# VIV SELECT INDIA 2027 – NEW DELHI

## INTERNATIONAL SHIPPING INSTRUCTIONS

The organizers VNU Exhibitions Europe have appointed PS Bedi & Co Pvt Ltd as the official onsite handling agent & customs broker in cooperation with GKL Showfreight B.V as the officially recommended international freight forwarders for this exhibition in New Delhi.

The following shipping & customs instructions have been prepared carefully to assist the exhibitors in the preparation of shipping, customs clearance and on-site handling of their exhibits. If you need additional information or clarifications on this logistics process, you are most welcome to contact us at any time.

## CONTACT DETAILS OFFICIAL FORWARDERS:

**Official onsite handling agent & customs broker:**
**PS Bedi & Co Pvt Ltd** – **New Delhi, India**
Contact: Mr. Balvinder Kumar, Mr. Jatin Bharadwaj
Tel: +91-9971593214, +91-9910201927
E-mail: exhibitions@psbedi.com
E-Mail: j.bharadwaj@psbedi.com

**Official international freight forwarder:**
**GKL Showfreight B.V. - Netherlands**
Contact: Mr. Ger Kluter
Tel: +31 (0) 651190741
E-mail: ger.kluter@gklshowfreight.com

- **Mailing Address**

**PS Bedi & Co Pvt Ltd**
D-14/1 Okhla Industrial Area, Phase I
New Delhi- 110 020, India
Tel: +91 11 4605 5200 | Fax: +91 11 41552911

**CONSIGNMENT INSTRUCTIONS (IF SHIPMENT IS UNDER 1 MAWB OR 1 MBL only)**

**Consignee**: <Name of The Exhibitor>
for: VIV SELECT INDIA 2027
Hall No. ___ Stand No. ____
April 21 - 23, 2027, IICC Yashobhoomi New Delhi

**Notify**: <Name of The Exhibitor>
c/o P S Bedi & Co. Pvt. Ltd
D-14/1, Okhla Phase – I, New Delhi - 110020, India
Tel.: +91-11-46055200

➔ *In case the shipment is under ATA Carnet / Temporary import invoice for Bank Guarantee + Final import invoice for consumables: Such shipments MUST be packed separately and should be sent under one MAWB / Master B/L + 02 HAWBs / House B/Ls (one for ATA Carnet / Temporary import for Bank Guarantee and the other for Final import Invoice for Consumables).*
*For such air console shipments, please ensure to send the full pre-alert 48 hours before sending the shipment*

**CONSIGNMENT INSTRUCTIONS (If shipment is under MAWB/MBL & HAWB/HBL)**

| **Master Airway Bill / SBL** | **House Airway Bill / SBL** |
|---|---|
| | |
| **Consignee:** P S Bedi & Co. Pvt. Ltd<br>D-14/1 Okhla Phase - I<br>New Delhi - 110020, India<br><br>**Notify:** P S Bedi & Co. Pvt. Ltd<br>Tel.: +91-11-46055200<br>Fax: +91-11-41552911 | **Consignee**: <Name of The Exhibitor><br>for: VIV SELECT INDIA 2027<br>Hall No. ___ Stand No. ____<br>April 21 - 23, 2027<br>IICC Yashobhoomi New Delhi<br><br>**Notify**: <Name of The Exhibitor><br>c/o P S Bedi & Co. Pvt. Ltd<br>D-14/1, Okhla Phase – I<br>New Delhi - 110020, India<br>Tel.: +91-11-46055200 |

**SEAFREIGHT:** PORT OF DISCHARGE: **ICD NEW DELHI**
**AIRFREIGHT:** AIRPORT OF DISCHARGE: **NEW DELHI AIRPORT**

## ALL FREIGHT TO BE SEND FREIGHT PRE-PAID ONLY!

**Special Instructions to be printed on Bill of Lading / Airway Bill**
"Please handover delivery order to M/S P S Bedi & Co Pvt Ltd without asking for further authorization".

**CASE MARKING ( please also refer to attached template shipping label )**

All the packages must 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 EXHIBITOR)**
**C/O P S BEDI & CO. PVT. LTD**
**VIV SELECT INDIA 2027**
**Yashobhoomi (IICC), Dwarka, New Delhi**
**CASE NUMBERS _____GROSS WEIGHT _____ NET WEIGHT_____**

**SHIPMENT ARRIVAL DEADLINES DATES:**

| | | |
|---|---|---|
| ***Sea freight:*** | Latest Arrival date at ICD New Delhi : | ***April 8th, 2027*** |
| ***Air freight***: | Latest Arrival date at New Delhi Airport: | ***April 10th, 2027*** |

**SEND DOCUMENTATION DRAFTS FOR APPROVAL DEADLINE DATES:**

A complete set / draft of below documents must be send to us ***LATEST 8 WORKING DAYS*** before sending the shipment from your origine country, enabling us to check on any possible import restrictions of your shipment. Shipments send without our prior check and approval might be stuck or held by India customs, possibly resulting in non-delivery to your stand.

**DOCUMENTATION**

**Following documents are required for Customs Clearance:**

- Original Bill of Lading / Airway Bill.
- ATA Carnet issued by Origin Chamber of Commerce & Industry .
  Fill in Column B: ("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).
- Participation Certificate from the organizers of the exhibition (will be arranged by us from the exhibition Organizers)
- Letter of Authority in favor of P S Bedi & Co. Pvt. Ltd authorizing us to undertake import clearance & collect Delivery Order from the concerned shipping line / airlines.
  ( Refer to Format Letter 1 )
- Letter of Authority by the exhibitor authorizing P S Bedi & Co Pvt Ltd to handle the ATA
  ( Refer to Format Letter 2)
- Catalogue & Write up of equipment, if available.
- To & fro Insurance Certificate, if available.

**REQUIREMENT / PERFORM INVOICE ( please also refer to attached template CIPL – Combined Commercial Invoice & Packing List )**

- All entries in English Language only.
- A complete description of the items must be given such as serial number, model number, HS customs code, etc.. To assist the approval of importation by India Customs, please provide a copy of descriptive/illustrative brochures and photo's digitally together with your Commercial Invoice/ Packing List / Carnet ATA goods list BEFORE shipping your goods.
- 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)
- Do not indicate the phrase "No Commercial Value".
- Please indicate the phrase "Samples for demonstration in public interest".

## On site handling heavy and /or oversized exhibits / stand layout plans:

- If you intend to send heavy and/or oversized exhibits, please inform us well in advance and send us detailed technical sketches of these exhibits, how to be handled and with clear lifting instructions.
- We suggest that any outsize or overweight cargo is to be placed and positioned at your booth on the first buildup day or any other day to that you will agree on, in writing with the exhibition organizer, prior to arrival of the shipment, and before adjacent stands are build. The presence of the exhibitor or an authorized representative is requested for placement of such pieces, enabling us to make a proper placement and to avoid any problems and cost for second time placement. In case the exhibitor is not able to arrive on the first buildup day, please notify us well in advance along with scale lay out plan of your booth so that we can assist you accordingly.

## *Format Letter 1* : **to be printed on exhibitor company letter headed paper**

<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 No. _____ for display at _____ to be held at _____ between _____.

Thanking you,

for _____**Name of Exhibitor**_____

**Authorized Signatory**

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## *Format Letter 2* : **to be printed on exhibitor company letter headed paper**

<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 **AWB / B/L No.:** _____ **/ ATA Carnet No.** _____ for display at _____ to be held at _____ between _____.

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

Thanking you,

For _____**Name of the Exhibitor**_____

**Authorized Signatory**