

FAIREXX

LOGISTICS
FOR EXHIBITIONS

EUROPEAN SOCIETY OF CARDIOLOGY

- Fira Gran Via 2, Barcelona / SPAIN -

30th August – 03rd September 2014

SHIPPING MANUAL

CONSIGNING OF SHIPMENTS AND DEADLINE DATES

1) SHIPMENTS FROM OUTSIDE THE EU



Customs Clearance

SPANISH CUSTOMS PROCEDURE REQUIRES MORE TIME, DOCUMENTS AND EFFORTS TO GET SHIPMENTS CLEARED SMOOTHLY. THEREFORE WE STRONGLY RECOMMEND TO MAKE USE OF OUR TRANSIT OPTION VIA OUR MUNICH FACILITY WITH EU-CLEARANCE IN GERMANY AND TRANSIT TO BARCELONA.

PLEASE CONSIGN TO :

FAIREXX LOGISTICS FOR EXHIBITIONS GmbH
c/o MULTI LOGISTICS Gmb
Modul D / 3.Stock
Südallee - Cargoterminal
D - 85356 München / GERMANY
Notify : ESC 2014, Barcelona ,Exhibitor name / Hall and Stand Nr.

GOODS SHOULD NOT ARRIVE LATER THAN: 12.08.2014

Please send us a pre-advice to :

FAX ++49 - 30 44 03 47 79
e-mail : contact@fairexx.com

Documentation required for Customs Clearance

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 and permanent Importation (consumables, brochures etc)
- 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 Italy 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 CONTACT FAIREXX FOR INDIVIDUAL ADVICE OR IF YOU CAN NOT MEET ABOVE MENTIONED DEADLINE !!

FON: ++49 - 30 44 03 47 0
FAX ++49 - 30 44 03 47 79
e-mail : contact@Fairexx.com

1 A) AIRFREIGHT SHIPMENTS



should arrive at **german airport Munich (MUC)**

not later than 12 August 2014

direct Transport to Barcelona for ESC is automatically provided!

BY AIR

MAWB consignment address: FAIREXX GmbH
c/o MULTI LOGISTICS GmbH
Modul D / 3.Stock
Südallee - Cargoterminal
D – 85356 München / GERMANY

➤ **Notify :** FAIREXX c/o ESC 2014 / 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 Munich 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. J-N
& Satellites** Anja Homann mobile +49 – 173 – 24 77 818
anja.homann@fairexx.com

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

1 B) SEAFREIGHT SHIPMENTS



BY SEA

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

Your contacts:

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anja.homann@fairexx.com

**Stand no. D-H
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florian.wallmann@fairexx.com



2 A) – BY ROAD **GROUPAGE SHIPMENTS TO ON-SITE WAREHOUSE**

Our Onsite-warehouse will be
open from 20th August 2014 to 04th September 2014

- warehouse address: **FAIREXX Logistics for Exhibitions GmbH**
Feria de Barcelona (Fira Gran Via 2)
Carrer de les Ciències / Entrada **Gate 1**
Recinto Ferial Gran Via
E- 08909 L'Hospitalet (Barcelona)
- **Notify :** *FAIREXX c/o ESC 2014 / Exhibitors / Hall / Stand No.*

Pre-advices 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)

Your contacts:

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

EU - SHIPMENTS

2 B) – BY ROAD **FULL AND PART TRAILER DIRECT TO VENUE**

should arrive in accordance with the official Build-Up Dates and Times:

- Check-In address : **FAIREXX Logistics for Exhibitions GmbH**
Feria de Barcelona (Fira Gran Via 2)
Carrer de les Ciències / Entrada **Gate 1**
Recinto Ferial Gran Via
E – 08909 L'Hospitalet (Barcelona)
- **Notify :** *FAIREXX c/o ESC 2014 / Exhibitors Name /
Hall / Stand No. / FAIREXX time-slot Reference Number*

Pre-advices 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 Entrance with this
reference number for Check-In.
Please complete the time-slot request form and send it back to us.**

Your contacts:

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



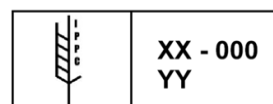
Case Marking

3) All your Packages should be clearly marked as follows:

- Name of Exhibitor
- ESC 2014 Barcelona
- 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.



4) 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 **EU goods** by courier we suggest that you send them to our warehouse-address mentioned under **2A) from 20th August 2014**

If you send a courier shipment **from outside EU** which require customs clearance please send them to our address mentioned under **1) latest until 12th August 2014**

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

Courier

5) 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.

6) Insurance

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

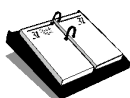
Please contact us for further information and rates.

Please note

Payment

7) 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

8) 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

9) 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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