

Logistical Guide for Delegations

COP26 – GLASGOW – 31st October – 12th November

Dear Customer / agent,

Pickfords has been appointed by the UK Government as the sole official freight forwarder and exclusive onsite handling contractor for COP26.

The following instructions apply to delegations who require the transportation of items from their origin country to Glasgow, UK for the UN Climate Change Conference (COP26), which will take place at the Scottish Event Campus (SEC) in October and November 2021.

Each delegation can contact their own freight forwarder at origin. However, to arrange the receipt of shipments at the official external warehouse in Glasgow you should contact Pickfords, as the appointed freight forwarder authorised to access COP26 premises and central point for customs processing with the UK Government. Pickfords will then arrange for your shipment to be transferred to the SEC.

NOTE: If you wish to utilise Pickfords' services from origin, you are allowed to do so, and we can make these arrangements for you. Please contact our team (contact details provided on page 2) to discuss your requirements.

In order to reduce the carbon footprint of the conference, and due to logistical considerations, such as storage, the official warehouse will not be able to receive shipments in excess of a cumulative total weight of 50 kg per party or observer organization.

"Paper-lean" and "paper-light" policies put in place by all UN meeting organisers throughout the past decade have been incorporated into UNFCCC sustainability guidelines with good results. COP participants are encouraged to print and photocopy only what is absolutely necessary prior to and during the sessions and to only request essential documents from the Documentation Services Counter.

Participants are asked to refrain from distributing any printed materials, such as publications and information related to side events and exhibits, other meetings or future conferences. The electronic dissemination of information is strongly encouraged.

Furthermore, distribution of paper is also discouraged in view of COVID-19 hygiene measures.

Parties or observer organisations organising "areas" within delegation offices on a commercial basis or outfitting pavilion areas will be permitted an extra allowance of 50 kg per "area".

Transportation Identification Procedure

Pickfords is the official provider for all freight forwarding for the blue zone. External and separate parties will not have access into the COP26 premises and will be unable to arrange deliveries into the SEC via any other service provider.

So that we can accommodate each attending party, Pickfords has implemented specific procedures for COP26, to manage the varying requirements, according to the kind of the petitioner, the destination of the goods and the nature of the merchandise.

Booking your shipment to the SEC

You will need to place a booking with our team, at least 3 working days prior to the goods arriving at our external warehouse. Goods can be received from Monday to Friday between 09:00hrs and 17:00hrs. To make a booking please complete the provided booking form (Annex 1) and return to Pickfords' team (contact details provided on page 2). Following receipt of your booking, you will be issued with a reference number by our team and which you will need to quote on all documentation.

You will also need to give this reference number to your chosen freight forwarder, as they will need to provide this reference number upon arrival at our warehouse, to allow for your vehicle to be unloaded.

After shipments have arrived in our external warehouse, we will transfer them to our blue zone warehouse inside the SEC, via a security screening facility. This will take place between the hours of 00:00hrs and 06.00hrs.

In order to be able to meet the security scanning requirements prior to final delivery in to the SEC, you must ensure that each pallet of freight is no larger than 1000mm x 1000mm. Any freight that exceeds these dimensions may be subject to opening and repacking and may delay the progress of your delivery.

Delegates will then be able to access their shipments from the Pickfords consignment desk, which will be operational in the SEC, from Friday 29 October. Pickfords will assist you in transporting your shipment to its final destination in the SEC.

Warehouse address

All shipments should be delivered to the following external warehouse:

Pickfords Glasgow
Bothwell Park Industrial Estate
Unit 6 Hornal Road
Glasgow
G71 7EE

Direct deliveries to the SEC venue are not permitted for security reasons and will be turned away.

Move-in period

Shipments can be received into our warehouse from 1st October 2021 and cargo can be stored without charge for up to 10 days before the beginning of the event and for 5 days after the end of the event. Any items requiring storage outside of these dates will be charged for.

Free storage period:

Prior to the event: **21st October to 31st October 2021**

Post event: **12th November to 17th November 2021**

A quotation will be provided upon receipt of your booking if storage is required outside of the free period. Any shipment not collected from the external warehouse by close of business on 17th November 2021 will be considered abandoned and disposed of unless prior arrangements for additional storage or re-delivery are agreed and confirmed and our invoice for disposal sent to the delegation for immediate settlement.

Shipment Type

It is important to know the kind of shipment you want to send the category (outlined below)

- Delegation equipment to be part of the stand construction e.g., robots, lights, LCD screens
- Delegation marketing goods or any other material that is not part of the stand e.g., brochures, umbrellas, business cards, etc.)

You are required to provide this information to Pickfords as part of the customs clearance process. Please complete the appropriate Packing List (Annexes 2 and 3) and return to the Pickfords team, using the details below. Without this information we will be unable to arrange the correct customs clearance of the goods which could lead to additional costs.

Points of contact

Move Manager	Daniel Long	0044 203 651 6234 Email: daniel.long@pickfords.com
Move Manager	Lucia Trunkfield	0044 203 188 2291 Email: lucia.trunkfield@pickfords.com

United Nations Labels

The United Nations have provided a label template to certify that all equipment, materials, or goods are being imported to the UK for COP26. (Annex 2. United Nations Label). These labels should be attached to each package in a place easily visible by customs.

DELEGATE PAVILIONS: Delegates will receive their labels from Orientations Events once their space in the pavilion is approved. For more information, or if you have not received your label, please contact your Orientations Events delegation manager.

SIDE EVENTS: The consignment labels will be sent to side event organisers selected in the side events and exhibits online registration systems (SEORS). The labels may also be obtained upon request by e-mail. Successful side event applicants are invited to contact see@unfccc.int. Please refer to our website for more details.

Consignment and shipping instructions

Important notice: All freight must be sent prepaid (paid by sender) up to destination port of arrival. Shipments arriving with freight charges collect, will be refused.

Deadlines

Road freight:	Pickfords warehouse	5 working days before required delivery to stand
Air freight:	London Heathrow airport	10 working days before required delivery to stand
Sea freight:	FCL - Grangemouth seaport	15 working days before required delivery to stand
	LCL - Grangemouth seaport	18 working days before required delivery to stand

Should any shipment arrive after the above-mentioned dates, late arrival surcharges will be applied and Pickfords will be unable to guarantee delivery within the required time frame.

Consignee instructions for shipping are provided below. When booking your freight, should you require Pickfords to handle customs clearance services you will need to ensure the correct details are provided to allow Pickfords to facilitate clearance on your behalf.

Air freight – AWB Consignee instructions

C/o Pickfords
Unit 10 Laxcon Close
London NW10 0TG
United Kingdom
Attn: daniel.long@pickfords.com
Tel: 0203 651 6234

Notify:
Worldnet Shipping
4 Colndale Road
Colnbrooks
Berks, SL3 0HQ
Attn: pliechti@wnshippinguk.com

Sea freight – Bill of Lading Consignee Instructions

C/o Pickfords
Unit 10 Laxcon Close
London NW10 0TG
United Kingdom
Attn: daniel.long@pickfords.com
Tel: 0203 651 6234

Notify:
Shield Shipping LTD
98 Bluestem Road
Ipswich IP3 9RR
United Kingdom
Attn: daryl@shieldshipping.co.uk

Road freight & CMR instructions

C/o Pickfords
Unit 10 Laxcon Close
London NW10 0TG
United Kingdom
Attn: daniel.long@pickfords.com
Tel: 0203 651 6234

Customs Clearance Point

ChannelPorts Ltd
Folkestone Services
Junction 11 M20
Hythe
CT21 4BL

Warehouse Delivery Address

Pickfords Glasgow
Bothwell Park Industrial Estate
Unit 6 Hornal Road
Glasgow
G71 7EE

All bookings and documents are to be received by Pickfords in advance of dispatch. Please complete Annex 1, 2, 3, 4, 6 and 7 to complete your booking, and send to:

Daniel Long	0044 203 651 6234	daniel.long@pickfords.com
Lucia Trunkfield	0044 203 188 2291	lucia.trunkfield@pickfords.com

- Annex 1. Service Order Form
- Annex 2. United National Label (To be included on 2nd draft)
- Annex 3. Temporary Invoice/Packing List 1 for Delegation Equipment to be part of the stand construction
- Annex 4. Definitive Invoice/Packing List 2 for Delegation Marketing goods or any other material that is not part of the stand (To be included in 2nd draft)
- Annex 5. Additional Services Order Form ***Only to be completed if additional services are required**
- Annex 6. Pro-forma Invoice Template
- Annex 7. Letter of Authority Template

Customs clearance information and documentation

All shipments are subject to customs clearance formalities. Please read the following information carefully. If you require Pickfords to handle customs clearance on your behalf, all details and documentation must be sent to Pickfords in advance and need to be approved before shipment departure.

- Bill of Lading (for sea freights) or Airway bill (for airfreights) or CMR (road shipments)
- Full and detailed valued packing list

PLEASE NOTE: Temporary & permanent materials must be packed separately, in different boxes.

Temporary Entries – ATA CARNET

ATA Carnet lets you temporarily export commercial samples, trade fair or exhibition goods and professional equipment to countries that are part of the ATA Carnet system, and we strongly recommend using this process to import your freight to the UK. As well as the financial savings, this document will allow for a quicker clearance process.

Goods should be meant for return to the country you first exported them from. You cannot process or repair them other than routine upkeep to keep them in their original condition. If customs in the country you visit are not satisfied that the goods have been re-exported or you've not used them correctly, they'll make a claim to the carnet association in their country for payment of the customs charges due.

Give accurate descriptions of your goods (photographs of the item help identification). The description on the carnet should be thorough enough for customs authorities to identify them.

If the details on the carnet are not clear, the importing customs authority can:

- refuse to accept it
- delay releasing your goods until you make a customs declaration

If you alter the details after your carnet has been issued, customs authorities can refuse to accept it.

If there are any problems with the carnet, you may have to pay Customs Duty, taxes and a penalty.

Using an ATA Carnet does not remove obligations to comply with:

- licensing controls
- requirements for restricted or prohibited goods

We will present the carnet and goods to customs at the port or airport of arrival in the UK, please ensure you have completed box F of the white import voucher.

If the customs officials are satisfied, they will:

- endorse and remove the white import voucher
- stamp the matching counterfoil

To ensure smooth operation of the ATA carnet it is recommended to provide advance notice to the UK port of entry that will process the ATA carnet. Please refer to the details of the ATA carnet UK port of entry contact details.

If travelling through the Port of Dover, Eurotunnel or Holyhead then traders need to attend an inland border facility ("IBF") for inbound and outbound journeys. Traders can book in to attend an IBF at:

<https://www.gov.uk/government/publications/attending-an-inland-border-facility/attending-an-inland-border-facility>

IMPORTANT: A Carnet may be issued in the name of an individual or a company. However, it may be used by any person providing the user carries a letter from the named holder authorising such use. The holder may also allow an Agent to present the Carnet to Customs on his behalf, again provided that the Agent holds a Letter of Authority. Box B (Name of accredited person(s) who will use the Carnet) on the Green Front cover and the coloured vouchers would then contain the statement: "Any authorised representative".

Temporary Entries – Pro-forma Invoice

Whilst temporary importation under pro-forma invoice may be possible, please do note that you will be required to pay the applicable duties and taxes in advance of delivery. You can reclaim upon re-export from the UK as long as the required conditions are met. Should you intend to arrange via this method, please contact Pickfords to ensure all necessary formalities are completed in advance of dispatch.

- Pro-forma Invoice & Packing List. Annex 3. Temporary Invoice/Packing List 1 for Delegation Equipment to be part of the stand construction
- Other documents may be required depending on the type of products you wish to import. Please contact Pickfords for further advice.

Temporary Admission allows goods to be brought into the UK on a temporary basis and then re-exported. However, in addition to re-exporting the TA allows goods to be disposed of in several ways such as:

- re-export of goods outside the UK
- declare the goods to another special procedure such as Customs Warehouse
- release them to free circulation, but you will then need to pay the duty and import VAT that was suspended at import
- destroy the goods

For the purposes of discharging the temporary admission procedure in respect of goods to be used at COP26, **their consumption, destruction, or distribution free of charge to the public at the event shall be considered as re-export, provided their quantity corresponds to the nature of the event and the extent of the participation of the holder of the procedure.**

For more information on Temporary Admission, please visit the following link:

<https://www.gov.uk/guidance/apply-to-import-goods-temporarily-to-the-uk-or-eu>

For any assistance, please call the **HMRC Imports and Exports General Enquiries Helpline on +44 (0)300 322 9434**.

Alternatively, visit the following link:

<https://www.gov.uk/government/organisations/hm-revenue-customs/contact/customs-international-trade-and-excise-enquiries>

Permanent Entries

Permanent entries can be arranged for freight to be consumed during the show, such as consumables, office material, giveaways, catalog, etc.

Any permanent entry is subject to payment of import duties and taxes, which will be calculated from the CIF value of the goods (CIF value = declared value + freight costs + insurance).

Documentation needed:

Pro-forma or commercial Invoice & Packing List. Annex 4. Definitive Invoice/Packing List 2 for Delegation Marketing goods or any other material that is not part of the stand.

Temporary and Permanent – Pro-forma Invoice

These forms must be typed stamped and signed in original. Hand-written forms will not be accepted by Customs

You will need to ensure that your Pro-Forma invoice includes all details as per our template. (Annex 6). A full itemised packing list must be attached and show the following information:

- Number of units per item:
- Full description of items in English:
- Electronic devices - Serial number & Model:
- Total number of boxes/pallets:
- Weight:
- Dimensions:
- Value:
- Harmonized System Code – The following website is available to assist: <https://www.tariffnumber.com/>

Customs Duty Reliefs

There are customs duty reliefs available for selected imports into the UK. Information on importing and reliefs are available on the following websites:

<https://www.gov.uk/guidance/check-if-you-can-pay-a-reduced-rate-of-customs-duty>

<https://www.gov.uk/government/publications/uk-trade-tariff-customs-procedure-codes/imports-home-use-with-simultaneous-entry-for-free-circulation>

Giveaway relief

To use this relief the items imported must be consumed, destroyed, or given away to the public free of charge at an event. Typical items are carrier bags, promotional pens, pencils, low value/small toys, badges, certain low-value clothing/apparel items, etc. If in doubt, please contact HMRC to check. For the Commonwealth Games members of the public include unpaid volunteers. Alcoholic and tobacco products are not eligible for this relief.

The CPC for these items is 40 00 C32. Further information is given in the tariff. The legislative provisions for giveaway relief can be found in Section 22, 23 and 24 of the UK Reliefs Reference documents in:

The Customs (Reliefs from a Liability to Import Duty and Miscellaneous Amendments) (EU Exit) Regulations 2020.

Travellers' relief

Travellers' relief also known as "duty free" is available to anyone traveling to the UK as long as the items are in their luggage or their carry-on baggage. Information on the limits is given on gov.uk: Bringing Goods into the UK

Commercial goods

Passengers cannot bring goods in under Temporary Admission or an ATA Carnet to sell for commercial gain while in the UK. Such goods will be classified as commercial imports and will be subject to customs duties at the time of importation into the UK.

Bringing Currency into the UK

Any person entering or leaving with £10,000 or more should declare this to customs authorities.

Restricted Products

There are certain goods that cannot be brought into the UK under any circumstances, and some goods that are restricted. This is to protect the UK from crime, pests, and diseases. The following goods are banned completely regardless of country of origin: illicit drugs, offensive weapons such as flick and gravity knives, self-defense sprays such as pepper and CS gas sprays, indecent and obscene material rough diamonds and personal imports of meat and dairy products from most non-EU countries.

The UK government provides further current and complete information which can be found on <https://www.gov.uk/guidance/find-out-which-goods-an-ata-carnet-will-cover>

Prior to dispatching your freight to the UK, please contact our office providing the full information and documentation for us to check the details and confirm the green light to dispatch your freight to the UK. Pickfords will not be responsible if dispatch is arranged without advance notice.

Case Marking & Packing

Please label each package/pallet individually and include the following information:

Exhibition Name: COP26 / 2021 / GLASGOW

- Package number: x OF x
- Weight:
- Delegation Pavilion:
- Recipient at venue details:
- Name:
- Organisation:
- Mobile:
- Email:
- Reference:
- Delivery request date and time at the Delegation Pavilion:

Due to the possibility of repeated handling of your goods, from the origin point to delivery at your stand in the exhibition, it is essential that the freight is packed robustly and able to withstand the rigors of international cargo transportation. We recommend the use of solid and adequate packing materials that can withstand not only the transit to destination but also the multi handling that will be required during the transfer into the SEC. Do bear in mind that these materials will also be used for the return and therefore must provide sufficient protection both to and from the exhibition.

Pickfords will take the greatest of care while moving the effects in to the SEC however because we are unable to verify the pre-move condition of the goods or the standard of the packing materials used, we would not be able to provide insurance cover. You agree that we will not be liable for goods packed by you or other parties.

Wood packaging material and air freight cases

Wood packaging material (WPM) is known to introduce harmful tree and forestry pests and diseases. If you import or export any goods using WPM or supply WPM to businesses, you need to follow the rules to meet ISPM15 international standards from 1 January 2021. This is so you can move WPM between Great Britain (GB) – England, Scotland, and Wales and other countries, including EU member states and Switzerland.

Any WPM may be checked at the border or inland premises to make sure it meets the necessary requirements. If your imports don't comply with these rules, then the WPM could be rejected or destroyed, and you will need to make alternative arrangements for the transport of goods.

You must make sure you, or your packing service or freight forwarder, uses solid wood packaging that meets the requirements. This way you can avoid having your goods held at the border. Contact your supplier or the Timber Packaging and Pallet Confederation (TIMCON) if you need more advice on moving WPM.

Payment and basic conditions of contract

Services including extended storage at the external warehouse; additional services requested during the event and any return dispatch, are chargeable. Our invoices will be issued and due immediately after issue without any further notice, unless otherwise agreed. All charges must be settled in advance of service completion. Should arrangements be made via Pickfords for freight to be returned to host countries, all charges are to be settled in advance of departure of the returning freight after completion of the event.

Direct Payments to be made to our bank:

HSBC Bank, 60 Queen Victoria Street, London EC4N 4TR England

VAT No.: GB142887879 Co Registered in England No: 8044368

GBP Payments: Swift Code: HBUKGB4B IBAN: GB92HBUK40024442504421 Acc 42504421 Sort Code: 40-02-44

EUR Payments: Swift Code: HBUKGB4B IBAN: GB47HBUK40127673650401 Acc 73650401 Sort Code: 40-12-76

A copy of the remittance advice should be provided as proof of payment and to allow us to quickly receipt and allocate funds to your account.

Card Payments can be taken at the Pickfords consignment desk or over the telephone. Cash, cheques and AMEX payments unfortunately will not be accepted.

Basic Conditions of Contract

All work carried out by Pickfords is subject to Pickfords' terms and conditions for international transit of commercial /non-household goods by road July 2021, a copy of which are available upon request.

Transit will commence when Pickfords take possession of the Consignment. Transit will end when the Consignment is tendered at the designated place for delivery.

The Consignment is transported at the risk of the customer. It is your responsibility to insure the Consignment against loss or damage whilst in transit or in store.

Pick-up, storage and delivery and collection of empty containers

In the SEC, delegates can retrieve their shipments from the Pickfords consignment desk. Here, Pickfords will assist delegates in transporting goods from the Pickfords store to their destination in the Pavilion.

Once items have been delivered to the Pavilion from Pickfords' store and the delegates have removed the materials, Pickfords will collect the empty containers from the stand provided they are in good order.

Containers must be wrapped, placed on pallets, and must be strapped or taped together. These containers will be delivered back to the Pavilion at the end of the show or at request.

If the package is not palletized or retracted so that it can be transported without any difficulty, Pickfords will provide this service.

The containers will be collected and delivered to Pickfords' store where they will be housed for collection by your nominated agent or delivered directly by Pickfords.

Pickfords will provide an inventory to ensure an audit trail and visibility of items delivered and collected.

Responsibilities

Pickfords' responsibility begins with the collection of the containers at the stand, and ends with the re-delivery onto the stand, whether the exhibitor is present or not.

Pickfords is not responsible for damages that might occur to the packages due to weather conditions.

It is the exhibitors' responsibility to protect their packages and merchandise.

Pickfords is not responsible for items left inside the packages without prior declaration.

Pick-up, storage, and delivery of goods without access during the show

If a delegate requires delivery or collection of goods from store outside of show hours, Pickfords can provide this service out of hours (evening shifts). The process will be the same as for empty containers.

An inventory will be created prior to goods going into store and this inventory will be updated continually as goods move in and out of store.

Long-term storage

Any items that need to be stored for a longer period can be arranged.

The collection of goods destined for long term storage will be conducted in the presence of the exhibitor and a representative from Pickfords.

An inventory will be created with a signed copy to the exhibitor and a signed copy to Pickfords.

If the list only includes information about the number of pieces to be stored, then, the Pickfords' responsibility will be limited to the delivery to the next fair of the exact number of pieces declared by the exhibitor.

It is the exhibitor's responsibility to leave the goods properly wrapped and packed prior collection from the stand.

Partial deliveries during the event

To help the Pavilion with deliveries of further items during the show, Pickfords will arrange delivery at an additional charge and will provide this service out of hours.

Delivery instructions must be issued to Pickfords no later than 12pm the day before delivery is required.

Material handling equipment & labour

To book Pickfords' services please contact the Pickfords consignment desk within the SEC and complete the Additional Services booking form (See Annex 5)

Services available will include

- Porterage
- Packing services
- Fitter service
- Forklift and driver
- Storage
- Vehicle hire and driver
- Environmental disposal of unwanted assets and materials
- Collection of packaging debris
- Moving and handling equipment, trolleys, pallet truck

The client must provide the technical card index of the equipment to be handled, which must contain dimensions, weight and a sketch where the binding points must be clearly shown.

Packing materials, trolleys and pallet-truck should be picked up and returned by the client directly from Pickfords consignment desk within the SEC.

ANNEX 1 - COP 26 Service Order Form

In order to book any services with Pickfords, you should provide us with the following information:

ORGANISATION / DELEGATION / PAVILION NAME:	
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FULL ADDRESS DETAILS:	
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PRIMARY CONTACT NAME:	
EMAIL:	
TELEPHONE NUMBER::	

SECONDARY CONTACT:	
EMAIL:	
TELEPHONE NUMBER:	

NUMBER OF ITEMS TO BE RECEIVED BY PICKFORDS AND DELIVERED TO THE SECC:	
BRIEF DESCRIPTION OF THE CONTENTS:	
DIMENSIONS OF ITEMS:	
WEIGHT OF ITEMS:	
ORGANISATION / PAVILION / DELEGATION LOCATION WITHIN THE SECC:	
REQUESTED DELIVERY DATE AT SECC:	

WILL YOU REQUIRE ADDITIONAL SERVICES DURING OR POST THE EVENT?	YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes; please refer to annex 5)
DESCRIPTION OF SERVICE REQUIRED:	
DATES SERVICE REQUIRED:	

START TIME:		FINISH TIME:	
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ADDITIONAL COMMENTS / REQUESTS	
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ANNEX 2 - COP 26 Label Samples



Secretariat of the United Nations Framework Convention on Climate Change,
(UNFCCC) the Kyoto Protocol and the Paris Agreement



COP 26

Glasgow Climate Change Conference

**DIPLOMATIC
CARGO**

Pickfords Glasgow
Bothwell Park Industrial Estate
Unit 6 Hornal Road
Glasgow
G71 7EE

**DIPLOMATIC
CARGO**

Contact:

Pickford:	Mr. Daniel Long	0044 203 651 6234	UNFCCC:	Mr. Paul Jimenez	0049 172 254 1623
Pickford:	Ms. Lucia Trunkfield	0044 203 188 2291	UNFCCC:	Mr. Khalid Magzoub	0049 176 765 2164 1

Consignee/recipient at venue:

Name

Paul Jimenez

Programme/Division

Conference Affairs (CA)

Conference office

MMT core team office

Server room/NOC

Exhibition

Flight Case/Blue Box No.

1

Out of

2

Contents:



See attached Inventory / Detailed list of contents!

Non-commercial goods for education and training purposes only!

FOR INTERNAL USE ONLY!



Secretariat of the United Nations Framework Convention on Climate Change,
(UNFCCC) the Kyoto Protocol and the Paris Agreement



COP 26

Glasgow Climate Change Conference

**DIPLOMATIC
CARGO**

UN CAMPUS

Altes Abgeordneten Hochhaus, UNFCCC
Platz der Vereinten Nationen 1

53113 Bonn, Germany

**DIPLOMATIC
CARGO**

Contact:

UNFCCC:	Mr. Paul Jimenez	+49 172 254 1623	Pickford:	Mr. Daniel Long	0044 203 651 6234
UNFCCC:	Mr. Bernardo Buechner	+49 173 850 7234	Pickford:	Ms. Lucia Trunkfield	0044 203 188 2291

Consignee/recipient at venue:

Name	Paul Jimenez	
Programme/Division	Conference Affairs (CA)	
<input checked="" type="checkbox"/> AAH / Room No.	S-U-208	e.g. S-U-22
<input type="checkbox"/> LEU / Room No.		e.g. 12 22
<input type="checkbox"/> HC / Room No.		e.g. C-422

Blue Box No. Total of

Contents:



See attached Inventory / Detailed list of contents!

Non-commercial goods for education and training purposes only!

FOR INTERNAL USE, ONLY!



Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), the Kyoto Protocol and the Paris Agreement



COP 26

Glasgow Climate Change Conference, 31 October -12 November 2021

**DELEGATION
PAVILION**

ADDRESS:

Pickfords Glasgow
Bothwell Park Industrial Estate
Unit 6 Hornal Road
Glasgow / G71 7EE

**DELEGATION
PAVILION**

Warehouse contact:

daniel.long@pickfords.com 0044 203 651 6234
lucia.trunkfield@pickfords.com 0044 203 188 2291

Consignee/recipient at venue: Name/Attn.
Organization
Telephone/Mobile
E-mail
Airway bill
Reference/delivery to
Box No.

[Redacted form fields for consignee details]

Total of boxes

i.e. office; pavilion; exhibits; meeting room; etc.



Non-commercial goods for education and training purposes only!



Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), the Kyoto Protocol and the Paris Agreement



COP 26

Glasgow Climate Change Conference, 31 October -12 November 2021

SIDE EVENT

ADDRESS:

Pickfords Glasgow
Bothwell Park Industrial Estate
Unit 6 Hornal Road
Glasgow / G71 7EE

SIDE EVENT

Warehouse contact:

daniel.long@pickfords.com 0044 203 651 6234
lucia.trunkfield@pickfords.com 0044 203 188 2291

Consignee/recipient at venue: Name/Attn.
Organization
Telephone/Mobile
E-mail
Airway bill
Reference/delivery to
Box No.

Total of boxes

i.e. office; pavilion; exhibits; meeting room; etc.

Non-commercial goods for education and training purposes only!

ANNEX 5 - COP 26 Additional Service Order Form

In order to book any services with Pickfords, you should provide us with the following information:

ORGANISATION / DELEGATION / PAVILION NAME:	
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FULL ADDRESS DETAILS:	
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PRIMARY CONTACT NAME:	
EMAIL:	
TELEPHONE NUMBER::	

SECONDARY CONTACT:	
EMAIL:	
TELEPHONE NUMBER:	

<p>ADDITIONAL SERVICES REQUIRED</p> <ul style="list-style-type: none"> • Porterage / Un – Packing / Packing Services • Assembly / Fitter Service • Forklift with Driver • Storage During /or Post The Event • Vehicle Hire and Driver • Environmental disposal of any unwanted assets and/or materials • Collection of Packaging Debris • Moving and handling equipment, trolleys, pallet truck 	
BRIEF DESCRIPTION OF WORK TO BE CARRIED OUT:	
ORGANISATION / PAVILION / DELEGATION LOCATION:	

DATES SERVICE REQUIRED:	
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START TIME:		FINISH TIME:	
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ADDITIONAL COMMENTS / REQUESTS	
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ANNEX 6 – COP 26 Pro Forma Template

PRO FORMA INVOICE

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<p><u>Shipper / Sender:</u></p> <p><u>Country of destination:</u> UK <u>Final Destination:</u> Glasgow</p> <p><u>ETD:</u> <u>ETA:</u></p>	<p><u>Consignee:</u></p> <p><u>Notify Party:</u></p>
<p><u>Marks and numbers</u></p> <p>Number of units:</p> <p>Gross Weight:</p>	<p><u>Packages and goods</u></p> <p>Exhibition materials for use at COP26.</p> <p>Details as per attached itemised and valued packing list.</p>
<p><u>Value and declaration</u></p> <p>CIF value for customs only:</p> <p>This is to certify that this declaration is true and correct.</p> <p>Organisation/Delegation:.....</p> <p>Authorised Signatory:.....</p> <p>NO COMMERCIAL VALUE - NOT FOR RESALE - FOR CUSTOMS PURPOSES ONLY</p>	

ANNEX 7 – COP 26 Letter of Authority

Pickfords

Letter of authority

Organisation:.....

Address:.....

Point of contact:.....

Contact number:.....

Email address:.....

We/I hereby authorise Pickfords/Worldnet shipping/Shield Shipping/Channel ports to sign Carnet #.....

Authorised Signatory:.....

Date:.....