



**FAIREXX**

LOGISTICS  
FOR EXHIBITIONS

**EUROPEAN SOCIETY OF CARDIOLOGY**

- MUNICH / GERMANY -

25<sup>th</sup> – 29<sup>th</sup> August 2012

**SHIPPING MANUAL**

## Consigning of shipments & Deadline dates



### Aircargo

Your shipments should arrive at Munich airport (MUC) not later than  
[5 working days before desired delivery to booth](#)

**Consignee Address:** FAIREXX Logistics for Exhibitions GmbH  
Niederlassung Muenchen  
Kesselbodenstrasse 34  
85391 Allershausen / Germany

Notify : ESC 2012 / Exhibitors Name  
Hall / Stand Number

Please send your shipments prepaid, on own Masterairwaybill, consigned to above mentioned adress. 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

<b>Your contacts:</b>	<b>HALL A</b>	Sandra Günther	phone +49 – 173 – 609 25 83 <a href="mailto:sandra.guenther@fairexx.com">sandra.guenther@fairexx.com</a>
	<b>HALL B</b>	Anja Homann	phone +49 – 173 – 24 77 818 <a href="mailto:Anja.Homann@fairexx.com">Anja.Homann@fairexx.com</a>



### Roadcargo - groupage

#### **ROADCARGO - Groupage shipments**

should arrive at our Munich warehouse not later than  
[4 working days before desired delivery to booth](#)

**warehouse address:** FAIREXX – Logistics for Exhibitions GmbH  
Niederlassung Muenchen / Munich branch  
Kesselbodenstrasse 34  
85391 Allershausen / Germany

Notify : ESC 2012 / 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.

<b>Your contacts:</b>	<b>HALL A</b>	Sandra Günther	phone +49 – 173 – 609 25 83 <a href="mailto:sandra.guenther@fairexx.com">sandra.guenther@fairexx.com</a>
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## Roadcargo – direct trucks

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

should arrive directly at Fairground in accordance with the official Build-Up Dates and Times.

Important: Each truck needs to be registered at FAIREXX and will get a time-slot for unloading/Re-loading! Please complete the time-slot request form to get your reference number!

**fairground Address:**

MesseGelaende Munich  
c/o FAIREXX Logistics GmbH  
Paul-Henri-Spaak-Str. 8 / **Gate 19**  
D - 81829 Munich – fairground Riem

Notify : ESC 2012 / 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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## Case Marking

### **All your Packages should be clearly marked as follows:**

Name of Exhibitor  
ESC 2012  
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 under Roadfreight. 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, advertisements etc.)

### [Transit documents / Invoices must be addressed to :](#)

FAIREXX LOGISTICS GMBH  
c/o MULTI LOGISTICS GmbH  
Südallee - Cargoterminal  
Modul D / 3rd Floor  
85356 Munich-airport

Notify : ESC 2012 / Name of Exhibitor / Hall & Stand No.

if necessary: Certificate 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 German 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-advice at least 2 days before arrival to our  
Fax 49 - 30 44 03 47 79 or by e-mail**

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	<b>HALL B</b>	Anja Homann	phone +49 – 173 – 24 77 818 <a href="mailto:Anja.Homann@fairexx.com">Anja.Homann@fairexx.com</a>

Customs Clearance

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 Gelsenkirchen- Buer 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 to the arrival dates in Munich by Telefax or e-mail to :

FAIREXX GmbH  
Marienstrasse 28  
12207 Berlin  
Germany

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

HALL A Sandra Günther

TEL : ++49 (0)30 44 03 47 12  
email : [sandra.guenther@fairexx.com](mailto:sandra.guenther@fairexx.com)

HALL B Anja Homann

TEL : ++49 (0)30 44 03 47 10  
email : [anja.homann@fairexx.com](mailto:anja.homann@fairexx.com)

General requests:

TEL : ++49 (0)30 44 03 47 11  
email : [contact@fairexx.com](mailto:contact@fairexx.com)