

FAIREXX

LOGISTICS
FOR EXHIBITIONS

EuroPRevent 2014

- Amsterdam / The Netherlands -

08 – 10 May 2014

SHIPPING MANUAL

Consigning of shipments & Deadline dates



BY AIR

1) **Airfreight shipments** should arrive at **Amsterdam airport (AMS)** [5 working days before desired delivery to booth](#)

- **MAWB consignment address:** FAIREXX
Logistics for Exhibitions B.V.
De Trompet 1540
1967 DB Heemskerk
The Netherlands

- **Notify :** *FAIREXX c/o EuroPREvent / Exhibitors Name / Stand No.*

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

Pre-advices please send to us at least two days before arrival in Amsterdam by Telefax +49 (0) 30 44 03 47 79 or by e-mail
→ copy of Airwaybill / invoice / packing list / flight details

Your contacts:	Anja Homann	mobile +49 – 173 – 24 77 818 anja.homann@fairexx.com
	Stefan Grunwaldt	mobile +49 – 173 – 212 94 10 Stefan.grunwaldt@fairexx.com



BY ROAD
Groupage and courier

2) **Groupage & courier shipments** **(via advanced warehouse)**

should arrive at the below warehouse address not later than
[4 working days before desired delivery to booth](#)

- **warehouse address:** FAIREXX Logistics for Exhibitions B.V.
De Trompet 1540
1967 DB Heemskerk
The Netherlands
Tel.: +31 251 250060

- **Notify :** *FAIREXX c/o EuroPREvent / Exhibitors Name / Stand No.*

Pre-advices for your Roadcargo Shipments please send to us pre-advise in advance by Telefax: +49 (0) 30 44 03 47 79 or by e-mail
→ Trucking details (ETA, haulier/courier, tracking number, number of pieces / volume / weight)

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	Stefan Grunwaldt	mobile +49 – 173 – 212 94 10 Stefan.grunwaldt@fairexx.com



3) Full / part Trailer Loads (Direct to venue) :

should arrive at Entrance P7
in accordance with the official Build-Up Dates and Times:

- **Check-In address :** **FAIREXX Logistics for Exhibitions GmbH**
c/o RAI Amsterdam - Auditorium Center
Europaplein / Europa Boulevard
Entrance P 7
NL - 1078 GZ Amsterdam
- **Notify :** *FAIREXX c/o EuroPREvent / Exhibitors Name / Stand No*

Pre-advices for your Roadcargo Shipments please send to us pre-advise in advance by Telefax: +49 (0) 30 44 03 47 79 or by e-mail
→ Trucking details (Truck no., haulier, ETA, volume)

<u>Your contacts:</u>	Anja Homann	mobile +49 – 173 – 24 77 818 anja.homann@fairexx.com
	Stefan Grunwaldt	mobile +49 – 173 – 212 94 10 Stefan.grunwaldt@fairexx.com

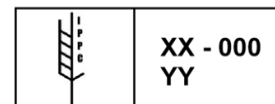


4) All your Packages should be clearly marked as follows:

- Name of Exhibitor
- EuroPREvent 2014 Amsterdam
- Hall and Stand number

1 of / 2 of ... / 3 of ... etc.

All solid wooden packing materials must be treated according to ISPM15 regulations and must be marked with the ISPM15 stamp :



We kindly ask you to use save and strong packing material which is strong enough to be re-used after the show.

**CASE
MARKING**

**BY ROAD
Full / part load DIRECT**



CUSTOMS CLEARANCE

5) Documentation required for Customs Clearance

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

- 3 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 Logistics for Exhibitions B.V.

De Trompet 1540

1967 DB Heemskerk

The Netherlands

Notify: Tel. 0251-250060 / e-mail contact@fairexx.com
Euorprevent / Name of Exhibitor / Stand 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 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-advise at least one day before arrival to:
Fax 49 - 30 44 03 47 79 or by e-mail



COURIER

6) COURIER SHIPMENTS

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 **2) Roadfreight groupage and courier.**

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

**FURTHER
INFORMATION**

7) 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.

8) 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.

PAYMENT

9) Please note following methods of payment accepted:

- Bank Transfer: pls 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 service fee!)
- Cash : all major currencies accepted

BASIC CONDITIONS

10) 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 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.



CONTACT DETAILS

Please Contact our Office

In case of any further questions:

FAIREXX GmbH
Marienstrasse 28
12207 Berlin

All Pre-advices should kindly be sent 2 days prior to the arrival date by Telefax or email to :

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

TEL ++49 (0)30 44 03 47 10

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