

Shipping Information

How do I ship my materials to AGM2007?

To facilitate customs clearance in Beijing, DHL is the recommended courier for AGM07. UniPlan is the official service contractor for the AGM2007 exhibit.

Please ship all exhibitor materials to UniPlan **using the address listed below**. UniPlan will accept your packages for storage pending their transfer to the BICC (AGM07 venue) beginning Friday, November 2. Be sure to clearly indicate your company name, and booth number, if known, on the label and/or packaging. Your boxes should be scheduled to arrive in Beijing no later than Thursday, November 29; they will be delivered to your booth on Saturday, December 1, for set-up.

Shipping Address

Receiver's name: Anchor Chow (for CGIAR AGM07)

Company: UniPlan

Address 1: Warehouse No 2, 86 Dongwei Road

Address 2: Dongba Village, Chaoyang District

City: Beijing

Country: P.R. China

Postal Code: 100018

Telephone: 86 10 6400 3200

Be sure to clearly indicate your company/booth name and booth number, if known, on the label and/or packaging.

Shipping with DHL

If you require "how to" information for shipping with DHL, please refer to the attached "Information Sheet" that was provided by DHL.

Shipping Tips

Ship Delivery Duty Paid.

If your shipment is under \$50, it can be considered non-dutiable if your product is not for resale. In this case, it must be stated clearly in the invoice. In addition you must note the value.

Please also make sure to create a commercial invoice, even for non-dutiable shipments.

The description of the contents in the commercial invoice must be specific (i.e. annual report, company brochure, not documents).

Promotional giveaways should detail exactly what they are (i. e. promotional giveaways, 100 plastic pens with company logo).

The commercial invoice should also notate Promotional Trade Show Material-Not For Resale-CGIAR AGM.

Please note that the following commodities are prohibited:

Animal skins, antiques, furs, gambling devices, ivory, jewelry, military equipment, perishables, personal mail, precious metals & stones, radar equipment and agricultural products (seeds, etc).

What happens to my empty containers during the show?

- Empty containers will be stored during the exhibit.
- At the close of the exhibit, the empty containers will be returned to the booth in random order.

How do I ship my materials after the close of the exhibit?

- DHL will be onsite December 4th and 5th to take care of your outbound return shipments.

If you are using other than DHL to transport your return shipment, alert your designated carrier with the loading dock pick-up information. In the event your selected carrier fails to show on final move-out day, your shipment will be delivered back to the UniPlan warehouse.