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India Geospatial Forum '2015
 10th – 12th February '2015
 Hyderabad International Convention Centre, Hyderabad, India

GUIDELINES / CONSIGNMENT INSTRUCTIONS

Consignment instructions (If shipment is under Master-Airway Bill / Master-Bill of Lading only)

Consignee:
 P S Bedi & Co. Pvt. Ltd
 On behalf of <Name of the Exhibiting Company>
 4G, 4th Floor, Mandira Apartment,
 Old No. 23A, New No. 53, North Boag Road,
 T. Nagar, Chennai – 600017, India
 Tel.: +91 44 45532432 / 43534662

Notify:
 <Name of the Exhibiting Company>
 For: India Geospatial Forum '2015
 Hall No. / Stand No.
 10 - 12 February 2015
 Hyderabad Int'l Convention Centre, Hyderabad, India

NOTE:- In case the shipment is under ATA Carne / Bank Guarantee + invoice for consumables, the shipments should be packed separately and should be sent under one Master-Airway Bill / Master-Bill of Lading + 02 House-Airway Bills / House-Bill of Lading (one for ATA Carnet / Bank Guarantee and the other for Invoice for Consumable)

Consignment instructions (If shipment is under Master-Airway Bill + House-Airway Bill)

<u>Master Airway Bill / Master Bill of Lading</u>	<u>House Airway Bill / House Bill of Lading</u>
<p>Consignee: P S Bedi & Co. Pvt. Ltd 4G, 4th Floor, Mandira Apartment, Old No. 23A, New No. 53, North Boag Road, T. Nagar, Chennai – 600017, India</p> <p>Notify: P S Bedi & Co Pvt Ltd Tel.: +91 44 45532432 / 43534662</p>	<p>Consignee: <Name of the Exhibiting Company> For: India Geospatial Forum '2015 Hall No. / Stand No. 10 - 12 February 2015 Hyderabad Int'l Convention Centre, Hyderabad, India</p> <p>Notify: P S Bedi & Co. Pvt. Ltd On Behalf of <Name of the Exhibiting Company> 4G, 4th Floor, Mandira Apartment, Old No. 23A, New No. 53, North Boag Road, T. Nagar, Chennai – 600017, India Tel.: +91 44 45532432 / 43534662</p>

Port of Discharge: **Chennai Port**
Airport of Discharge: **Chennai 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 2015
HYDERABAD INT'L CONVENTION CENTRE, HYDERABAD
CASE NUMBERS _____ GROSS WEIGHT _____ NET WEIGHT _____

DEADLINES DATES:

Latest Arrival date at Chennai Port: 10 working days prior to the delivery date at Show site
Latest Arrival date at Chennai Airport: 10 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 EXHIBITOR)
- 3 Copies Original Proforma Invoice
- 3 Copies Original Packing List (giving packing specifications, gross weight & dimensions).
- Copy of the SHOW approval letter for holding India Geospatial Forum 2015
- Copy of the Participation Certificate from the organisers of the exhibition
- Letter of Authority in favour of P S Bedi & Co. Pvt. Ltd authorizing us to undertake 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”.