

# **AMEE 2010**

**4 – 8 September 2010**

**SECC, Glasgow**

## **INTERNATIONAL SHIPPING INSTRUCTIONS**

### **Airfreight**

All consignments should be sent freight prepaid to Glasgow International Airport (GLA) and consigned to:

Melville Logistics  
Unit 27, Exhibition Way  
NEC, Birmingham  
B40 1PJ  
Telephone: +44 (0) 121 782 4433  
Fax: +44 (0) 121 782 4545  
Contact: Matthew Williams  
E mail: [logistics@melville.co.uk](mailto:logistics@melville.co.uk)

All Airway Bills should be faxed as soon as they are available, together with a copy of the pro forma invoice, contact name on stand and delivery date to the stand. If you know they will be returning please indicate on the pro forma invoice.

### **Seafreight**

All Bills of Lading should be sent freight prepaid to Glasgow ICD and consigned to:

Melville Logistics  
Unit 27, Exhibition Way  
NEC, Birmingham  
B40 1PJ  
Telephone: +44 (0) 121 782 4433  
Fax: +44 (0) 121 782 4545  
Contact: Matthew Williams  
E mail: [logistics@melville.co.uk](mailto:logistics@melville.co.uk)

All Bills of Lading should be sent via courier mail together with a copy of the pro forma invoice, the contact on the stand and delivery date should be made clear on the pro forma invoice.

## **Roadfreight**

All roadfreight should be transported to:

### **AMEE 2010**

Scottish Exhibition & Conference Centre  
Exhibition Way  
Finnieston, Glasgow  
G3 8YW

A pre-advice should be faxed through confirming day and time the vehicle will arrive and hall / stand number and exhibitor details.

## **Courier Shipments**

If you wish to send a courier shipment to the show, please arrange for it to be sent to the Melville Logistics depot prior to the show, to ensure delivery to the show at your preferred date and time. (The majority of courier companies do not deliver at weekends) Please consign the shipment as below and fax a copy of the consignment note once the shipment has departed.

Melville Logistics  
Unit 27, Exhibition Way  
NEC, Birmingham, B40 1PJ  
Telephone : +44 (0) 121 782 4433  
Fax : +44 (0) 121 782 4545  
Contact : Matthew Williams

Each piece should be clearly labelled as follows:

Exhibitor Name  
Hall / Stand Number  
**AMEE 2010**  
SECC  
Glasgow, G3 8YW

Delivery date to stand: \_\_\_\_\_ of \_\_\_\_\_

Failure to identify pieces with appropriate marks could delay delivery to exhibition stand.

## **Shipping deadlines**

Airfreight at Glasgow International Airport	27 August 2010
Seafreight LCL at Glasgow ICD	20 August 2010
Seafreight FCL at Glasgow ICD	27 August 2010
Courier shipments to Melville Depot	1 September 2010

