



FAIREXX

LOGISTICS
FOR EXHIBITIONS

EUROECHO 2008

- Lyon / France -

10 – 13 December 2008

SHIPPING MANUAL

Consigning of shipments & Deadline dates



Your shipments should arrive at Lyon – St Exupéry airport (LYS)
not later than **02-December-2008**

Airfreight

- Consignee Address: Exhibitor name – EUROECHO 2008
c/o FAIREXX GmbH
50 Quai Charles de Galulle
FR – 69006 Lyon / France

Notify: Clamageran Expositions

*Louise Vigliandi (tel 00 33 (0)4 78 90 06 00 /
Fax 00 33 (0) 4 78 90 51 61)*

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

Pre-advices please send to us at least one day before DEPARTURE
by Telefax: +49 (0) 30 44 03 47 79

- 1 Copy of Airwaybill / Flight details
- 2 Copies of commercial invoice / packing list



Roadfreight via warehouse :

should arrive at our local warehouse not later than **02-December-2008**

- warehouse adress: CLAMAGERAN FOIREXPO
c/o FAIREXX GMBH
7 Impasse Georges Mèliès
FR - 69680 Chassieu / FRANCE
Ctc : Louise Vigliandi
(Tel. : 0033 4 78 90 06 00 /
Fax. : 0033 4 78 90 51 61)

Notify: EUROECHO 2008 /
Exhibitors Name, Hall & Stand No.

Full/half Trailer Loads :

should arrive directly at Cite centre de congrès de Lyon, in accordance with
the official Build-Up Dates and Times.

- fairground Adress: Cite centre de congrès de Lyon
c/o FAIREXX GMBH
50, quai Charles de Gaulle
FR – 69463 Lyon cedex 06 - FRANCE

Notify: EUROECHO 2008 /
Exhibitors Name, Hall & Stand No.

- on-site contact: Sandra Guenther / Tel.+49-173-60 92 583

Pre-advices for your Roadcargo Shipments please send to us in advance by
Telefax: +49 (0) 30 44 03 47 79

- Trucking details (Truck no., haulier, ETA)
- Copy of invoice / packing list

Roadfreight

All your Packages should be clearly marked as follows:

Case Marking

- Name of Exhibitor
- EUROECHO 2008
- Hall and Stand number
- FAIREXX c/o Cite Centre de congrès Lyon
50, quai Charles de Gaulle
FR - 69463 Lyon cedex 06 /FRANCE

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

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



Customs Clearance

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 weights / sizes and values / Exact description
- separate Invoices for Temporary Importation (Exhibits) and and Permanent Importation (consumables, advertisings
- 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 French customs for Inward and Outward movements.

Any Exhibit remaining in France 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-advice at least one day before arrival to:

**Fax : ++49 - 30 44 03 47 79 ,
attn: Sandra Guenther
e-mail : Sandra.Guenther@fairexx.com**



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-adress mentioned under Roadfreight.

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



Please attend

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.



Payment

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 5 % service fee !)
- Cash : all major currencies accepted



Basic Conditions

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 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.



Please Contact our Office:

Contact Details

FAIREXX GmbH
Marienstrasse 28
12207 Berlin
Germany

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TEL ++49 (0)30 44 03 47 12

Sandra Guenther (sandra.guenther@fairexx.com)