

CEVA | CHECKLIST

- Be aware of the build- up / show days / break down dates and timings.
- Create a list of contents of your shipment.
- Weigh and measure your shipment. All declarations should be in CMS / KGS.
- Palletize and package your shipment and ensure a clear label is attached
- Is your shipment arriving from outside the UK? If so, have you arranged customs clearance?
- If your company is registered outside the UK, you must apply for an GB EORI number.
- Establish when you need the freight on your stand.
- Consider using CEVA's advance warehouse at the NEC prior to the event.
- If you plan not to use CEVA is your freight company aware of the NEC delivery arrangements?
- Do you require your empty packing cases or excess stock to be stored during the show?
- Is your freight being collected on breakdown night or returning to CEVA's NEC warehouse?
- Agree a date / time to return any freight to your premises.



SCAN TO BOOK

DOCUMENTATION |

A separate Commercial Invoice and Packing List (CIPL) is required for temporary and permanent items, and must contain the following information:

- Quantity, net weight and dimensions of each item
- Description
- 10 Digit HS Codes
- Country of Origin
- Value

Invoices with incorrect HS codes will be rejected by CEVA customs and a **£95.00** re-submission charge will apply. Therefore, to avoid additional charges and potential delays we recommend you validated the HS codes before sending the pre-alert.

UK HS codes can be found on [UK INTEGRATED ONLINE TARIFF](#)

A commercial invoice and packing list template can be downloaded [HERE](#)

All documents must be received at least 3 working days in advance of arrival.

International companies not registered in the UK are required to apply for a GB EORI number. Your EORI number is required to process UK customs clearance and should be stated on your CIPL.

You can apply for a GB EORI [HERE](#)