



# FAIREXX

LOGISTICS  
FOR EXHIBITIONS

EUROECHO 2009

- Madrid / Spain -

09 – 12 December 2009

## SHIPPING MANUAL

## Consigning of shipments & Deadline dates



Your shipments should arrive at Madrid airport (MAD)  
not later than **27-November-2009**

Airfreight

Ø **Consignee Address:** TRANSFEREX S.A.  
c/o FAIREXX Logistics GmbH  
C/General Moscardó 32  
E – 28020 Madrid / SPAIN  
Tel. +34-91 722 5240  
Fax: +34-91 722 5242

**Notify:** EUROECHO 2009 –  
*Exhibitor's name / Hall + Stand No.*

Please send your shipments prepaid, on own Masterairwaybill, consigned to above mentioned address. 4 original Invoices in Spanish language and Packing list should be attached to the Airwaybill.

Pre-advice 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
- 1 Copy of commercial invoice / packing list



### **Roadfreight via advanced warehouse :**

should arrive at our local warehouse not later than **30-November-2009**

Ø **warehouse address:** TRANSFEREX S.A.  
c/o FAIREXX Logistics GmbH  
Pabellon De Servicios  
Parque Ferial Juan Carlos I  
E – 28042 Madrid / SPAIN  
Tel. +34-91 722 5240  
Fax: +34-91 722 5242

**Notify:** EUROECHO 2009 -  
*Exhibitors Name, Hall & Stand No.*

### **Full/half Trailer Loads :**

should arrive directly at IFEMA Madrid, in accordance with the official Build-Up and Break-down Dates and Times.

Ø **fairground Address:** IFEMA (Feria de Madrid)  
c/o FAIREXX Logistics GmbH  
Parque Ferial Juan Carlos I / **East Access !**  
E – 28042 Madrid / SPAIN

**Notify:** EUROECHO 2009 /  
*Exhibitors Name, Hall & Stand No.*

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

Pre-advice 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

- Ø Name of Exhibitor
- Ø EUROECHO 2009
- Ø Hall and Stand number
- Ø FAIREXX Logistics GmbH c/o TRANSFEREX S.A.  
Parque Ferial Juan Carlos I  
Madrid (Espana)

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.

**Documentation required for Customs Clearance**

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

- Ø 3 Originals + 4 copies of Proforma Invoice & Packing List in Spanish, showing gross weights / dimension of each piece, values in € (EURO), exact description in Spanish and customs tariff codes !
- Ø separate Invoices for Temporary Importation (Exhibits) and and Permanent Importation (consumables, advertisings etc.)
- Ø if necessary: Certificat of Origin (Form A / EUR.1)
- Ø if necessary: Special certificates (health / veterinary)

All exhibits / material entered under temporary importation are subject to control and examination by Spanish customs for Inward and Outward movements. Any Exhibit remaining in Spain 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 address your Pro-forma invoices as follows :**

IFEMA/EUROECHO 2009  
Exhibitor´s name  
Hall & Stand No.  
Parque Ferial Juan Carlos I  
Madrid (Espana)

**Please send a full pre-advice at least 3 days before arrival to :**

**Fax : 0049 - 30 44 03 47 79 or to [sandra.guenther@fairexx.com](mailto:sandra.guenther@fairexx.com)  
attn: FAIREXX / Sandra Guenther**

Customs Clearance

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 :

- Ø Bank Transfer: pls provide a copy of the Transfer Statement
- Ø Credit Card : pls inform us of your card details in advance (not for customs expenditures unless with an additional 5 % service fee !)
- Ø Cash : all major currencies accepted



Basic Conditions

### Basic Conditions of Contract

- Ø 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.
- Ø All special transport and crane services are based upon the „Basic conditions of contract for special transport and crane services - BSK“ latest edition.
- Ø 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.
- Ø 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](mailto:sandra.guenther@fairexx.com))