



# FAIREXX

LOGISTICS  
FOR EXHIBITIONS

HEART FAILURE 2012

- Belgrade / Serbia -

19 – 22 May 2012

**SHIPPING MANUAL**

**All ROAD-GROUPAGE & COURIER shipments (from EU-countries or those who are travelling with ATA-Carnet that is already customs cleared at german border ! – NOT for shipments from NON-EU countries and without ATA Carnet ! ) will be consolidated at FAIREXX advanced warehouse in DE/Allershausen for delivery to Belgrade !**  
**Please go in touch with us in advance if you don't match the shown arrival-deadlines !**

### **Consigning of shipments & Deadline dates**



**Roadfreight/Courier shipments via advanced warehouse – only for EU-GOODS or goods travelling with ATA-Carnet (this must be already customs cleared at german border ! ) – shipments under T1 can NOT be accepted at warehouse ! :**

should arrive at our advanced warehouse not later than **09. May 2012** to :

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

**Notify:** HEART FAILURE 2012  
*Exhibitor Name, Hall & Stand No.*

**on-site contact:** Stefan Grunwaldt / Tel.+49-173-212 94 10

### **Pre-advices**

for your Roadcargo Shipments please send to us **4** working days before departure by Telefax: +49(0)30 44 03 47 79 or by email to stefan.Grunwaldt@fairexx.com

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

**Roadfreight & Courier –  
EU – Cargo !!!**  
(**NO** customs process in Germany required !!!)



**Roadfreight / DIRECT-  
DELIVERIES (full & half loads)**

**Full Trailer Loads**

should arrive directly at SAVA CENTAR-Beograd, in accordance with the official Build-Up Dates and Times + SLOT-Numbers !

- venue address : **SAVA CENTAR BEOGRAD**  
**c/o FAIREXX GmbH**  
**Vladimira Popovica**  
**11070 Belgrade**  
**SERBIA**

**Contact: Stefan Grunwaldt / +49-173-2129410**

**Notify** : HEART FAILURE 2012  
*Exhibitors Name / Hall- / Stand Number*

Pre-advices for your Roadcargo Shipments please send to us at least **4**  
**working days before departure**

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

by Fax: +49-30-4403 4779 or  
by mail: stefan.grunwaldt@fairexx.com

For deliveries of semi & full loads during build up and dismantling, make sure you send a timeslot request form so we can schedule your trucks !!!



**Airfreight**

Your shipments should arrive at Belgrade-Nikola-Tesla International airport (BEG) not later than **10. May 2012** addressed as follows :

**Consignee Address:** SCHENKER D.O.O.  
c/o FAIREXX GmbH  
ZGRADA RCS II SPRAT, KANCELARIJA BR. 6  
AERODROM BEOGRAD 011 209 77 70  
BEOGRAD / SERBIA  
TEL.: +381 (0) 11 2097770

**Notify:** HEART FAILURE 2012 / Sava Centar  
*Exhibitors name, Hall + Stand No.*

**Onsite contact:** Stefan Grunwaldt / Tel.+49-173-212 94 10

Please send your shipments prepaid, on own Masterairwaybill, consigned to above mentioned adress. **4** original Invoices and packing lists in english language and must be attached to the Airwaybill.

Pre-advices please send to us at least **4 working days before DEPARTURE**

by Telefax: +49 (0) 30 44 03 47 79 or

by e-mail: Stefan.Grunwaldt@fairexx.com

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



**Customs Clearance - temporary importation  
WITH ATA-CARNET !!!**

### **Documentation required for Customs Clearance**

Serbian law permits exhibits to be imported into Serbia on " TEMPORARY IMPORT " Basis as:

#### **With ATA-Carnet:**

Consignors are strongly advised to ship their exhibition goods using A.T.A. Carnet system in order to shorten the processing time of documents for the temporary importation and avoids paying bond, which will be based on the value of goods for the temporary importation. You can apply to your local CHAMBER of COMMERCE to obtain A.T.A. Carnet.

In case of goods delivery under ATA carnet, what you have to give us, is full pre alert with:

- scanned C-ATA, list of goods that we will translate in Serbian,
- CMR/AWB,
- Letter of Authority for C-ATA.

Base on this documents we can arrange pre alert to border Customs offices and all customs formalities should be performed at the border crossings. Without full pre-alert we cant organize customs clearance of C-ATA

A Carnet ATA eliminates some of the customs procedures for temporary import as well as the necessity of temporary import bond.

#### **Section B of ATA Carnet**

Please write either SCHENKER or LETTER OF AUTHORITY.

In any case, we need ORIGINAL LETTER OF AUTHORITY (Sample can be provided). If you write someone else other than those indicated above, we cannot clear the goods!

The signature in LETTER OF AUTHORITY have to be the same as the signature in ATA Carnet.

Packing lists\_ must follow ATA carnet as well. Three (3) packing lists, which details the dimensions, weight and content of each case. They has to be printed on your company letterhead and duly verify them with stamp and signature.

Advice for colleagues in land groupage transport networks: Please inform colleagues from groupage transport dept./if you use this service/ that goods under ATA carnet should not be stated on groupage bordero and that separate CMR should be issued for this goods.

NOTE: All columns in C-ATA must be duly fulfilled  
( no. of pcs, weight, value etc.).

Technical goods must be described with brand name, serial no.,  
No promo/consume goods is allowed on C-ATA, only temporary imported goods!

**Please send a full pre-advice at least 3 days before DEPARTURE to :  
to fax 0049 - 30 44 03 47 79 or mail [Stefan.grunwaldt@fairexx.com](mailto:Stefan.grunwaldt@fairexx.com)**



**Customs Clearance – temporary  
importation WITHOUT ATA-CARNET !!!**

### **Documentation required for Customs Clearance**

Serbian law permits exhibits to be imported into Serbia on " TEMPORARY IMPORT " Basis as:

#### **WITHOUT ATA-CARNET:**

If ATA-Carnet cannot be provided, then following documents are required for temporary import (please notice that this procedure will end up in long term customs clearance processing !)

- Three (3) temporary import combined pro form invoices packing list (sample can be provided).  
General data requirements that should be stated in pro form invoice:
  - a. the date and number of Pro forma invoice
  - b. the name of the goods (by technical commodity please quote obligatory : model, type, serial No., year of production). It is not sufficient to use the description "display equipment", "Machinery", "communication equipment", etc. Customs requires that each tariff commodity be itemized separately. Stand materials should be listed as made of " " (wood, steel, aluminum, etc). The fabric content should be specified for any textile articles.
  - c. country of origin
  - d. quantity of the goods has to be stated in quantity units (piece, set, m, m<sup>2</sup>, m<sup>3</sup>, pair, ...)
  - e. unit and total price - for each item separately
  - f. the kind of packing and number of packing
  - g. gross/net weight
  - h. Remark: »The goods intended for Eurovision Song Contest 2008 – Value of the goods for customs purposes only«
  - i. If the goods is subject of temporary import please state: "temporary import"
  - j. advertising material please state: "the final import".
  - k. Delivery terms: CPT or CIF Belgrade

**Please send a full pre-advise at least 3 days before DEPARTURE to :  
to fax 0049 - 30 44 03 47 79 or mail [Stefan.grunwaldt@fairexx.com](mailto:Stefan.grunwaldt@fairexx.com)**



**Customs Clearance -  
FINAL/PERMANENT IMPORTATION**

## Documentation required for Customs Clearance

### Permanent/Final import

This section only applies to the importation of goods intended for the distribution during the show/exhibition period i.e. literature / brochures, posters, ties, etc. related advertising, and promotion materials.

All such items must be " P A C K E D and I N V O I C E D " separately. A declared value must be given for each / every item although they have not got any commercial value. The total invoice value must be CIF Belgrade in EUR and must not exceed the value over 1000,00 EUR and per piece not over 50,00 EUR.

" ADVERTISING MATERIAL FREE OF CHARGE FOR DISTRIBUTION EXHIBITION PERIOD "

" GIVE AWAY ITEMS VALUE FOR CUSTOMS & EXHIBITION PURPOSES "

\* Every single article with different customs code (CTN-Code, but 8 figures are requested) has to be listed,

Separate pro forma invoice must be issued to and according to type of transport, must be attached CMR, AWB, B/L as well !!!

Documents needed:

- Three (3) permanent import combined pro form invoices packing list (sample can be provided). General data requirements that should be stated in this pro form invoice remains the same as above mentioned.

**Please send a full pre-advice at least 3 days before DEPARTURE to :  
to fax 0049 - 30 44 03 47 79 or mail [Stefan.grunwaldt@fairexx.com](mailto:Stefan.grunwaldt@fairexx.com)**



## 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 Roadfreight.

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

If you send courier-shipments from non EU-countries – they only can be accepted for direct delivery at SAVA-Cantar, Belgrade if they are already tax & duty cleared in Serbia !!!



## Case Marking

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

- Name of Exhibitor
- HEART FAILURE 2012 Belgrade
- 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.



## Insurance / late arrival

### **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.



**Important information about the venue**

**Please find as follows important information about logistics procedures at SAVA CENTAR, Beograd (SC) :**

All off- and reloading activities of vehicles at SAVA CENTAR have to be proceed outdoors in front of the main-entrance on the street !

**Protection against damage and rain**

As the goods are repeatedly loaded and unloaded during transportation shocking and bumping will sometimes be inevitable. Exhibits will be placed outdoors many times.

Therefore it is absolutely necessary that precautions against damage and rain have to be taken !

Especially because of rain we recommend to shrink wrap all goods (boxes, pallets, crates, etc) !

**Maximum dimensions, weight and floor loading capacities**

**Entrance door in SC:**

Width= 180 cm / Heigth=200 cm

**Elevators:**

**max 1000 kg** - load capacity // **lift doors: W=115 cm / H=200 cm**  
(only EURO-pallet can be handled !!!)

**Lifting by internal Elevator/forklift (in between the staircase):**

max dimensions: **Length=300 cm / Width=180 cm / Heigth=200 cm**

Exhibitors and all clients shall be responsible for all consequences if they send to the show any items with dimensions and weight that exceed the limits reported above !

**In Addition:**

Due to the special situation at SC in terms of using lifts/elevators it has been decided that **LIFTS/ELEVATORS** will have been the only lifts/elevators for exhibition material and that those will be operated **exclusively** by the official forwarder and lifter **FAIREXX LOGISTICS FOR EXHIBITIONS GMBH !**

**All deliveries/pick ups of booth/stand-equipment via these lifts/elevators must be booked via FAIREXX !!!**

The use of staircase for deliveries/pick ups to/from booths are no subject to book via FAIREXX !





## 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**

FAX +49 (0)30 44 03 47 79

TEL +49 (0)30 44 03 47 13

ctc : Stefan Grunwaldt

email to : [stefan.grunwaldt@fairexx.com](mailto:stefan.grunwaldt@fairexx.com)