



FAIREXX

LOGISTICS
FOR EXHIBITIONS

EUROPACE 2009

Berlin / Germany

21 – 24 June 2009

SHIPPING MANUAL

Consigning of shipments & Deadline dates



Airfreight

Your **airfreight shipments** should arrive at Berlin-Tegel airport (TXL) not later than

[5 working days before desired delivery to booth](#)

Ø Consignee Address: FAIREXX –
Logistics for Exhibitions GmbH
Marienstrasse 28
12207 Berlin / Germany
Tel./Fax : +49-30- 44 03 47 79

Notify: *EUROPACE 2009 / Exhibitors Name
Hall / Stand Number*

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

Pre-advices please send to us at least two days before arrival in Prague by Telefax: +49 (0) 30 44 03 47 79

- Copy of Airwaybill / Flight details
- Copy of invoice / packing list



Roadfreight

Groupage shipments

should arrive at our agent´s onsite warehouse not later than :

[3 working days before desired delivery to booth to the address as follows :](#)

Ø warehouse adress: **FAIREXX Logistics for Exhibitions GmbH
c/o Agility Logistics GmbH/ Fairs &**

Events

**Jaffee/Harbigstrasse
14055 Berlin / Germany**

Tel./Fax : +49-30-44 03 47 79

Notify : *EuroPace 2009 / Exhibitors Name
Hall / Stand Number*

Full Trailer Loads

should arrive directly at ICC – Berlin (International Congress Center), in accordance with the official Build-Up Dates and Times.

Ø venue address : **ICC - Berlin
c/o FAIREXX Logistics for Exhibitions GmbH
Neue Kantstrasse 1
14057 Berlin / Germany
Contact: Stefam Grunwaldt / +49-173-2129410**

Notify : *EuroPace 2009 / Exhibitors Name
Hall / Stand Number*

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

For deliveries of semi & full loads during build up, make sure you send a timeslot request form so we can schedule your trucks !!!

Case Marking

All your Packages should be clearly marked as follows:

- Ø Name of Exhibitor
- Ø EUROPACE 2009
- Ø Hall and Stand number
FAIREXX Logistics

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 5 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
- Ø seperate Invoices for Temporary Importation (Exhibits) and Permanent Importation (consumables, advertisings)

Proforma Invoices must be addressed to :

FAIREXX c/o Agility Logistics Fairs & Events
Jaffee/Harbigstrasse
14055 Berlin
for show : EUROPACE 2009

Name of Exhibitor / Hall & Booth No.

- 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 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-advice at least one day before arrival to:

Fax : ++49 - 30 44 03 47 79
e-mail: stefan.grunwaldt@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-address mentioned under Roadfreight.

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

Important information

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.

Delivery to /pick up from booth

Due to the limited number of goods-lifts/elevators it has been decided that **FREIGHT-LIFT/ELEVATORS 'NORTH/EAST'** (access-yard) & **'NORTH/WEST'**(Messedamm) will have been the only lifts for exhibition material and that those will be operated **exclusively** by the official forwarder and lifter **FAIREXX LOGISTICS FOR EXHIBITIONS GMBH, Berlin!**

All deliveries/pick ups of booth/stand-equipment via these good-lifts/elevators must be booked via **FAIREXX !!!**



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 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 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 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:

All Pre-advices should kindly be sent 3 days prior to the arrival dates in Berlin by Telefax or email to :

FAIREXX GmbH
Marienstrasse 28
12207 Berlin
Germany

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

Stefan Grunwaldt

TEL: +49 (0)30 44 03 47 13

email : stefan.grunwaldt@fairexx.com

Contact Details