



Routes World Forum

30th September – 2nd October 2012
ADNEC, Abu Dhabi

International Shipping Instructions and Tariff

MAKING BUSINESS FLOW





Shipping Instructions

All pre-alerts should be sent to:

Contact: Martyn White
E mail: martyn.white@cevalogistics.com
Telephone: +44 (0) 1322 312058
Fax: +44 (0) 1322 312057

Airfreight

All consignments must be sent freight prepaid to Dubai International Airport (DXB) and consigned to:

FREIGHTWORKS
P.O. BOX 5514
Dubai,
UAE
Tel: (00 44) 1322 312058
Attn: Martyn White
For: Routes World Forum 2012

Notify: CEVA Showfreight
Attn: Martyn White
martyn.white@cevalogistics.com

All Air waybills must be faxed or e-mailed as soon as they are available, together with a copy of each commercial invoice, contact name on stand and required delivery date to the stand. If you know the goods will be returning after the show please indicate this on your commercial invoice. **Shipments must not be sent DDU or DDP, but pre-paid up to arrival at this airport only.**

Seafreight

All Bills of Lading must be sent freight prepaid to Jebel Ali Port and consigned to:

FREIGHTWORKS
P.O. BOX 5514
Dubai,
UAE
Tel: (00 44) 1322 312058
Attn: Martyn White
For: Routes World Forum 2012

Notify: CEVA Showfreight
Attn: Martyn White
martyn.white@cevalogistics.com

All Bills of Lading should be sent via courier together with original copies of each commercial invoice.

Documentation

The invoice must be prepared in accordance with the regulations laid down by the UAE Customs authorities. If the information given is not accurate, considerable problems may arise in the clearance of exhibits. All invoices must indicate CIF values and must be made out in English. Number of packages and weights must be mentioned on the invoice.

Any serial / model no. appearing on the exhibit should be stated on your invoice as this will be required for Customs inspection at the time of re-export. Failure to mention this will result in the refund claim for the Customs deposit being rejected. Any goods of a hazardous nature and / or containing radioactive materials should be listed on the invoice and full particulars supplied to enable us to arrange suitable storage.

Weights and volumes must be shown on the Bill of Lading / AirWayBill. These MUST tally with the weights and volumes stated on your commercial invoice.





Shipping Instructions

The importation of alcohol into the UAE, in any form, is prohibited unless written permission is obtained from the concerned authority on recommendation from the Consulate of the exporting country.

It is advisable to prepare a separate invoice for consumable items like brochures, give-aways showing the actual no. of packages, weights and values, enabling customs to calculate exact duty on these non returnable items.

Following documents are required for Seafreight:

1. 5 sets of original **Commercial Invoice (DO NOT use the term Proforma Invoice)**
2. 2 sets of Certificate of Origin attested by Chamber of Commerce
3. 5 sets of packing list
4. 2 original and 2 non-negotiable Bills of Lading
5. 2 sets of Insurance Certificate (copies)

Following documents are required for Airfreight:

1. 5 sets of original **Commercial Invoice (DO NOT use the term Proforma Invoice)**
2. 5 sets of packing list
3. 2 sets of Insurance Certificate (copies)

All invoices MUST be original and MUST be stamped and signed by the shipper in BLUE ink.

All invoices MUST be typewritten. Hand written invoices are not acceptable. Customs Tariff / H.S. Codes should be mentioned item-wise on the invoice. Failure to adhere will attract a customs penalty.

There will be a customs fine of £300.00 for non presentation of the original commercial Invoice / Packing List duly signed and stamped by the shipper or Certificate of Origin, at the time of import. £250.00 can be refunded on presentation of the original documents with 20 days from the bill entry date

Deadlines for documentation

Failure to comply with the latest arrival dates could result in non-delivery / late arrival for which CEVA can not be held responsible.

Seafreight 7th September

Airfreight 14th September

Temporary Import

Cargo is normally cleared on temporary importation basis against 5% customs deposit on CIF or customs assessed value which is refundable on proof of re-export.

5% customs duty will be applied on goods sold.

Customs are thorough in their examination, we strongly recommend that at the time of preparing documentation that you ensure that the invoice / packing list tie up with the contents of your packed cases.

Shipping deadlines

Airfreight at Dubai International Airport

17 September 2012

Seafreight LCL at Jebel Ali Port

10 September 2012

Seafreight FCL at Jebel Ali Port

14 September 2012

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Shipping Instructions

Courier Shipments

We discourage the use of Courier Service for the despatch of your material to the exhibition. Should a shipment arrive at our office by courier they will be handled and redelivered to you at the exhibition site, charges will be as per our freight tariff.

If a courier shipment is held by customs as duties are to be paid, it is your responsibility to pay these to customs. Your shipment will not be released for delivery to the show site until Customs duties are paid. This will be out of our control and you must liaise with your courier company directly.

Please note it is your own responsibility to liaise with your chosen courier company and to ensure that your freight arrives at the show site. We accept no responsibility for missing courier shipments.

All audio / video cassettes and films must be sent by courier to FREIGHTWORKS, Dubai together with exhibitor's name, at least three weeks prior to the exhibition in order to obtain clearance from the Ministry of Information. Please notify us of all shipments sent to the UAE for censorship approval.

Case Markings

It is essential that the dimensions are in centimetres and that the gross and nett weight in kilograms be clearly marked on at least two sides of each case/carton. The UAE Customs Authorities have specifically requested that all exhibitors avoid duplication of case numbers on their consignments and maintain a running sequence throughout.

All case markings MUST be in English. Cases should be marked as follows:

FREIGHTWORKS
ROUTES WORLD FORUM 2012
'Name of Exhibitor'
'Hall Number'
'Stand Number'
Nett Weight in Kgs
Dimensions in cms
Total number of packages
Package number: ___ of ___

Additional Instructions

Duty will also be levied on the weight loss of the shipment at the time of re-export on a pro-rata basis. This applies even for complete return shipments. Also, the shipment will be subject to Duty / Penalty if the weight of the shipment exceeds the incoming weight due to the addition of merchandise, such as hand carried items by the exhibitor.

Customs

All shipments are cleared on temporary importation basis against payment of 5% customs deposit on CIF or customs assessed value of invoice. You are requested to pay this amount in advance, prior to clearance and the same will be refunded in full, on proof of re-export. Normally refunds are received from Customs within 8 – 10 months after submitting proof of re-export.

In cases of exhibits on which a contract of sales has been concluded prior to the exhibition and which is subject to import license or permit, the exhibitor must ensure that the importer has obtained such a license prior to shipment. Application of import license must be accompanied by 3 copies of the catalogues.

5% customs duty will be applied on goods sold.

Roadfreight

Only goods which do not require customs clearance. Forklift services must be pre-ordered:

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International Shipping Instructions

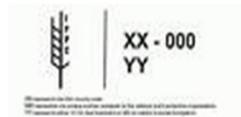
Insurance

CEVA Showfreight is not responsible for any loss, pilferage or damage whilst goods are left unattended on your stand. We will endeavour to deliver / collect your goods to/from your stand when requested, however this cannot be guaranteed. We therefore strongly recommend that your shipment is fully insured for all risks to include transit to and from the exhibition and also during build-up, open period and break-down.

Fumigation Requirements

With effect from 01 January 2006, fumigation must be arranged in the country of origin prior to shipment for all wooden packaging material (WPM). This includes wooden block cases and crates, wooden pallets, wooden frames wooden drums and chocks etc.

To ensure the WPM is properly treated either by heat treatment (HT) or Methyl Bromide (MB), the following information MUST be marked or stamped on the outside packing – for example:



1. IPPC Logo
2. ISO Country Code (XX)
3. Unique number assigned to the company by the national plant protection organization (000)
4. Fumigation method either HT or MB (YY)

Wooden Packaging Materials without acceptable certificates or markings will be destroyed or rejected .

Should you require clarification of these restrictions please contact us directly.

Payment of Charges

Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance by bank transfer or alternatively on site by cash or credit card.

Our account details are as follows:

CEVA Showfreight
National Westminster Bank PLC
1 St Philips Place, Birmingham
B3 2PP
Account Number: 71793674
Sort Code: 60 – 02 – 35
IBAN: GB57NWBK60023571793674
Swift: NWBKGB2L



International Freight Tariff

Customs

Temporary / Permanent / Consumable Import Customs Clearance	£195.00 per entry / consignment
Per additional tariff heading	£10.00 per item
Temporary Import Bond Fee	3% of CIF value (minimum charge £65.00 min)
ATA Carnet Entry	£150.00 per consignment
Customs Examination	£75.00 per consignment
Dangerous gas inspection (compulsory for FCL)	£100.00 per container
Flowers, plants, fresh fruit and vegetable inspection	£60.00 per shipment
Duty / VAT	At cost plus 5% disbursement fee

Airfreight

From free arrival Dubai International airport (DXB) to delivery at show site excluding airline handling and transfer docs, excludes airport storage / unloading / delivery to stand

Price per kg	£0.75 (min 300kg)
Airline handling	£0.30 per kg (min 300 kg)
Airport Warehouse handling	£0.30 per kg (min 300 kg)

Ocean Freight

From arrival Jebel Ali Port to delivery at show site excluding terminal handling and transfer docs, excludes unloading and delivery to stand and port demurrage

LCL Freight	£180.00 per 1000kg or cbm (minimum 2 cbm)
FCL 20ft	£60.00 per 1000kg or cbm (minimum 22cbm)
FCL 40ft	£60.00 per 1000kg or cbm (minimum 44cbm)
FCL 40ft HQ	£60.00 per 1000 kgs or cbm (minimum 55 cbm)
Terminal handling LCL only	£35.00 per cbm (min 2 cbm)
Terminal handling FCL	price on application

Courier Shipments

DDP Courier Shipment Delivery Charges	£150.00 per shipment (Upto 100 kgs)
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On-Site Handling

Unloading / reloading / delivery to / from stand	£15.00 per 100 kg (minimum 300 kg)
Onsite Warehouse Handling	£0.25 per kg (min 300 kg)
Storage	price on application
Labour to assist (unskilled)	£45.00 per man hour (minimum 2 hours)
Collection / storage / redelivery of empties	£45.00 per cubic metre (minimum 3 cbm)
Collection / storage / redelivery of full goods	£60.00 per cubic metre (minimum 3 cbm)

Export Customs

Cancellation of Temporary Import Bond	£125.00 per consignment
ATA Sign Out	£150.00 per consignment
Re-export customs clearance	£175.00 per consignment
Export Customs Examination	£75.00 per consignment
Ocean Bill of Lading Fee	£125.00 per consignment

Export Airfreight

Transport from show site and delivery to Dubai International Airport (DXB) to exclude airline handling and transfer docs, excludes export airfreight / Fuel or security surcharges. Same prices as inbound

Export Ocean Freight

Transport from show site and delivery to Jebel Ali port to exclude export terminal handling and transfer docs, excludes export Ocean Freight. Same prices as inbound

Agency & Intervention fee	£80.00 per consignment
Communication costs	£30.00 per consignment

Items in **Bold** carry a 50% surcharge if carried out before 0800 or after 1800 on weekdays, or at weekend.
1 cubic metre = 333 kg

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CEVA Showfreight

TERMS AND CONDITIONS

1. DEFINITIONS:

In these Terms and Conditions:

"Company" means CEVA Logistics Limited trading as CEVA Showfreight.

"Consignment" means the goods whether in bulk or in one or more packages accepted by the Company for transportation from one address to another address.

"Customer" means the party requesting the Company to provide the Services.

"Conditions" means these standard terms and conditions.

"Contract" means this contract for the provision of the Services.

"Exhibition" means an exhibition or other event in respect of which Services are to be provided.

"Price" means the price to be paid by the Customer stated on the face of this Contract and payable in accordance with the payment schedule for the Services set out.

"Services" means the services to be provided to the Customer by the Company.

"Specification" means the written specification for services, if any, agreed between the parties and attached to these Conditions in relation to an Exhibition and which shall form part of the Contract.

2. BASIS OF THE CONTRACT

2.1 The parties contract for the provision of the Services only under these Conditions

2.2 No variations to these Conditions or the Specification shall be binding unless agreed in writing between duly authorised representatives of the Company and Customer

2.3 No agent or employee other than a director or secretary of the Company has authority to make any representation or give any warranty about the Company's business or services

2.4 Any representation made or warranty given by the Company's directors or secretary shall not be binding unless and until confirmed in writing. In entering into this Contract the Customer acknowledges that it does not rely on, and waives any rights in respect of, any representation or warranty not properly confirmed in writing

2.5 The Customer acknowledges that in entering into this Contract, the Company relies on the accuracy of the information supplied by the Customer including the Specification if any

3. PROVISION OF THE SERVICES

3.1 The Company may operate at its absolute discretion as freight forwarder or agent of the Customer in respect of the Services. The Company shall only be obliged to provide as principal contractor or agent the Services set out in this Contract

3.2 The Company shall only be deemed to operate as the principal contractor in respect of those Services which it undertakes directly. In all other circumstances, the Company is the agent of the Customer and all contracts relating to the Services shall be entered into directly between the Customer and the other party

4. THE COMPANY ACTING AS AGENT FOR THE CUSTOMER

Where the Company acts as agent for the Customer in accordance with Condition 3.2, the following provisions shall apply:

4.1 The Company shall have the right to do all things necessary or incidental to procure the provision of the Services to the Customer including entering into contracts on behalf of the Customer, so as to bind the Customer by such acts and contracts in all aspects

4.2 The Company shall be entitled to retain all commission paid to it as a result of acting as agent for the Customer

5. CUSTOMER'S WARRANTIES

The Customer warrants and represents that:

5.1 It is either the owner or the authorised agent of the Owner of the goods or organiser of an Exhibition in each case with the authority of the owner to accept these Conditions on the owner's behalf

5.2 If it is provided that the Company is to be responsible for loading, unloading, assembly and/or disassembly of any exhibit, stand or other item at or for an Exhibition, the Customer warrants that:

5.2.1 It shall give to the Company all necessary instructions in writing regarding the procedures to be followed in respect of the assembly or disassembly

5.2.2 The facilities at the Exhibition will be of a sufficient standard to allow the Company to complete the loading/unloading/assembly and/or disassembly within the time limits set out in the Specification

5.3 If the packaging of the consignment has been undertaken by a party other than the Company the customer warrants that:

5.3.1 The Consignment will be safely secured and properly packed and labelled and will be fit and safe to be carried or stored or for mechanical handling and sorting as maybe in force from time to time

5.3.2 It shall make a complete written declaration of the nature and contents of the Consignment and in particular (but without limitation) will declare whether the Consignment contains any noxious, dangerous, hazardous, infested, contaminated or fragile goods

5.4 If the Consignment is to be imported or exported, the Customer shall verify that all necessary import/export regulations have been complied with and shall provide to the Company all necessary documentation relating to the Consignment including without limitation all documentation and information (including the VAT identity numbers of the Customer and Consignee) necessary to satisfy customs and excise authorities in the United Kingdom and the Country of origin or destination

5.5 The Company is not responsible for any fulfilment of customs formalities and/or payment of costs in respect thereof. Nevertheless, to the extent that the Company may voluntarily assist in the fulfilment of customs formalities, such assistance will be rendered the sole risk and responsibility of the Customer, who shall reimburse any costs incurred by the Company and indemnify the Company against, and hold it harmless from any claims in respect thereof, if not paid by the consignee or other person

5.6 The Company is not responsible for the packaging of any consignment but if in any individual case the company agrees to provide suitable packaging this will be provided at the cost of the Customer

5.7 The Customer warrants that all information and documentation supplied by it to the Company including VAT identity numbers of the Customer and the Consignee (E.C. only) will be accurate and complete in all respects and will not omit any material facts

5.8 The Customer indemnifies the Company at all times against all penalties, claims, costs, damages, expenses and losses howsoever arising in respect of the carriage or storage of any noxious, dangerous, hazardous, infested, contaminated or fragile goods whether or not the Consignment is declared as such

5.9 The Customer indemnifies the Company against all penalties, claims, costs, damages, expenses and loss howsoever arising from the breach by the Customer of any warranty or representation herein contained

5.10 It is the Customer's responsibility to provide or arrange for the provision of all plant power or labour required in addition to the Company's employees to load or unload the Consignment. The Company shall have no liability for any act or omission of the Customer's employees or Agents. Notwithstanding the foregoing, the Company may at the Customer's request provide plant power or labour at an additional cost

5.11 The customer shall ensure that each Consignment will be properly and securely packaged, fit for transportation and in accordance with all relevant rules and regulations of the origin and destination countries and in accordance with carrier requirements

5.12 It is the responsibility of the Customer to ensure the company are given full details of any items that may be subject to export licence at the time of booking. The Customer must supply supporting documents and/or licences prior to movement of the freight.

6. INSPECTION OF CONSIGNMENT BY THE COMPANY

6.1 The Company shall have the right to undertake all reasonable inspections of the Consignment prior to or during loading unloading or during transit. Such inspections may include without limitation physical inspection of the goods and inspection by electronic methods including x-ray

6.2 The Customer shall give prior written notice to the Company if it has reason to believe that any reasonable inspection that may be carried out, by the Company or otherwise, will harm any part of the Consignment in any way. The Company shall have no liability for any loss or damage arising from the failure of the Customer to comply with this requirement

7. PRICE AND PAYMENT

7.1 The Customer shall pay the Price plus applicable Value Added Tax in accordance with the payment schedule set out in the Contract, otherwise on immediate receipt of invoice. Payment shall be made without deduction and shall not be withheld or deferred on account of any claim, counterclaim or set-off. Import duties (if any), VAT and other related charges are payable by the Customer in advance of the Company having to make payment of the same.

7.2 If the Customer fails to make any payment on its due date then without prejudice to any other right or remedy available to the Company, the Company shall be entitled to:

7.2.1 suspend the provision of any further Services to the Customer

7.2.2 charge the Customer interest (both before and after any judgement) on the amount unpaid, at the rate of 4% per annum above Barclays Bank base rate until payment is made in full

7.3 In the event that the Company is delayed at any premises at which it is to provide any of the Services in excess of 3 hours through no fault of the Company, it may charge the Customer its reasonable additional charges in respect of such delay

7.4 The Company's charges are calculated in pounds sterling. Accordingly, services invoiced in a foreign currency at the client's request are based on exchange rates in force at the time of invoice and are liable to surcharge in the event of fluctuation

7.5 The Customer is responsible for the payment of all duties and taxes payable in respect of the Consignment or any part thereof and accordingly shall indemnify and keep indemnified the Company from and against any claims in respect of the same, including in respect of any fines or interest payable

8. LIMITATION OF LIABILITY

8.1 The Company's liability under these Conditions shall be in lieu of any warranty or conditions implied by law as to the quality or fitness for any purpose of the Services and save as specifically provided for in these Conditions it shall not be liable by reason of any breach of contract or statutory duty or by reason of tort (including but not limited to negligence) for any loss of profit, loss of use, loss of production, loss of contracts or for any financial and economic loss for any direct or indirect or consequential loss or damage whatsoever

8.2 The Company is not a common Carrier and the Company reserves the right to refuse the carriage of any goods at its discretion

8.3 The Company shall not be liable to the Customer or be deemed to be in breach of these Conditions by reason of any delay in performing, or failure to perform, any of the Services or any part thereof if the delay or failure was due to any cause beyond the Company's reasonable control. Without prejudice to the generality of the foregoing, the following shall be regarded beyond the Company's reasonable control:

8.3.1 any act of God including adverse weather conditions

8.3.2 any consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war

8.3.3 any act of terrorism

8.3.4 rebellion, insurrection, military or usurped power or confiscation, requisition, destruction of or damage to property or under the order of any governmental or public or local authority

8.3.5 any seizure under legal process

8.3.6 any act or omission of the Customer or those for whom he contracts or of the servants or agents of either

8.3.7 any inherent liability to wastage in bulk or weight, latent defect or inherent defect vice or natural deterioration of the goods

8.3.8 the inadequate or improper packing of the whole or part of the Consignment

8.3.9 the insufficient or incorrect labelling or addressing of the Consignment by the Customer

8.3.10 any riots, civil commotion, lock-out, general or partial stoppage or restraint of labour for whatever causes

8.4 Any claim brought by the Customer must be made in writing within 7 days of delivery of the Consignment

8.5 The Customer shall indemnify the Company against all duties, taxes, payments, fines, expenses, losses, damages (including physical damage) and liabilities in excess of the liability of the Company in accordance with these Conditions, suffered or incurred by the Company in the performance of its obligations under any contract to which these Conditions apply, including any liability to indemnify any other person against claims made against such other person by the Customer or by the Owner

8.6 No insurance will be effected except upon express instructions given in writing by the Customer and all insurances effected by the Company are subject to the usual exceptions and conditions of the policies of the insurance company or underwriters taking the risk. The Company shall not be under any obligation to effect a separate insurance on each consignment but may declare it on any open or general policy. Notwithstanding that the premium on the policy may not be the same as that charged by the Company to the Customer, the Company shall in no circumstances incur liability as insurer, and if for any reason the insurers dispute liability the Customer shall have recourse against the insurers only, however, this provision shall not detract from the rights of the Customer against the Company in respect of any negligence on the part of the Company in effecting insurance

8.7 The Customer shall be responsible at all times for the security of the Consignment including at an Exhibition. Accordingly, the Company shall have no responsibility or liability for any Consignments left unattended at an Exhibition.

9. MONETARY LIMIT OF LIABILITY OF THE COMPANY AS THE CARRIER

9.1 Carriage hereunder is governed by the Uniform Rules for a Combined Transport Document (Publication 298 of the International Chamber of Commerce, Paris, November 1975) and is subject to the following Convention(s) compulsorily applicable at the date of acceptance of the Goods by the Customer:

(i) Carriage by air is governed by the Warsaw Convention 1929, as amended if applicable

(ii) Carriage by road is governed by the Convention of the Contract for the International Carriage of Goods by Road (CMR) as amended 1966

(iii) Carriage by sea is governed by the International Convention for the Unification of Certain Rules of Law relating to Bills of Lading 1924 as amended by the Hague-Visby Rules and SDR Protocols of 1968 and 1979 respectively

(iv) Carriage by rail is governed by the Convention concerning International Carriage by Rail (COTIF) and Appendix B to this Convention, the Uniform Rules concerning the contract for International Carriage of Goods by Rail (CIM), Berne, 9th May 1980

Where none of the above Conventions apply compulsorily to the services by the company such services shall be performed subject to British International Freight Association (BIFA) Standard Trading Conditions 2004

10. COMPANY ACTING AS A BOOKING AGENT OF THE CUSTOMER

10.1 If the Company as agent of the Customer makes any bookings for courier services, the Company shall have no liability in respect of the same and the Customer acknowledges that its sole recourse is to the courier company concerned

11. UNDELIVERED OR UNCLAIMED GOODS

11.1 If the Company is unable to deliver the goods (or any part thereof) the Company shall be entitled to store the goods or any part thereof at the sole risk and expense of the Customer. The Company shall give written notice ("the Notice") to the Customer advising the Customer that it has the goods and, in the event of the Customer being unable to facilitate delivery thereof, advising the Customer from where the goods may be collected

11.2 If the Customer fails to take delivery of the goods or provide alternative delivery or disposal instructions within 28 days of service of the Notice, the Company shall have the right to sell the undelivered goods as if it were the absolute owner and to pass unencumbered title to the purchaser

11.3 The Company shall be entitled to deduct from the proceeds of sale:

11.3.1 any outstanding costs incurred by the Company in providing the Services

11.3.2 any interest accrued on the outstanding costs of Services

11.3.3 any other costs associated with the failure to deliver the goods (for example, storage charges)

11.3.4 all reasonable costs and expenses incurred in relation to the sale of the goods

11.3.5 VAT, where applicable

11.4 After the deduction of all sums under Clause 11.3, the Company shall account to the Customer for the net proceeds of sale

12. GENERAL

12.1 The Company shall be entitled to carry out its obligations under the Contract through any agents or sub-contractors appointed by it in its absolute discretion

12.2 This Contract contains the entire agreement between the parties regarding the subject matter hereof

12.3 Any notice to be given under this Contract shall be given in writing and sent by first class prepaid mail to the address of the other party set out on the face of the Contract and shall be deemed served on the 2nd working day after posting

12.4 Failure by the Company to exercise or enforce any rights conferred upon it under these Conditions shall not be deemed to be a waiver of any such rights or operate so as to prevent the exercise thereof at any time

12.5 This Agreement shall be governed by and construed in all respects with the laws of England and the parties submit to the exclusive jurisdiction of the English Courts

CEVA Showfreight, A Division of CEVA Logistics Limited

CEVA House, Excelsior Road, Ashby de la Zouch, Leicestershire, LE65 1NU. Telephone (01530) 568500. Telefax 0870 889 7063

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