



FAIREXX

LOGISTICS
FOR EXHIBITIONS

EUROECHO 2007

Lisbon / Portugal

05 – 08 December 2007

SHIPPING MANUAL

Consigning of shipments & Deadline dates



Airfreight

Your **airfreight shipments** should arrive at Lisbon airport not later than **10 working days before desired delivery to booth**

- Consignee Address: **FAIREXX – Logistics for Exhibitions**
c/o RNTRANS Actividades Transitarias S.A.
Lisbon Airport / Portugal
Tel./Fax : +49-30- 44 03 47 79

Notify : EuroEcho 2007 / 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 :
5 working days before desired delivery to booth to the address as follows :

- warehouse adress: **FAIREXX - Logistics for Exhibitions**
c/o RNTRANS warehouse
Rua Pereira Henriques No.5 / Poco do Bispo
1900-790 Lisbon / Portugal

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

Notify : EuroEcho 2007 / Exhibitors Name
Hall / Stand Number

Full Trailer Loads

should arrive directly at Lisbon Congress Center,
in accordance with the official Build-Up Dates and Times.

- venue address : Centro de Congressos de Lisboa
c/o **FAIREXX - Logistics for Exhibitions**
Rua da Junqueira
1300 Lisboa / Portugal

Notify : EuroEcho 2007 / 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

Case Marking

All your Packages should be clearly marked as follows:

- Name of Exhibitor
- EuroEcho 2007
- Hall and Stand number
FAIREXX c/o RNTrans
1900-790 Lisboa / Portugal

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:

- 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 RNTRANS Actividades Transitarias S.A.
Lisbon Congress Center
for show : EuroEcho 2007

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 Portugese customs for Inward and Outward movements.

Any Exhibit remaining in Portugal 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
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.

Further 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.



Payment

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

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 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.



Please Contact our Office:

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

Contact Details

FAIREXX GmbH
Marienstrasse 28
12207 Berlin
Germany

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

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