



FAIREXX

LOGISTICS
FOR EXHIBITIONS

FCVB 2012

- London / United Kingdom -
30 March – 01 April 2012

SHIPPING MANUAL

All AIRFREIGHT-, COURIER- and ROAD-GROUPAGE shipments will be consolidated at FAIREXX advanced warehouse in DE/Allershausen for delivery to London !

Please go in touch with us in advance if you don't match the shown arrival-deadlines !

Consigning of shipments & Deadline dates



Your shipments should arrive at Munich International airport (MUC) not later than **19. March 2012** addressed as follows :

Consignee Address: MULTILOGISTICS GmbH
Modul D / 3rd Floor
Suedallee - Cargoterminal
DE- 85356 Munich-Airport / Germany

Notify: FAIREXX - Logisitics for Exhibitions GmbH
FCVB 2012 / *Exhibitors name, Hall + Stand No.*

Onsite contact: Sandra Guenther / Tel.+49-173-60 92 583

Please send your shipments prepaid, on own Masterairwaybill, consigned to above mentioned adress. 4 original Invoices in english language and Packing list 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 or
by e-mail: Sandra.Guenther@fairexx.com

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

Airfreight



Roadfreight/Courier shipments via advanced warehouse – only for NON EU-GOODS where customs clearance is required !!!:

should arrive at following warehouse not later than **19. March 2012**

warehouse address: FAIREXX Logistics for Exhibitions GmbH
c/o MULTILOGISTICS GmbH
Modul D / 3rd Floor
Suedallee - Cargoterminal
DE- 85356 Munich-Airport / Germany

Notify: FCVB 2012 /*Exhibitors Name, Hall & Stand No.*

on-site contact: Sandra Guenther / Tel.+49-173-60 92 583

Pre-advices :

for your Roadcargo/courier shipments please send to us in advance by Telefax:+49(0)30 44 03 47 79 or by email to sandra.guenther@fairexx.com

- Trucking details (Truck no., haulier, ETA)
- Copy of invoice / packing list

Roadfreight / Courier –
NON EU – Cargo !!!
(customs clearance required !!!)



**Roadfreight/Courier shipments via advanced warehouse –
only for EU-GOODS and/or already duty & tax cleared goods :**

Roadfreight / Courier –
EU – Cargo !!!
(NO customs clearance required !!!)

should arrive at our local warehouse not later than **21. March 2012** to :

warehouse address: FAIREXX Logistics for Exhibitions GmbH
Kesselbodenstrasse 34
DE- 85391 Allershausen / Germany

Notify: FCVB 2012 / *Exhibitors Name, Hall & Stand No.*

on-site contact: Sandra Guenther / Tel.+49-173-60 92 583

Pre-advices

for your Roadcargo Shipments please send to us in advance
by Telefax: +49(0)30 44 03 47 79 or by email to sandra.guenther@fairexx.de

- 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
- FCVB 2012 London
- Hall and Stand number
FAIREXX Logistics GmbH

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.



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Insurance

D. We strongly recommend that all exhibitors arrange Insurance cover
to include Transit to and from the exhibition, whilst on display and in
storage.

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.



Documentation required for Customs Clearance :

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

- 3 Originals + 4 copies of Proforma Invoice & Packing List in english, showing gross weights / dimension of each piece, values in € (EURO), exact description in english and customs tariff codes !
- separate Invoices for Temporary Importation (Exhibits) and and Permanent Importation (consumables, advertisings 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 german customs for Inward and Outward movements. Any Exhibit remaining in Germany/UK 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 address your Pro-forma invoices as follows :

FCVB 2012
Exhibitor´s name
Hall & Stand No.
Fairexx Logistics GmbH
Kesselbodenstrasse 34
DE- 85391 Allershausen

Please send a full pre-advice at least 3 days before arrival to :

**to fax : 0049 - 30 44 03 47 79 or
to email : Sandra.Guenther@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-address mentioned under Roadfreight.

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



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 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 NSAB 2000 – Nordic Association of Freight Forwarders, 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 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:

Contact Details

FAIREXX GmbH
Marienstrasse 28
DE- 12207 Berlin
Germany

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TEL +49 (0)30 44 03 47 12

ctc : Sandra Guenther
email to : sandra.guenther@fairexx.com