



**FAIREXX**

LOGISTICS  
FOR EXHIBITIONS

# OFFICIAL SHIPPING GUIDELINES

## **EuroEcho-Imaging 2017**

- Lisbon / Portugal -

06. – 09. December 2017

## 1. EU-Shipments

### 1.1 Groupage or Courier Shipments

We strongly recommend sending your groupage or courier shipments to our warehouse. We cannot guarantee an on-time delivery to the exhibition booth in case your shipment arrives later than **24 November 2017**.

**Please consign all groupage or courier shipments to the following address:**

FAIREXX - LOGISTICS FOR EXHIBITIONS GmbH  
Innungstrasse 2  
50354 Huerth (Cologne)  
Germany

**Contact:** +49 (0)2233 40 54 29 0

We strongly recommend Exhibitors not to send Courier shipments directly to the stand unless you have a member of your staff present to receive them. For shipments sent directly to the stand no liability is accepted.

### 1.2 Full trailer loads / part loads

Full and part trailer loads should arrive at Centro de Congressos de Lisboa, in accordance with the official build-up dates and pre-booked unloading slot.

**Fairground address:**

EuroEcho 2017 / FAIREXX LOGISTICS GMBH  
c/o CCL – Centro de Congressos de Lisboa  
Rua da Junqueira  
PT-1300-307 Lisboa  
Portugal

## 2. Shipments from outside the EU

### 2.1 Airfreight

Your shipment should arrive at Cologne german airport (CGN) no later than **22 November 2017**.

**Please consign to:**

FAIREXX LOGISTICS GMBH  
c/o Cargo Marketing GmbH  
Ferdinand-Porsche-Str. 22  
51149 Cologne  
Germany

We kindly ask you to send us a pre-advise at least one day before departure including a copy of the airwaybill and a copy of the commercial invoice / packing list.

### 2.2 Seafreight

Kindly contact FAIREXX for requests about seafreight-shipments and you'll receive your individual offer with all important information!

### 2.3 Road cargo groupage

We strongly recommend to make use of our transit option via our Huerth (Cologne) facility with EU-clearance in Germany and transit to Lisbon.  
Latest arrival date: **24 November 2017**.

**Please consign to:**

FAIREXX - LOGISTICS FOR EXHIBITIONS GmbH  
Innungstrasse 2  
50354 Huerth (Cologne)  
Germany

**Contact:** +49 (0)2233 40 54 29 0

We kindly ask you to send us a preadvise before shipping.

## 2.4 Documentation

For shipments outside of the EU, we require the following Documents for the customs clearance:

- 3 Originals of Proforma Invoice / packing List in English, showing weights / sizes and values / exact description
- separate Invoices for Temporary Importation (Exhibits) and permanent Importation (consumables, brochures etc)
- Serial numbers and pictures of every item that needs to be imported temporarily
- 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 EU customs for Inward and Outward movements.

Any exhibits remaining in Portugal or the EU 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.

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.

## 3. Marking of packages

Please number every package consecutively and make sure that the following information is indicated on every package:

„EurEcho 2017 Lisbon“  
„Name of Exhibitor“  
„Hall no. / Stand no.“  
„Fairexx c/o EuroEcho 2017“

Please mark all packages with numbers:  
1 of ... / 2 of ... / 3 of ... etc.

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

## 4. 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.

## 5. Payment

We accept the following methods of payment :

- Bank Transfer: please 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 5 % service fee)
- Cash: all major currencies accepted

## 6. Basic Conditions of Contract

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 begins with collection of the freight at the exhibition stand, even during the exhibitors absence, 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.

## 7. Contact Details

mail: contact@fairexx.de  
Phone: +49 (0)30 4403 47 0

FAIREXX  
Logistics for Exhibitions GmbH  
Marienstrasse 28  
12207 Berlin  
Germany  
Web: [www.fairexx.com](http://www.fairexx.com)