



FAIREXX

LOGISTICS
FOR EXHIBITIONS

EuroPrevent 2013

- Rome / Italy -

18 - 20 April 2013

SHIPPING MANUAL



Customs Clearance

SHIPMENTS FROM OUTSIDE THE EU (= customs clearance required !)

ITALIAN CUSTOMS PROCEDURS REQUIRE A DEADLINE FOR ARRIVAL OF 14 DAYS (!!) PRIOR TO DELIVERY DATE !! THEREFORE WE STRONGLY RECOMMEND TO MAKE USE OF OUR TRANSIT OPTION VIA OUR MUNICH FACILITY WITH EU-CLEARANCE IN GERMANY AND TRANSIT TO ROME.

Arrival deadline at below address: **09. April 2013**

PLEASE CONSIGN TO :

**FAIREXX LOGISTICS FOR EXHIBITIONS GMBH
c/o MULTILOGISTICS GMBH
MODUL D / 3RD FLOOR
SUEDALLEE – CARGOTERMINAL
85356 MUNICH-AIRPORT / GERMANY**

Please send us a pre-advice to :

FAX ++49 - 30 44 03 47 79
e-mail : Stefan.Grunwaldt@Fairexx.com

Documentation required for Customs Clearance

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

- 3 Originals of Proforma Invoice / packing List in English, showing weights / sizes and values / exact description
- separate Invoices for Temporary Importation (Exhibits) and and permanent Importation (consumables, brochures 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 EU customs for Inward and Outward movements. Any exhibits remaining in Greece 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 CONTACT FAIREXX FOR INDIVIDUAL ADVICE OR IF YOU CAN NOT MEET ABOVE MENTIONED DEADLINE !!

FON: ++49 - 30 44 03 47 11
FAX ++49 - 30 44 03 47 79
e-mail : Marco.Junghans@Fairexx.com



EU - SHIPMENTS

Groupage shipments (= no customs clearance required !)

Shipments should arrive at advanced warehouse below no later than **11. April 2013**

- **warehouse address:** FAIREXX LOGISTICS FOR EXHIBITIONS GMBH
KESSELBODENSTRASSE 34
85391 ALLERSHAUSEN/GERMANY

Notify: EuroPREvent 2013 /
Exhibitors Name / Hall / Stand No.

Full- & half Trailer Loads – direct deliveries

- should arrive directly at *Rome*, in accordance with the official build-up Dates and SLOT Times Reference numbers which you will receive upon booking . Please contact us :
- **e-mail :** Stefan.Grunwaldt@Fairexx.com
- **delivery address**
FAIREXX LOGISTICS GMBH
c/o PALAZZO DEI CONGRESSI
PIAZZALE KENNEDY NO. 1
00144 ROME / ITALY
Notify: EuroPREvent 2013 /
Exhibitors Name / Hall / Stand Number
- **on-site contact:** Stefan Grunwaldt / +49-173-212 94 10



Airfreight

Your shipment should arrive at **MUNICH** german-airport - (MUC)
no later than **09. April 2013**

- **Consignee address:** FAIREXX LOGISTICS GMBH
c/o MULTI LOGISTICS GmbH
Suedallee - Cargoterminal
Modul D / 3rd Floor
85356 Munich-airport

Notify: *EuroPRevent 2013*
Exhibitors name / Hall / Stand-No.

Please send your shipments prepaid, on own Masterairwaybill, consigned to
above mentioned address.

3 original Invoices should be attached to the Airwaybill.

Pre-advices please send to us at least one day **before** DEPARTURE
by Telefax: +49 (0) 30 44 03 47 79

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



Seafreight shipments :

- Kindly contact FAIREXX for requests about seafreight-shipments and
you'll receive your individual offer with all important information !

- FON: ++49 - 30 44 03 47 13
➤ FAX ++49 - 30 44 03 47 79
➤ e-mail : Stefan.Grunwaldt@Fairexx.com

Seafreight



Case Marking

All your Packages should be clearly marked as follows:

- EuroPREvent 2013
- Name of Exhibitor
- Hall and Stand number
- FAIREXX c/o Palazzo dei Congressi - Rome

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.



Courier

We strongly recommend Exhibitors not to send Courier shipments direct to the 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 : pls 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 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 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 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

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12207 Berlin
Germany

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