Number:** \_\_\_\_\_ for display at **India Geospatial Forum 2014** to be held at **HICC, Hyderabad** between **5th – 07th February 2014**.

Thanking you,

For \_\_\_\_\_ **Name of the Exhibiting Company** \_\_\_\_\_

Authorized Signatory

**Format Letter 2: On company headed paper of the exhibitor**

Date \_\_\_\_\_

**To Whom It May Concern:**

We hereby authorize M/s. **P S Bedi & Co. Pvt. Ltd** to handle customs clear and represent us before concerned authorities on our behalf for our shipment arrived vide **Airway Bill / Bill of Lading Number: \_\_\_\_\_ / ATA Carnet Number: \_\_\_\_\_ / Invoice Number: \_\_\_\_\_** for display at **India Geospatial Forum 2014** to be held at **HICC, Hyderabad** between **05th – 07th February 2014**.

**P S Bedi & Co. Pvt. Ltd** is also authorized to sign the above mentioned ATA Carnet / Bond on our behalf.

Thanking you,

For \_\_\_\_\_ **Name of the Exhibiting Company** \_\_\_\_\_

Authorized Signatory