

FAIREXX

LOGISTICS
FOR EXHIBITIONS

EUROPEAN SOCIETY OF CARDIOLOGY

- Amsterdam / The Netherlands -

31st August – 04th September 2013

SHIPPING MANUAL

Consigning of shipments & Deadline dates



BY AIR

1) **Airfreight shipments** should arrive at **Amsterdam airport (AMS)** [5 working days before desired delivery to booth](#)

- **MAWB consignment address:** FAIREXX
Logistics for Exhibitions B.V.
De Trompet 1540
1967 DB Heemskerk
The Netherlands
- **Notify :** *FAIREXX c/o ESC 2013 / Exhibitors Name / Hall / Stand No.*

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

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

Your contacts:

Stand no. A-C & Satellites Anja Homann mobile +49 – 173 – 24 77 818
anja.homann@fairexx.com

Stand no. D-F & ESC Plaza Florian Wallmann mobile +49 – 173 – 214 53 02
florian.wallmann@fairexx.com



BY ROAD
Groupage and courier

2) **Groupage & courier shipments** **(via advanced warehouse)**

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

- **warehouse address:** FAIREXX Logistics for Exhibitions B.V.
De Trompet 1540
1967 DB Heemskerk
The Netherlands
Tel.: +31 251 250060
- **Notify :** *FAIREXX c/o ESC 2013 / Exhibitors Name / Hall / Stand No.*

Pre-advices for your Roadcargo Shipments please send to us pre-advise in advance by Telefax: +49 (0) 30 44 03 47 79 or by e-mail
→ Trucking details (ETA, haulier/courier, tracking number, number of pieces / volume / weight)

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3) Full / part Trailer Loads (Direct to venue) :

should arrive first at marshalling yard / Check-In parking P15
[in accordance with the official Build-Up Dates and Times:](#)

- **Check-In address :** **FAIREXX Logistics for Exhibitions GmbH**
c/o RAI Amsterdam
Marshalling Yard / **Check-In Parking P 15**
Beethovenlaan
NL - 1078 GZ Amsterdam
- **Notify :** *FAIREXX c/o ESC 2013 / Exhibitors Name /
Hall / Stand No. / FAIREXX time-slot Reference Number*

Pre-advices for your Roadcargo Shipments please send to us pre-advise in
advance by Telefax: +49 (0) 30 44 03 47 79 or by e-mail
→ Trucking details (Truck no., haulier, ETA, volume)

**Each direct truck will get a time-slot reference number for unloading
and re-loading. Your driver needs to report at Check-In P15 with this
reference number.**

Please complete the time-slot request form and send it back to us.

BY ROAD
Full / part load DIRECT

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4) Seafreight shipments should arrive at **Rotterdam port**

[LCL](#) - not later than 14 working days before desired delivery to booth
[FCL](#) - not later than 7 working days before desired delivery to booth

- **B/L consignment address:** FAIREXX
Logistics for Exhibitions B.V.
De Trompet 1540
1967 DB Heemskerk
The Netherlands
- **Notify :** *FAIREXX c/o ESC 2013 / Exhibitors Name / Hall / Stand No.*

Pre-advices please send to us at least two days before arrival in Rotterdam
by Telefax +49 (0) 30 44 03 47 79 or by e-mail
→ copy of B/L / invoice / packing list / vessel details

BY SEA

Your contacts:

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anja.homann@fairexx.com

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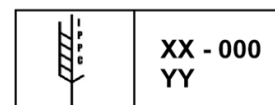
CASE MARKING

5) **All your Packages should be clearly marked as follows:**

- Name of Exhibitor
- ESC 2013 Amsterdam
- Hall and Stand number

1 of / 2 of ... / 3 of ... etc.

All solid wooden packing materials must be treated according to ISPM15 regulations and must be marked with the ISPM15 stamp :



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



CUSTOMS CLEARANCE

6) **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
- separate Invoices for Temporary Importation (Exhibits) and Permanent Importation (consumables, advertisings)

Proforma Invoices must be addressed to :

FAIREXX Logistics for Exhibitions B.V.
De Trompet 1540
1967 DB Heemskerk
The Netherlands

Notify: Tel. 0251-250060 / e-mail contact@fairexx.com
ESC 2013 / Name of Exhibitor / Hall & Booth No.

- 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 german customs for Inward and Outward movements.

Any Exhibit remaining in Germany 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.

Please send a full pre-advise at least one day before arrival to:
Fax 49 - 30 44 03 47 79 or by e-mail



COURIER

7) COURIER SHIPMENTS

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 **2) Roadfreight groupage and courier.**

For shipments sent directly to the stand no liability is accepted.



FURTHER INFORMATION

8) 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.

9) Insurance

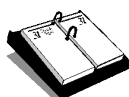
We strongly recommend that all exhibitors arrange Insurance cover to include Transit to and from the exhibition, whilst on display and in storage.

Please contact us for further information and rates.

PAYMENT

10) Please note following methods of payment accepted:

- 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 service fee!)
- Cash : all major currencies accepted



BASIC CONDITIONS

11) **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 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

In case of any further questions:

FAIREXX GmbH
Marienstrasse 28
12207 Berlin

All Pre-advices should kindly be sent 2 days prior to the arrival date by Telefax or email to :

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

TEL ++49 (0)30 44 03 47 0

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