

# SBC | SUMMIT



## SHIPPING INSTRUCTIONS



ILS (International Lifting & Shipping) have been appointed as the official logistics and onsite handling contractor for SBC Summit 2025 being held at Feira Internacional de Lisboa & MEO Arena.

We will be responsible for scheduling and onsite handling. No other contractor will be permitted to operate mechanical handling equipment within the exhibition halls for the control of safety and security purposes.

For 2025, we are partnering with Rangel Internacional AM, SA for warehousing and customs clearance services.

## Contact and Booking Information

Please contact us for all your enquiries:

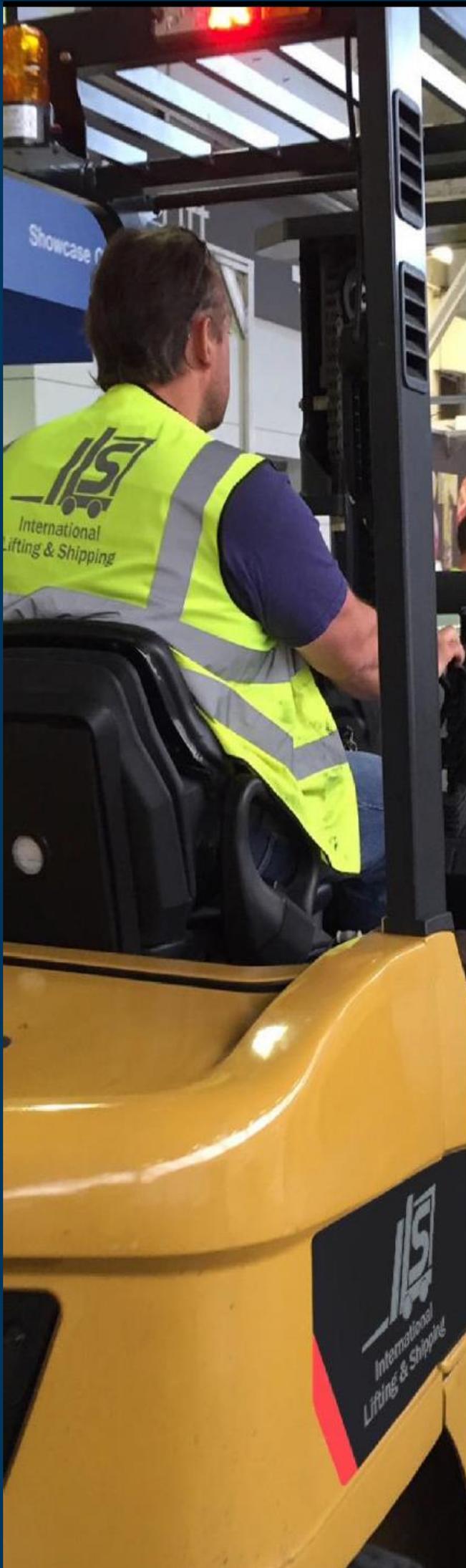
International Lifting & Shipping  
International House, Colonnade Point  
Central Boulevard, Prologis Park  
Coventry CV6 4BU

Contact: Spencer Brown  
Email: [spencer@i-l-s.co.uk](mailto:spencer@i-l-s.co.uk)  
Tel: +44 (0) 24 7633 7955

To book our services, please complete our lifting and handling order form and return to us  
**by no later than 27<sup>th</sup> August 2025**

Order form is available on our website  
[www.ils-logisticslive.co.uk](http://www.ils-logisticslive.co.uk)

All offloading that requires the use of forklifts must be pre booked with ILS.





## Arrival Deadlines

Airfreight:	Arrival LIS Lisbon Airport <b>5</b> working days prior to set up
Ocean freight LCL:	Arrival Lisbon Sea Port <b>15</b> working days prior to set up
Ocean freight FCL:	Arrival Lisbon Sea Port <b>10</b> working days prior to set up
Road freight:	Arrival to advance warehouse <b>5</b> working days to set up
Road freight:	Direct arrival as per voyage control booking
Please note that the deadline arrival dates must be strictly adhered to. Should any cargo arrive after these dates, we cannot accept responsibility for late delivery and extra charges will be incurred.	

### **Temporary and permanent imports MUST be completed on separate invoices**

Please note that it can take up to 2 weeks to custom clear goods in Portugal. AWB or BL must be confirmed by ILS/RANGEL before shipping, and we must give our Green Light to proceed. Without this ILS/RANGEL cannot be responsible for not performing the clearances on time.

## Airfreight (excluding couriers):

### **General Instructions**

All airfreight cargo must be sent 'freight prepaid / DDU' and showing LIS Lisbon Airport as airport of destination. Goods that are sent 'Freight collect' cannot be accepted.

### **Air waybill**

The air waybill must show the following consignee and notify party:

<b>Consignee:</b>	<b>Notify Party:</b>
Exhibitor name..... Stand no..... SBC Summit 2025 Feira Internacional de Lisboa, R. do Bojador, 1998-010 Lisboa, Portugal c/o International Lifting & Shipping	Rangel Internacional AM, SA Helder Marques +351 967 364 259 <a href="mailto:helder.marques@rangel.com">helder.marques@rangel.com</a> On behalf of International Lifting & Shipping SBC Summit 2025 Exhibitor.... + Stand no.....

**A Pre-alert with copy invoice/packing list and AWB must be sent to [spencer@i-l-s.co.uk](mailto:spencer@i-l-s.co.uk) and copy to [helder.marques@rangel.com](mailto:helder.marques@rangel.com)**



## Ocean Freight

### **General Instructions**

All cargo shipped as ocean freight must be sent 'freight prepaid / DDU'. Goods that are sent 'Freight collect' cannot be accepted. Please show Lisbon as port of destination.

### **Bill of Lading:**

Bill of Lading must show the following consignee and notify party:

<b>Consignee:</b>	<b>Notify Party:</b>
Exhibitor name..... Stand no..... SBC Summit 2025 Feira Internacional de Lisboa, R. do Bojador, 1998-010 Lisboa, Portugal c/o International Lifting & Shipping	Rangel Internacional AM, SA Helder Marques +351 967 364 259 <a href="mailto:helder.marques@rangel.com">helder.marques@rangel.com</a> On behalf of International Lifting & Shipping SBC Summit 2025 Exhibitor.... + Stand no.....

**A Pre-alert with copy invoice/packing list and AWB must be sent to [spencer@i-l-s.co.uk](mailto:spencer@i-l-s.co.uk) and copy to [helder.marques@rangel.com](mailto:helder.marques@rangel.com)**

## Road freight

### **Direct Deliveries to show site:**

**There is no direct access to site. Marshalling area to be confirmed.**

All vehicles must report to the offsite marshalling area with their voyage control booking.

### **On the build-up:**

All vehicles wishing to access the site will need a pre-booked vehicle slot. You can book this via the voyage control system.

Delivery address: Fiera Internacional de Lisboa  
Rua do Bojador, 1998-010 Lisboa  
<https://w3w.co/shrimps.beaker.coveted>

Once the vehicle has checked in at the marshalling area they will be sent over at their allotted time or when space is available.

Once parked and ready the driver should visit the ILS service desk with their forklift booking reference. We will then send the next available forklift.

All offloading that requires the use of forklifts must be pre booked with ILS  
[spencer@i-l-s.co.uk](mailto:spencer@i-l-s.co.uk)

**\*\*When unloading is finished you must remove your vehicle from site immediately\*\***

### **Sony square:**

Please note there is no forklift access inside this venue. Offloading will take place outside and will be delivered to nearest access point at the venue. From here delivery to stand must be made by hand/ pallet truck. Please ensure you have sufficient equipment/ labour in place to accommodate this.

### **Venue rules:**

The use of EPT (electric pallet trucks) / Electric stackers are strictly prohibited anywhere within the venue.

### **On the breakdown:**

There will be a ready to load system in place for the breakdown. When your goods are packed and ready please visit the ILS / Rangel office at the entry barrier to the loading bay. You must quote your stand name & number and vehicle registration. We will then message to the marshalling area to release the vehicle when space is available.

## Advance warehouse

### **Deliveries to advance warehouse prior to tenancy:**

All deliveries must be pre-booked via ILS and arrive 5 days prior to set up.

Please contact ILS for delivery address label & booking reference [spencer@i-l-s.co.uk](mailto:spencer@i-l-s.co.uk)

## Instructions for courier deliveries

All courier shipments must be sent 'freight prepaid / DDP', including customs clearance and payment of Duties & Taxes. Goods that are sent 'Freight collect' cannot be accepted.

Please note that ILS and their partner Rangel will not accept any charges from courier companies delivering to Feira Internacional de Lisboa. You must make sure that all charges up to Feira Internacional de Lisboa are prepaid by the shipper, including all customs and transit costs.

For receiving/ unloading, intermediate storage and delivery to your stand at SBC Summit 2025 handling charges are applicable. Please contact us for a cost estimate. We can offer a number of services including courier reception via advance warehouse or onsite during tenancy.

The shipment would be held at our Service Desk in the hall. Your representative must report at our Service Desk to arrange payment of our costs, if not already pre-paid and to agree a delivery time to your stand.

## Direct Courier Deliveries

For courier deliveries direct to venue during tenancy from Friday 12<sup>th</sup> September:

Please contact ILS for delivery address label and booking reference [spencer@i-l-s.co.uk](mailto:spencer@i-l-s.co.uk)

## Customs clearance in Portugal:

ILS/ Rangel will handle the customs formalities on exhibitor's/ customers behalf.

ILS/ Rangel cannot be the importer of your goods.

Depending on your needs, ILS/ Rangel can clear your shipment in one of three ways:

Permanent duty paid entry: Used for all goods which will remain in Portugal and will not be re-exported. This includes all giveaway items such as brochures and samples.

Temporary entry: Allows temporary import into Portugal without paying duties or taxes.

ATA Carnet: Goods are imported without the payment of customs duties and taxes but may not be given away or sold. All items must be re-exported at the end of the exhibition.

Temporary/ definitive goods must be packed and shipped separately.

Due to regulations, all imports in Portuguese territory must have an EORI/ VIES valid number to perform the definitive or temporary clearances. If the exhibitor doesn't have one, Rangel can perform the import clearance under a PASSPORT number of an exhibitor's attendee. For this, Rangel will need a copy of the passport and declaration completed.

Courier companies might seem the cheapest option but be aware that often they may not perform customs clearance (in particular, goods for temporary) and Rangel will have to intervene. Also note that couriers in your home country do not give out accurate Portuguese Customs information. Courier shipments must be sent pre-paid including local taxes and duties. Any taxes and duties that are outlaid on your behalf will be charged to you plus an outlay fee. Please check our tariff.

For all shipments a copy of our commercial invoice/ packing list (in English), with full detailed description of the contents, customs HS/tariff codes, quantities, and value of each item. For temporary clearances, it is also recommended to send us photos of the goods. Invoices should be in EUR, GBP or USD. They should also be addressed as follows:

Person name for import + exhibitor or company name (if EU EORI valid)  
Passport number/ EU EORI number  
Company address  
No matter the country

**Temporary and permanent imports MUST be completed on separate invoices**

## Alert:

It is important that you pre-alert us to any shipment as we cannot monitor your shipment if we are unaware that it is coming.

We will need to know the following:

- Vessel's name / flight number / haulier's name
- Departure date
- Expected arrival date / time
- Number of the Bill of Lading / Air waybill / Waybill
- Number of packages
- Gross weight in kilos
- Dimensions in cms

## Agents Network

Our recommended agent in your country is specialised in exhibition freight forwarding and will be able to assist you with the preparation of your shipment. Our agent will give you professional advice and will offer you an all-in package that covers all services until your items are returned to origin after the event. The list of our worldwide agents is available on request.

## Return Shipments

We will be happy to organise the return transport of your items to any destination worldwide, with the transportation method you require (courier, sea, air or road). Our representatives will be at the venue in order to take your orders and assist you in anyway, such as packing, labelling etc.

## Terms and Conditions

All shipping and transport services provided by our partner, Rangel are subject to their terms and conditions which are available upon request from Rangel.

All business undertaken by ILS is subject to the current edition of our Conditions of Trading, copies of which are available upon request. These conditions contain provisions which limit and/or exclude our liability and should be read carefully. Without prejudice to the generality of those conditions, please note that in no circumstances will we accept responsibility for goods left unattended at any time, whether on a stand or in an open store or otherwise (All stores deemed open unless expressly stated otherwise).

We strongly recommend all exhibitors to arrange insurance coverage including transit to and from the exhibition, whilst on display and in storage. Please note that our partner, Rangel does not insure automatically unless asked to do so in writing. Both ILS and our partner Rangel, are not liable for any losses, theft or pilferage.