

Shipping & Storage Version 1 November 2022

Delivering items to Somerset House: Considerations and Restrictions

Somerset House is located in the heart of London and couriers should anticipate heavy traffic outside of the usual peak times. Somerset House is open to the public most days and is home to over 200 offices and creative agencies which further limits delivery times and access, in addition to there being no staging area for vehicles.

Only LDB's Approved Contractors and Official Shippers are permitted to deliver to site. In this section is all the information you need when deciding your shipping requests. You can find the [Shipping & Returns Form](#) through the [Forms](#) section of your Dashboard.

Due to site restrictions for deliveries, all fabricated items/ installations being shipped to the UK for delivery onsite must go through the consolidation warehouse

Official Shippers & Shipping Options

EFM Global <https://www.efm.global/> are the Official Shippers of LDB. More than just a shipper, EFM also have technicians who are fine art handlers and know how to handle precious items. EFM know Somerset House and its access requirements extremely well.

In order to obtain costs for shipping to Somerset House, you are required to complete the [Shipping & Returns Form](#) by the deadline outlined in your Production Schedule.

Exhibitors can choose to either:

1. Ship door-to-door (room) with EFM.
2. Ship to Port (UK) or Airport (LHR) where the consignment will clear UK customs and be received by EFM.
3. Ship to EFM's consolidation warehouse where EFM will provide transport to Somerset House.

Please note, if you are fabricating with an LDB Approved Contractor, they will organise the delivery and installation to site for you. The use of EFM only applies to Exhibitors who have additional items to bring to site during the installation, or who are fabricating their work externally and only need it delivered to site.

Please note that:

- No unscheduled deliveries will be allowed.
- No other vehicles other than those of EFM or an LDB Approved Contractor are allowed to deliver directly onsite.
- Any unscheduled vehicles will be turned away.

Changes to UK Importation Regulations from EU Territories

All shipments coming to the UK from the EU will need to clear customs on a temporary admission or permanent basis. EFM are offering door-to-door services including support on UK customs clearance to make the process as smooth as possible. However, if you choose to ship your consignment with another logistics company or freight forwarder, we highly suggest you engage with EFM to at least manage the clearance of items entering the UK. This will help to avoid unnecessary customs fees and potential delays.

There are two main options when moving goods from the EU to the UK; co-loaders (offering groupage services to a UK bonded warehouse) and dedicated/direct vehicles. Please note the following comments regarding both options:

Co-Loaders/Groupage Services

Due to the high volume of shipments requiring customs clearance in the UK, lead times have greatly increased and there are increased risks of your shipment being delayed enroute. We highly suggest that before you make any bookings with a co-loader, you liaise with EFM to find out what services you are being offered to ensure that necessary clearance processes are implemented and agreed beforehand so that timelines can be met.

We cannot guarantee a timely delivery of any items that have been shipped with a co-loader and without the confirmation from EFM to proceed. It is very unlikely co-loaders will be able to clear your cargo for either a temporary or permanent admission.

Direct/Dedicated Services

Moving goods to the UK via a dedicated vehicle is the most efficient method of shipping. Once the shipment is cleared for export (and a T document issued), the vehicle can head to the UK and clear upon arrival without any delays caused by third parties (often the case with co-loaders). This method ensures complete control throughout the journey.

For more information, please contact EFM who will happily discuss post-Brexit changes.

Shipping Quotes

In order for EFM to provide a quotation, the Shipping & Returns Form must be completed in the Forms section of your Dashboard.

You are required to provide the following information to obtain a quote:

- Services requires.
- Number of crated items.
- Size(s) of crated items.
- Weights of items.
- Customs requirements.
- Crate storage requirements.

- Insurance requirements.

In order for Exhibitors to calculate potential charges, we have provided the below table for guidance on tariff costs. Please complete the Shipping & Return Form as soon as possible to generate accurate quotes.

Exhibitors shipping items from the EU directly to the UK need to ensure that items are cleared upon entry into the UK. EFM can offer a door-to-door quotation inclusive of customs fees or, alternatively, only handle the importation clearance at the UK border.

From arrival LHR Airport to delivered the advance warehouse	RATE	MINIMUM
Transfer from London Heathrow Airport to our advance warehouse only	£40.00 per CBM	3 CBM
Terminal handling fee airport per CBM	£50.00 per CBM	1 CBM
Documentation per consignment	£35.00 per shipment	
From arrival UK seaport to delivered our advance warehouse	RATE	MINIMUM

Haulage from seaport to our advance warehouse only	£30.00 per CBM	LCL = 10 CBM 20ft = 25 CBM 40ft = 40 CBM
Terminal handling fee	£90.00 per CBM (LCL only) £320.00 lump sum for 20ft/40ft	LCL = 3 CBM
Documentation per consignment	£65.00 per shipment	
From arrival the advance warehouse and delivery to the venue	RATE	MINIMUM
Handling charges into our warehouse per shipment, per CBM	£4.00 per CBM	1 CBM
Pre-storage per CBM per week, or part thereof	£8.00 per CBM	1 CBM
Outward warehouse handling charges per shipment, per CBM	£4.00 per CBM	1 CBM
Transport from the warehouse to delivered venue - weekday rate	£70.00 per CBM	Van or less = 5 CBM 7.5t = 10 CBM 18t or above = 25 CBM

(excludes labour to unpack crates and hand carry)		
Transport from the warehouse to delivered venue - weekend or out of hours 20.00hrs - 08.00hrs during the weekdays (excludes labour to unpack crates and hand carry)	£95.00 per CBM	Van or less = 5 CBM 7.5t = 10 CBM 18t or above = 25 CBM
Import customs clearance formalities - Temporary/Permanent entry	RATE	MINIMUM
UK Import customs clearance for airfreight / seafreight	£95.00 per clearance	
VAT advance	10%	£20.00
Entry into TI scheme	£95.00 per document + 1% BOND fee	BOND min £95.00
Permanent Import entry out of TI	£95.00	

From reloaded venue and transport to LHR Airport	RATE	MINIMUM
Collection of prepacked crates from Somerset House to LHR Airport	£120.00 per CBM	2 CBM
UK Export customs clearance	£95.00 per shipment	
Documentation per consignment	£55.00 per shipment	
From reloaded venue and transport to UK seaport	RATE	MINIMUM
Collection of prepacked crates from Somerset House to UK seaport	£120.00 per CBM	2 CBM
UK Export customs clearance	£95.00 per clearance	
Documentation per consignment	£60.00	
VGM	£35.00 per container	

From reloaded venue and transfer to our warehouse	RATE	MINIMUM
Transport from venue and return to our warehouse - weekday rate (excludes labour to repack crates and hand carry)	£70.00 per CBM	Van or less = 5 CBM 7.5t = 10 CBM 18t or above = 25 CBM
Transport from venue and return to our warehouse - weekend or out of hours 20.00hrs - 08.00hrs during the weekdays (excludes labour to repack crates and hand carry)	£95.00 per CBM	Van or less = 5 CBM 7.5t = 10 CBM 18t or above = 25 CBM
Handling charges into our warehouse per shipment, per CBM	£4.00 per CBM	1 CBM
Pre-storage per CBM per week, or part thereof	£8.00 per CBM	1 CBM

Outward warehouse handling charges per shipment, per CBM	£4.00 per CBM	1 CBM
Storage of empty crates during the exhibition	RATE	MINIMUM
Collection of your empty cases from Somerset House and transfer to our warehouse including warehousing handling and interim storage	£65.00 per CBM	3 CBM per exhibitor
Return of your empty cases from our warehouse to your room	£65.00 per CBM	3 CBM per exhibitor
Additional services	RATE	MINIMUM
Crane operations including UK H&S documentation requirements	Available upon request	
Waste disposal	Available upon request	
Unpacking on stand - unskilled	£35.00 per hour / unskilled labour	4 hours

Packing on stand - unskilled	£35.00 per hour / unskilled labour	4 hours
Packing materials	£80.00 per roll of bubble wrap £50.00 per roll of shrink-wrap	
Disposal of any crates not required after the exhibition	£50.00 per CBM	2 CBM
Insurance	Available upon request	
Return shipping to destination airport/seaport	Available upon request	
Any services unspecified show be quoted on a case by case basis		

Import Duties, VAT & Temporary Admissions

All EU shipments must be cleared when exporting from the country of origin and then cleared upon arrival to the UK. The same still applies to Exhibitors shipping from outside of the EU. This means that the following terms of shipping and clearance information now applies to goods of EU origin. Please read the following carefully:

Exhibitors are liable for all Import Duties and VAT* on their consignments and the terms will be DDP as per the following description:

Delivered Duty Paid (DDP)

Delivered Duty Paid means that the Exhibitor is responsible to deliver the goods, cleared for import on the arriving means of transport ready for unloading at the

named place of destination (Somerset House). The Exhibitor bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities.

Temporary Admissions Clearance

The following charges will apply to any country wanting to use this facility;

IMPORT UNDER TEMPORARY ADMISSION (TA)

- Entry into TI scheme is a 1% Bond fee of the value of the goods, plus a UK customs clearance fee of £95.
- E.g. If the value of your goods is £5000, you would pay £95 customs clearance fee, plus 1% of £5000 = £95 + £50 = £145+VAT.

These works will need to remain in control of EFM before, during and after the exhibition. This is vital to ensure all customs formalities can be completed correctly before works are returned to the originator or sent onto the purchaser. If works are sold, we will require a copy of the seller's sale invoice so VAT liability can be calculated.

Permanent Import entries out of TA will attract a customs clearance fee of £75.00 for each commercial invoice. In addition, UK import VAT will also apply at 5% of sale value depending on the commodities being imported.

Consignee & Notify Party

All documents such as the Bill of Lading and Master Airway Bill must show the consignee as indicated below:

Airfreight Shipments:

Consignee Party;

EFM Global Logistics
3 Alpha Way
Thorpe Industrial Park
Egham, Surrey
TW20 8RZ

Notify Party;

EFM Global Logistics
ATT: Holly Richardson
Email: holly.richardson@efm.global
Tel: 01784 223 960

Seafreight Shipments:

Consignee Party;

EFM Global Logistics
3 Alpha Way
Thorpe Industrial Park
Egham, Surrey
TW20 8RZ

Notify Party;

Craig Barnes
Supreme Freight
Email: craig@supremefreight.com

Tel: 023 8072 7910

EU Roadfreight Shipments:

For any EU road shipments requiring customs clearance, please contact our office for full consignee instructions for the CMR and Transit Documentation.

Marine (Travel) Insurance

As EFM's tariff is calculated based on volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by us. If you would like EFM to quote you for Marine Insurance, you can select this on your Shipping & Returns Form.

Documents Required

The following documents must be sent in advance to EFM at least 14 working days prior to the arrival of vessel or aircraft at any UK port of entry.

- 1 copy of Insurance Policy (if insured).
- 1 copy of Commercial Invoice & Packing List.
- 1 copy of Bill of Lading / Airway Bill / CMR.
- 1 copy of Transit documentation (T1) – for road freight only.
- 1 copy of container / consolidation manifest (for consolidated container sea shipments or consolidated air shipments).

Copies of these will be requested by EFM at time of quotation and should be sent directly to them.

We recommend that Exhibitors have their own transportation insurance. If not, EFM can offer you a quotation for this.

Consignment Deadlines

If you decide to ship the goods yourself, they must either be received at the port by EFM, or you can ship directly to their consolidation warehouse. All goods must be received at EFM's consolidation warehouse no later than the 7 working days prior to your requested delivery to room date so that goods can be sorted and prepared accordingly for delivery.

EFM's consolidation warehouse is at the following address:

EFM GLOBAL LOGISTICS
3 Alpha Way
Thorpe Business Park
Egham, Surrey TW20 8RZ
Attn: Chris Knights

Please ensure that all deliveries to the advance warehouse are pre-alerted prior to arrival to avoid any delays with your shipment.

If you require EFM to handle the import clearance, please ensure that all schedules and paperwork is approved by EFM prior to exporting your shipment. Failure to have confirmation, may result in delays and additional expenses for your account.

Labelling Packages

Packages must be clearly labelled as per the following example:

London Design Biennale 2023

[EXHIBIT ROOM NUMBER]

[PAVILION NAME]

[LEAD EXHIBITOR CONTACT NAME AND PHONE NUMBER]

[ITEM QUANTITY COUNT e.g. 1 of 4, 2 of 4 etc.]

Venue Delivery Access and Storage

Access and doorways vary within Somerset House and all weights and dimensions must be discussed with EFM and the LDB Project Team to avoid any issues with installation onsite. EFM will deliver all goods to site. Someone from the Exhibitor team must be present to sign for these packages. A schedule of deliveries will be shared with Exhibitors in advance.

Please note:

- There is no onsite storage. All crates must be removed by the end of the install period.
- EFM are able to offer a crate storage service for you and will organise redelivery after the Exhibition closes during the night of 25 June.
- Small packages (that can be carried by hand) may be brought onsite individually without going through either the Approved Shipper or Contractors.
- There is no vehicle access allowed onsite apart from Approved Contractors.

Crate Size Restrictions

- Maximum crate dimensions: 0.95m (l) x 0.95m (w) x 2m (h).
- Crates larger than this should be discussed with the London Design Biennale Projects team and EFM.
- Oversized crates may need to be unpacked prior to entering the building for which additional costs may be incurred.

- Please note the floor loadings across the venue are 2.5KN / M2 per m2.
- No storage of packing material for build and de-rig will be available onsite.

Crate Return for Deinstallation

EFM will return all stored crates to site after 7pm on 25 June (if you have booked this service) for Exhibitors to dismantle their installation and re-pack the crates. Please note that due to the volume of empty crates/packaging, a specific collection time cannot be guaranteed.

If Exhibitors will not be present during de-rig, they can arrange for the dismantling and re-packing of their work through the Approved Contractor or EFM at an additional cost. If you require your room to be dismantled by your Approved Contractor, please specify this service when you request a quote.

It is essential that all dismantling/packing requirements are booked in advance and all necessary fees have been agreed in writing.

Crate Release After the Exhibition

Due to the volume of work returned to EFM after the exhibition, goods will only be made available for collection by 3rd party carriers 96hrs after de-installation.

This is essential to ensure that all goods are correctly identified, sorted and prepared ready for their release.

Any outstanding fees must be settled before release including any UK HMRC VAT payable (if applicable).

Storage charges will apply from the beginning of the second week after de-installation at the above-mentioned commercial terms.

Craning and Lifting Operations

All lifting operations requiring the aid of mechanical lifting aids (forklift trucks, genie lifts, gantry, cranes etc.) must be carried out by an LDB Approved Contractor. No other contractor is allowed to carry out such work.

All craning operations must be carried out by EFM, the Official Shippers and handlers. Due to the specificities of the venue, craning operations must be arranged as a Contract Lift.

Couriers, Small Items & Small Deliveries during Exhibition

Courier and Small Items

Please note that no vehicles other than those of approved contractors are permitted on site. This includes deliveries to the West Service Yard at Somerset House as there will not be access during the build and de-rig. Any couriers attempting to gain access to West Service Yard or Courtyard will be refused entry.

Small Deliveries to the Venue During LDB:

If during the Exhibition you need to have small items delivered to the site, you can arrange this with the LDB Exhibition Manager. This is intended for small items only (e.g. catalogues, information packs). Items that form part of your installation must go through the official shipping process during the installation phase.

EFM Contact Details

Chris Knights

Email: chris.knights@efm.global

Telephone: +44 (0) 1784 223 990

Website: www.efm.global