



FAIREXX

LOGISTICS
FOR EXHIBITIONS

EUROECHO 2010

- Copenhagen / Denmark -

08 – 11 December 2010

SHIPPING MANUAL



Airfreight

Consigning of shipments & Deadline dates

Your shipments should arrive at Copenhagen International airport (CPH)
not later than **01-December 2010**

Consignee Address: DSV Air & Sea A/S
Kornmarksvej 1
DK - 2605 Brøndby

Notify: DSV Solutions A/S
c/o Fairexx - Logistics for Exhibitions
Bella Center
DK - 2300 Copenhagen S
EUROECHO 2010/*Exhibitors name, Hall + Stand No.*

Please send your shipments prepaid, on own Masterairwaybill, consigned to above mentioned address. 4 original Invoices in Danish 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 / Courier

Roadfreight/Courier shipments via advanced warehouse :

should arrive at our local warehouse not later than **01-December 2010**

warehouse address: DSV Solutions A/S
c/o Fairexx - Logistics for Exhibitions
Bella Center
DK - 2300 Copenhagen S

Notify: EUROECHO 2010/*Exhibitors Name, Hall & Stand No.*

Full/half Trailer Loads :

should arrive directly at Bella Center Copenhagen, in accordance with the official Build-Up and Break-down Dates and Times.

fairground Address: DSV Solutions A/S
c/o Fairexx - Logistics for Exhibitions
Bella Center
DK - 2300 Copenhagen S

Notify: EUROECHO 2010/*Exhibitors Name, Hall & Stand No.*

➤ **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 or by email to sandra.guenther@fairexx.com

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

Case Marking

All your Packages should be clearly marked as follows:

- Name of Exhibitor
- EUROECHO 2010 Copenhagen
- Hall and Stand number
FAIREXX Logistics GmbH
c/o DSV Solutions A/S
Bella Center
DK - 2300 Copenhagen S

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:

- 3 Originals + 4 copies of Proforma Invoice & Packing List in Danish / english, showing gross weights / dimension of each piece, values in € (EURO), exact description in Danish and customs tariff codes !
- seperate Invoices for Temporary Importation (Exhibits) and and Permanent Importation (consumables, advertisings 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 Danish customs for Inward and Outward movements. Any Exhibit remaining in Denmark 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 :

EUROECHO 2010
Exhibitor's name
Hall & Stand No.
Bella Center
DK - 2300 Copenhagen S

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

to fax : 0049 - 30 44 03 47 79 or
to email : sandra.guenther@fairexx.com

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 :

- Bank Transfer: please provide a copy of the Transfer Statement
- Credit Card : please 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 NSAB 2000 – Nordic Association of Freight Forwarders, 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
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12207 Berlin
Germany

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TEL +49 (0)30 44 03 47 12

Sandra Guenther (sandra.guenther@fairexx.com)