



FAIREXX

LOGISTICS
FOR EXHIBITIONS

EUROPEAN SOCIETY OF CARDIOLOGY

- BARCELONA / SPAIN -

29. August – 02. September 2009

SHIPPING MANUAL

Consigning of shipments & Deadline dates



Aircargo

Your shipments should arrive at Barcelona-airport (**BCN**) not later than [6 working days before desired delivery to booth](#)

Consignee Address:

FAIREXX Logistics c/o RESA Int'l
C/Ciencias, Entrada No. 1
Recinto Ferial Gran Via
08909 – Hospitalet (Barcelona) / Spain

Notify : ESC 2009 / *Exhibitors Name*
Hall / Stand Number

Please send your shipments prepaid, on own Masterairwaybill, consigned to above mentioned address. 3 original Invoices should be attached to the AWB.

Pre-advices: please send to us at least two days before arrival in Munich by Telefax (+49 (0) 30 44 03 47 79) or by e-mail
Copy of Airwaybill (AWB) / invoice / packing list / Flight details

Your contacts:

Booth-No's A... to E... = Stefan Grunwaldt / phone +49-173-212 94 10
(+ SOCIETY-booths !) Stefan.Grunwaldt@fairexx.com

Booth-No's F... to K... = Sandra Günther / phone +49-173-609 25 83
(+ SATELLITE-shipments) Sandra.Guenther@fairexx.com



Roadcargo – direct

ROADCARGO – direct trucks to showsite (full / half trailer loads)

[should arrive directly at Fairground Barcelona / Gran Via \(FIRA Barcelona\) in accordance with the official Build-Up dates and times.](#)

fairground Address:

FAIREXX LOGISTICS
Feria de Barcelona (FIRA Barcelona)
Calle Ciencias / **Entrada/Gate 1**
Recinto Ferial Gran Via
E - 08909 L´Hospitalet (Barcelona)
Spain

Notify : ESC 2009 / *Exhibitors Name*
Hall / Stand Number

Pre-advices : for your Roadcargo Shipments please send to us in advance by Telefax (+49 (0) 30 44 03 47 79) or e-mail
* Trucking details (Truck no., haulier, ETA)
* Copy of invoice / packing list / Exhibitor name / stand no.

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Roadcargo – groupage/consolidated

ROADCARGO – Groupage/Consolidated shipments

should arrive at our onsite warehouse - **NOT BEFORE AUGUST 17th, 2009 !**
(if goods need to be sent before this deadline pls do contact us in advance !!)

latest Arrival of goods 5 working days before desired delivery to booth to the address as follows :

warehouse address (from August 17th 2009 !!!):

FAIREXX LOGISTICS
Carrer de l'Al-lumini - **Gate/Entrada-No. 5**
- Gran Via / **HALL 8** -
08038 Barcelona / Spain

Notify : ESC 2009 / *Exhibitors Name*
Hall / Stand Number

Pre-advices : for your Roadcargo Shipments please send to us in advance by
Telefax: (+49 (0) 30 44 03 47 79 or e-mail
* Trucking details (Truck no., haulier, ETA)
* Copy of invoice / packing list / Exhibitor name / stand no.

Your contacts:

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(+ SOCIETY-booths !) Stefan.Grunwaldt@fairexx.com

Booth-No's F... to K... = Sandra Günther / phone +49-173-609 25 8
(+ SATELLITE-shipments) Sandra.Guenther@fairexx.com



Seacargo

Your shipments should arrive at Barcelona-harbour not later than
[6 working days before desired delivery to booth](#)

Consignee Adress: FAIREXX Logistics c/o RESA Int'l
C/Ciencias, Entrada No. 1
Recinto Ferial Gran Via
08909 – Hospitalet (Barcelona) / Spain

Notify : ESC 2009 / *Exhibitors Name*
Hall / Stand Number

Please send your shipments prepaid, on own EXPRESS-B/L, consigned to
above mentioned address. 3 original Invoices should be attached to the B/L.

Pre-advices: please send to us at least two days before departure
by Telefax (+49 (0) 30 44 03 47 79) or by e-mail
Copy of B/L / invoice / packing list / shipping-details

Your contacts:

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Case Marking

All your Packages should be clearly marked as follows:

Name of Exhibitor
ESC 2009
Hall and Stand number

Each single piece should be labelled as follows : 1 of 1 / 2 of 2 ... etc.

We kindly ask you to use save and strong packing material
which is strong enough to be re-used after the show.



Courier

We strongly recommend Exhibitors not to send Courier shipments direct to your stand unless you have a member of your staff present to receive them. If you do send goods by courier we suggest that you send them to our warehouse address mentioned in column **Roadcargo – groupage/consolidated** .
For shipments sent directly to the stand no liability is accepted.



Documentation required for Customs Clearance

For shipments outside of the EC, we require the following documents for the customs clearance:

3 Originals of Proforma Invoice / packing List in English, showing : No. of units / weights / sizes / total no. of boxes / values / full description of items in English: Pls issue separate Invoices for Temporary Importation (Exhibits) and Permanent Importation (consumables, advertisings etc.)

Invoices must be addressed to :

For FINAL import:

RESA EXPO LOGISTIC
C/Ciencias, Entrada Nr. 1
Recinto Ferial Gran Via
08908 – Hospitalet (Barcelona)
Ref.: ESC 2009 / *Name of exhibitor*

For TEMPORARY import:

ESC 2009 - Barcelona
Name of exhibitor
Hall - & Stand-No.
Fira Barcelona

If you use **ATA CARNET** – in field-no. 3 must be shown **FAIREXX/RESA** as **authorised representative**.

if necessary: Certificat of Origin (Form A / EUR.1)

if necessary: Special certificates (health / veterinary)

All exhibits / material entered under temporary importation are subject to control and examination by spanish customs for Inward and Outward movements. Any Exhibit remaining in Germany or the EC after closure of the Exhibition are subject to Duties and / or Taxes. Payments must be guaranteed prior to removal of goods from the Exhibition venue.

Please send a full pre-advise at least 2 days before departure to our Fax 49 - 30 44 03 47 79 or by e-mail

Customs Clearance

Your contacts:

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Further information

Insurance

We strongly recommend that all exhibitors arrange Insurance cover to include Transit to and from the exhibition, whilst on display and in storage.

Please contact us for further information and rates.

Late arrival surcharges

Any shipments arriving after our deadlines that require Customs clearance will be subject to a late arrival surcharge of 25% on our official handling tariff.



Please note following methods of payment accepted :

Payment

Bank Transfer: pls provide a copy of the Transfer Statement

Credit Card : pls inform us of your card details in advance
(not for customs expenditures unless with an additional 50% service fee !)

Cash : all major currencies accepted



Basic Conditions of Contract

Basic Conditions

All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the SLVS - liability policy, in conjunction with the conditions and rates for trade fair transportation.

All special transport and crane services are based upon the „Basic conditions of contract for special transport and crane services - BSK“ latest edition.

The liability of FAIREXX Logistics for Exhibitions GmbH as Fairs & Exhibitions Forwarder, ceases with deposit and restarts with collection of the freight at the exhibition stand, unconsidered of the exhibitors absence at the stand, irrespective of the submission of waybills at the exhibition forwarding agent's office. Place of jurisdiction AG Berlin for both sides.

Our invoices will be due immediately after issuance without any further notice according to ADSp. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event or before return shipping of their exhibits.



Contact Details

Please Contact our Office:

All Pre-advices should kindly be sent **2** days prior of the **departure** by Telefax or e-mail to :

FAIREXX Logistics for Exhibitions GmbH
Marienstrasse 28
12207 Berlin
Germany

FAX : ++49 (0)30 44 03 47 79

Booth-No's A ... to E ... + SOCIETIES-shipments:

STEFAN GRUNWALDT

Tel : ++49 (0)30 44 03 47 13
email : stefan.grunwaldt@fairexx.com

Booth-No's F ... to K ... + SATELLITE-shipments:

SANDRA GÜNTHER

Tel : ++49 (0)30 44 03 47 10
email : sandra.guenther@fairexx.com

General Request: ***MARCO JUNGHANS***

Tel: ++49 (0)30 4403 47 11
email: marco.junghans@fairexx.com