



Depending on the size of your shipment, we recommend one of the following options:

## OPTION 1: Carrying product samples in your luggage

Are you planning to carry product samples in your luggage? We offer several options to ensure the process runs as smoothly as possible.

You can generate a 'Customs Support Letter' and/or you can use our 'Airport Customs Assistance' service.

- Login to our online exhibitor manual
- Click on 'Order Forms'
- Select 'Customs Support Letter'
- Fill in all the requested details
- Download, print and take a copy with you to the airport

To access our 'Airport Customs Assistance' service please:

- Login to our online exhibitor manual
- Click on 'Order Forms'
- Select 'Airport Customs Assistance'
- Fill in all the requested details, 1 form per person travelling with samples
- You will then be contacted closer to the exhibition with the assistance teams details and further instruction

Please note: This service comes at a cost of \$50 per person, payable in cash to the person assisting you at the airport in Lagos.

When carrying samples, please make sure to bring these in your luggage. Do not bring items in boxes or cartons.

Despite best efforts of managing customs clearance proceedings at the airport, we cannot assure that your items will be exempt from customs duties.

Consequently, we recommend carrying a sufficient amount of USD in cash to cover any potential customs charges for your items at the airport.

**If you are planning to bring larger quantities of samples / products, we strongly recommend shipping these instead of carrying them with you when travelling.**

## OPTION 2 (FOR SMALLER SHIPMENTS):

### Courier Service such as DHL / FedEx or UPS, shipping directly to the exhibition venue

If you are only sending a small shipment, you can use a courier company e.g. DHL, FedEx or UPS and get everything delivered to the exhibition venue directly. The exhibition venue will store your shipment until your arrival in Nigeria. Please make sure that your shipment only arrives in the 5 working days leading up to the exhibition, and not before, as storage capacities are limited.

When using a courier company, please make sure you ask for door-to-door service and ensure that the courier company will take care of customs clearance processes and the delivery to the exhibition venue.

If you choose to ship your samples via a courier service then please reach out to [stephanie.payne@btob-events.com](mailto:stephanie.payne@btob-events.com), who will notify the exhibition venue about your shipment and the expected arrival date.

#### Venue Address:

Landmark Centre

Ms. Sammy Seiborfa

Name of the exhibition & your booth number and company name\*

\* Example: Beauty West Africa / booth 1A05 'Your Company Name'

Plot 3 & 4 Water Corporation Road

Victoria Island Annex

Lagos, Nigeria

Mobile number: +234 706 590 3395

## OPTION 3 (for larger shipments): Logistics Company / Shipping Agent

You are free to appoint any shipping agent you like or have worked with in the past, but if you are looking for recommendations, then please feel free to contact any of the shipping agents listed below. These shipping agents have been handling shipments for our exhibitors in the past and are all experienced in shipping exhibition goods into Nigeria as well as managing the customs clearance procedures. Once your shipment has been cleared it will be kept at the shipping agents' warehouse and delivered to your booth during build-up.

Please plan for your shipment to arrive in Nigeria about 15 working days before the exhibition to allow enough time for customs clearance.

### ADVICE:

When approaching any of the shipping agents, please provide them with detailed information about your shipment. This will help the shipping agent when preparing your quote.

- What items are you planning to ship? Please share your packing list.
- If applicable, please also share all MSDS documents (Material Safety Data Sheets).
- What is the approx. weight of your shipment?
- What are the approx. dimensions of your shipment?
- How many boxes / packages are you going to ship?
- What is your preferred mode of transport? Air? / Sea?
- What is the port or airport of departure?
- What is the expected arrival date of your shipment in Lagos?
- Which type of service do you require?
  - End to end service (This means the agents will collect your shipment from your warehouse, ship it to Nigeria, manage customs clearance, stores it in their warehouse and ultimately delivers it to your exhibition stand.)
  - Lagos port / airport to exhibition centre only (this means that you are taking care of sending the shipment to Lagos and the agent will take over once your shipment has arrived. They will clear the shipment, store it in their warehouse and deliver it to your exhibition stand).

## SHIPPING CONTACTS

NAME:	Octomode Limited, Nigeria	Cargoworth Alliance Logistics Ltd, Nigeria	Seabourne (Pvt) Limited, Pakistan
SCOPE:	Worldwide	Worldwide	Experts in handling shipments from Pakistan and the United Arab Emirates to Nigeria
CONTACT:	Olaitan Olaoye	Mr. Obinna	Syed Zeeshan Ali, (Director Operation) Syed Noman Ali (G.M.)
MOBILE / WHATSAPP NUMBER:	+234 706 357 0898	+234 813 293 0044	+92 336 082 8939 +92 330 352 9707
EMAIL ADDRESS:	halfmile@octamode.com	cargoworthalliance@gmail.com	s.zeeshanali@seabournegroup.com.pk sales2@seabournegroup.com.pk
OFFICE:	5 Alhaji Tokan Street, Alaka Estate, Lagos, Nigeria	D5, F/F Plaza by Quest Filling Station, Cement Bustop, Abeokuta Expressway, Ikeja Lagos Nigeria	1/1 N Block 6 PECH S, Shahrah-e-Faisal, Karachi 75350, Pakistan
TEL:	+234 903 5337076	+234 708 518 4575	+92 213 430 00978
WEBSITE:	www.octamode.com	www.cargoworthalliance.net	www.seabournegroup.com.pk

If you have any further questions, please do not hesitate to reach out to us!

stephanie.payne@btob-events.com  
+44 2476 158100 (select option 4/ operations)

**DISCLAIMER:** Exhibitors are responsible for selecting a shipping method and securing a carrier of their choice, arranging freight transportation to and from the event, and for covering all associated fees. Exhibitors are to communicate directly with the shipping agent of their choice and need to arrange for all customs clearance procedures to be managed by the shipping agent. BtoB Events Ltd. is not liable for any shipping delays, customs clearance issues, losses, or damages.