



# FAIREXX

LOGISTICS  
FOR EXHIBITIONS

## **FCVB 2014**

- Barcelona / Spain -

04 - 06 July 2014

## **SHIPPING MANUAL**



Customs Clearance

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

**SPANISH CUSTOMS PROCEDURES 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 BARCELONA.**

Arrival deadline at below address: **26. JUNE 2014**

**PLEASE CONSIGN TO :**

**FAIREXX LOGISTICS FOR EXHIBITIONS GMBH  
c/o MULTILOGISTICS GMBH  
MODUL D / 3<sup>RD</sup> 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](mailto: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 13  
FAX                    +49 - 30 44 03 47 79  
e-mail :             [Stefan.grunwaldt@fairexx.com](mailto:Stefan.grunwaldt@fairexx.com)



EU - SHIPMENTS

**Groupage shipments (= no customs clearance required !)**

Shipments should arrive at advanced warehouse below no later than **27. JUNE 2014**

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

**Notify:** FCVB 2014 /  
*Exhibitors Name / Hall / Stand No.*

**Full- & half Trailer Loads – direct deliveries**

- should arrive directly at *Barcelona*, 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](mailto:Stefan.Grunwaldt@Fairexx.com)
- **delivery address**  
FAIREXX LOGISTICS GMBH  
c/o PALAU DE CONGRESSOS DE CATALUNYA  
AVENIDA DIAGONAL, 661-671  
08028 BARCELONA - SPAIN  
**Notify:** FCVB 2014 /  
*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 **26. JUNE 2014**

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

**Notify:** *FCVB 2014*  
*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 !

## Seafreight

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



## Case Marking

All your Packages should be clearly marked as follows:

- FCVB 2014
- Name of Exhibitor
- Hall and Stand number

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

FAIREXX  
Logistics for Exhibitions GmbH  
Marienstrasse 28  
12207 Berlin  
Germany

Contact person: Stefan Grunwaldt

TEL : +49 (0) 30 4403 4713

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

e-mail : Stefan.Grunwaldt@Fairexx.com

web : [www.fairexx.com](http://www.fairexx.com)