



# FAIREXX

LOGISTICS  
FOR EXHIBITIONS

HEART FAILURE 2011

- Gothenburg / Sweden -

21 – 24 May 2011

**SHIPPING MANUAL**

## Consigning of shipments & Deadline dates



Airfreight

Your shipments should arrive at Gothenburg airport (GOT) 3 days prior to the desired delivery to booth but not later than **16<sup>th</sup> of May 2011**

**Consignee Address:** Kuehne + Nagel AB  
c/o FAIREXX Logistics GmbH  
Box 112  
SE - 401 21 Gothenburg / SWEDEN

**Notify:** Heart Failure 2011 / *Exhibitors name + Stand No.*

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

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

## Roadfreight / Courier shipments via advanced warehouse :



should arrive at advanced onsite warehouse between **09<sup>th</sup>-17<sup>th</sup> of May 2010**

**\*\* If goods need to be sent before 09<sup>th</sup> of May pls contact us !! \*\***

**advanced warehouse address :**  
**(open from May, 09 – 17 !!)**

HEART FAILURE Gothenburg 2011  
Name of exhibitor + stand number  
Kuehne + Nagel AB  
c/o Holmens Terminal AB  
Gullbergsvassgatan 10  
SE - 411 04 Gothenburg / SWEDEN

**late arrival warehouse address :**  
**(open only from May, 18 – 24 !!)**

HEART FAILURE Gothenburg 2011  
c/o Fairexx – Logistics for Exhibitions  
Name of exhibitor + stand number  
Svenska Mässan  
Mässans Gata 6  
SE - 412 51 Gothenburg / SWEDEN

## Full/half Trailer Loads :

should arrive directly at Svenska Mässan Gothenburg, in accordance with the official Build-Up and Break-down Dates and Times.

**fairground Adress:**

HEART FAILURE 2011 Gothenburg  
c/o Fairexx – Logistics for Exhibitions  
Name of Exhibitor + Stand No.  
SVENSKA MÄSSAN  
Mässans Gata 6  
SE - 412 51 Gothenburg / SWEDEN

**on-site contact:** FAIREXX / 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.com](mailto:sandra.guenther@fairexx.com)

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

Roadfreight / Courier

**All your Packages should be clearly marked as follows:**

Case Marking

- Ø Name of Exhibitor
- Ø HEART FAILURE 2011 Gothenburg
- Ø Hall and Stand number
- FAIREXX Logistics GmbH
- c/o Svenska Mässan
- Mässans Gata 6
- SE – 412 51 Gothenburg

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:

- Ø 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 / HS codes must be mentioned in the invoice !**
- Ø separate Invoices for Temporary Importation (Exhibits) and and Permanent Importation (consumables, advertisings etc.)
- Ø if necessary: Certificat of Origin (Form A / EUR.1)
- Ø if necessary: Special certificates (health / veterinary)

Customs Clearance

All exhibits / material entered under temporary importation are subject to control and examination by swedish customs for Inward and Outward movements. Any Exhibit remaining in Sweden 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 :**

Kuehne + Nagel AB  
P.O. Box 112  
SE-40121 Gothenburg

Notify : HEART FAILURE 2011 Gothenburg / exhibitors name & Stand no.

**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**



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.



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 :**

- Ø Bank Transfer: please provide a copy of the Transfer Statement
- Ø Credit Card : please inform us of your card details in advance (not for customs expenditures unless with an additional 5 % service fee !)
- Ø Cash : all major currencies accepted



Basic Conditions

### **Basic Conditions of Contract**

- Ø 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.
- Ø All special transport and crane services are based upon the „Basic conditions of contract for special transport and crane services - BSK“ latest edition.
- Ø 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.
- Ø 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  
12207 Berlin  
Germany

FAX +49 (0)30 44 03 47 79

TEL +49 (0)30 44 03 47 12

Sandra Guenther ([sandra.guenther@fairexx.com](mailto:sandra.guenther@fairexx.com))