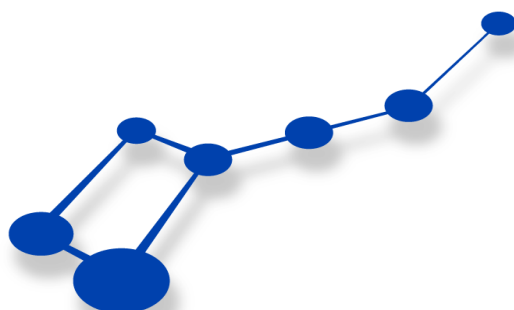


EuroPrevent 2009 / Stockholm-Sweden (06-09 May 2009)



# FAIREXX

LOGISTICS  
FOR EXHIBITIONS

## **EUROPREVENT 2009**

### **Stockholm / Sweden**

**06 – 09 May 2009**

## **SHIPPING MANUAL**

## 1. Consigning of shipments & deadlines for cargo arrival



### Airfreight

Please send your **airfreight shipments** to Stockholm – Arlanda airport

Latest date of arrival: April 27<sup>th</sup>, 2009

Consignee address for awb: Kuehne + Nagel AB  
c/o Fairexx Logistics for Exhibitions  
Djupdalsvagan 7  
SE-192 05 Sollentuna  
Phone +46 31 7580324  
Fax +46 31 7580326

Notify on awb: *EuroPrevent 2009*  
*Exhibitors name / Hall- & Stand-number*

Shipments must be sent freight prepaid, on a direct airwaybill, consigned to above mentioned address. 3 original invoices should be attached to the MAWB.

Please send us at least two days before arrival at Arlanda airport a pre-advise of your shipment

- by telefax: +49-30- 4403 4779  
or by e-mail: [Stefan.grunwaldt@fairexx.com](mailto:Stefan.grunwaldt@fairexx.com)
- Copy of Airwaybill / Flight details
  - Copy of invoice and packing list

Please send your **seafreight shipments** to port of Gothenburg or CFS Stockholm

Latest date of arrival: April 27<sup>th</sup> for FCL shipments  
April 20<sup>th</sup> for LCL shipments

Consignee address for B/L: Kuehne + Nagel AB  
c/o Fairexx Logistics for Exhibitions  
PO BOX 112  
SE – 401 21 Gothenburg  
Exhibitions dept. attn Marika Hultin  
Phone +46 31 758 03 24  
Fax +46 31 758 03 26

Notify on B/L: *EuroPrevent 2009*  
*Exhibitors name / hall- & stand-number*

Shipments must be sent freight prepaid, preferably on an express waybill.

When using original Bills of Lading make sure we have received the originals at least 3 days before arrival of the vessel.

Please send us at least 1 week before arrival at Stockholm a pre-advise of your shipment

- by telefax: +49-30-4403 4779  
by e-mail: [Stefan.grunwaldt@fairexx.com](mailto:Stefan.grunwaldt@fairexx.com)
- Copy of Bill of Lading
  - Copy of invoice and packing list



### Seafreight



### **Groupage shipments**

Your shipment should be sent to our warehouse.

Latest date of arrival: April 27, 2009

Warehouse address: Stockholmsmässan  
c/o Fairexx Logistics for Exhibitions  
Parkeringsvägan 10  
125 30 Älvsjö  
Phone +46 8 7494175  
Fax +46 8 7499162  
Notify: *EuroPrevent 2009*  
*Exhibitors name/Hall- & stand-number*

Roadfreight

Shipments must be sent freight prepaid.

Please send us at least two days before arrival a pre-advise of your shipment  
by telefax: +49-30-4403 4779  
or by e-mail: [Stefan.grunwaldt@fairexx.com](mailto:Stefan.grunwaldt@fairexx.com)

### **Semi – and full load trailers**

Delivery address Stockholmsmässan  
c/o Fairexx Logistics for Exhibitions  
Parkeringsvägan 10  
125 30 Älvsjö  
Phone +49 173 212 9410 (Stefan)

Shipments must be sent freight prepaid.

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

## 2. Case marking



All your packages should be clearly marked as follows:

### Case Marking

- EuroPrevent 2009
- Name of Exhibitor
- Hall
- Stand number
- Package nr. 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.

## 3. Documentation required for customs clearance



For shipments from outside of the European Union, we need the following documents for the customs clearance:

- ATA carnet
- Proforma invoice / packing List in English, showing : No. of units / weights / dimensions / total no. of boxes / values / full description of items in English
- separate invoices for temporary importation and permanent importation

**Proforma invoice(s) must be addressed to :**

Kuehne + Nagel AB  
c/o Fairexx Logistics for Exhibitions  
Exhibition: EuroPrevent 2009  
Venue: Stockholmsmassan – Stockholm, Sweden  
Exhibitors name:  
Standnr.:

### Customs Clearance

All exhibits / materials entered under temporary importation are subject to control and examination by Swedish customs for inward and outward movements.

Any material remaining in Sweden 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.

## 4. Courier shipments



We strongly recommend exhibitors not to send courier shipments direct to the showsite.

### Courier

If you do send goods by courier we suggest that you send them to our warehouse address mentioned under roadfreight.

Reception & storage of courier shipment up to 5 kg. sent to that address (only EU goods in free circulation – NO bonded goods) and which will be picked up at the Fairexx office by the client, are free of charge.

For shipments not consigned to Fairexx but directly to the exhibitor and stand, no liability is accepted.

## 5. Insurance

### Insurance

We strongly recommend that all exhibitors arrange insurance coverage of their shipments. Insurance must include transport to and from the exhibition, whilst on display and in storage.

When needed, please contact us for further information and rates.

## 6. Storage of empty packing materials



### Storage

All empty packaging materials which must be stored during the exhibition must be labelled with our "empty labels".

Unless otherwise agreed all packages carrying this label are considered as empty.

No responsibility can be carried for goods left in the packages.

For insurance, fire regulations and security reasons, empty packaging materials may not be stored behind booth display nor in the loading bays.

## 7. Methods of payment



### Payment

Please note following methods of payment are accepted:

- Bank transfer - please provide a copy of the transfer statement
- Credit card (MASTERCARD / VISA)  
(please inform us of your card details in advance)
- Cash: all major currencies accepted
- When shipment is sent via one of our agents, you will be billed by our agent

## 8. Basic conditions of contract



### Basic Conditions

- 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 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.





## Contact details

For all enquiries, pre-advises and related documents

Contact Details

Fairexx  
Logistics for Exhibitions GmbH  
Marienstrasse 28  
12207 Berlin / Germany

 +49-30-4403 4713

 +49-30-4403 4779

 [Stefan.Grunwaldt@Fairexx.com](mailto:Stefan.Grunwaldt@Fairexx.com)

Contact person: **Stefan Grunwaldt**