



**FAIREXX**

LOGISTICS  
FOR EXHIBITIONS

## **EuroPrevent 2011**

**Geneva / Switzerland (CICG)**

**14. – 16. April 2011**

**SHIPPING MANUAL**

## Consigning of shipments & Deadline dates



### Airfreight

Your **AIRFREIGHT SHIPMENTS** should arrive at Geneva-airport (GVA) not later than [5 working days before desired delivery to booth](#)

- Consignee address: INTER EXPOLOGISTICS LTD  
c/o FAIREXX Logistics for Exhibitions GmbH  
30 route Francois Peyrot  
CH-1218 Grand Saconnex, Geneva  
Fax : +49 304 403 4779

**Notify :** *EuroPREvent 2011*  
*Exhibitors Name*  
*Hall / Stand Number*

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

Pre-advices please send to us at least two days before arrival in Geneva by Telefax: +49 304 403 4779

- 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 :](#)

- warehouse address: INTER EXPOLOGISTICS LTD (FAIREXX Log.)  
c/o BOTE SA  
Gare La Praille  
CH-1211 Geneva 26  
Fax : +49 304 403 4779

**Notify :** *EuroPREvent 2011*  
*Exhibitors Name*  
*Hall / Stand Number*

#### **Full Trailer Loads**

Should arrive directly at CIGG-Geneva (Centre International de Conférences de Geneve), in accordance with the official Build-Up Dates and Times + SLOT-Numbers!

- venue address : **CIGG – Centre International des Conférences GENEVE**  
**c/o FAIREXX Logistics for Exhibitions GmbH**  
**17 rue de Varembé**  
**CH- 1211 Geneve 20**  
**Contact: Stefan Grunwaldt / +49 173 212 9410**

**Notify :** *EuroPREvent 2011*  
*Exhibitors Name /*  
*Hall/ Stand Number*

Pre-advices for your Roadcargo Shipments please send to us in advance by Telefax: +49 304 403 4779

- 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:**

- Name of Exhibitor
- EuroPREvent 2011
- Hall and Stand number  
c/o 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 Switzerland, we require the following Documents for the customs clearance:

- 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
- separate Invoices for Temporary Importation (Exhibits) and Permanent Importation (consumables, advertisings)

#### **Proforma Invoices must be addressed to :**

FAIREXX  
c/o INTER EXPOLOGISTICS LTD  
30 ROUTE FRANCOIS PEYROT  
CH-1218 Grand Saconnes  
for show: EuroPREvent 2011  
*Name of Exhibitor / Hall & Booth No.*

- 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 swiss customs for inward and outward movements. Any Exhibit remaining in Switzerland 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-advise at least one day before arrival to:**

Fax : +49 304 403 4779  
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-adress 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 space for vehicle off- and reloading it has been decided that this area will be operated exclusively by the official forwarder and lifter **FAIREXX LOGISTICS FOR EXHIBITIONS GMBH, Berlin !**

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



## 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 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 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 Berlin - 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**

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

FAIREXX Logistics for Exhibitions GmbH  
Marienstrasse 28  
12207 Berlin  
Germany

Contact: Stefan Grunwaldt

TEL: +49 304 403 4713

FAX : +49 304 403 4779

email : [stefan.grunwaldt@fairexx.com](mailto:stefan.grunwaldt@fairexx.com)