



FAIREXX
LOGISTICS
FOR EXHIBITIONS

OFFICIAL SHIPPING GUIDELINES

Heart Failure 2019

- Athens / Greece -

25 – 28 May 2019



1. Shipments originating from outside the EUROPEAN UNION (ee. United States, Canada, Switzerland, etc ...)

1.1 Courier Shipments

... send via *FEDEX , DHL, UPS, TNT* (and other courier companies) ...

Please note:

- Despite their promise ... courier companies cannot make customs-clearance, as they lack an EORI number !
- shipment for temporary importation via ATA-Carnet and/or via commercial invoice (goods that will be returned after event) **MUST** send by airfreight (pls. See column 1.2) !
... as courier companies cannot arrange any temporary customs clearance !

We strongly recommend sending your courier shipments to our warehouse. We cannot guarantee an on-time delivery to the exhibition booth in case your shipment arrives later than **9th May 2019.**

Please consign all courier shipments to the following address:

FAIREXX - LOGISTICS FOR EXHIBITIONS GmbH
Gottlieb-Daimler-Strasse 3
50181 Bedburg
Germany
Tel.: +49 (0)2272 996 90 21

We strongly recommend Exhibitors **not** to send Courier shipments directly to the venue/stand.
For shipments sent directly to the stand no liability is accepted.

1.2 Airfreight

Your shipment should arrive at Duesseldorf german airport (DUS) no later than **09th May 2019**.

Please consign to:

FAIREXX LOGISTICS GMBH
c/o JL Logistic GmbH
Muendelheimer Weg 9
40472 Duesseldorf
Germany

We kindly ask you to send us a pre-advice at least one day before departure including a copy of the airwaybill and a copy of the commercial invoice / packing list.

1.3 Documentation

For shipments outside of the European Union, 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 permanent Importation (consumables, brochures etc)
- Serial numbers and pictures of every item that needs to be imported temporarily
- 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.

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.

2. Shipments originating from the EUROPEAN UNION

2.1 Groupage Roadcargo, Courier Shipments (DHL, FEDEX , etc ...)

We strongly recommend sending your groupage or courier shipments to our warehouse. We cannot guarantee an on-time delivery to the exhibition booth in case your shipment arrives later than **13th May 2019**.

Please consign all groupage or courier shipments to the following address:

FAIREXX - LOGISTICS FOR EXHIBITIONS GmbH
Gottlieb-Daimler-Strasse 3
50181 Bedburg
Germany
Tel.: +49 (0)2272 996 90 21

3. Direct delivery address for full- and part-loads to venue

3.1 Procedures onsite in Athens

Due to its location adjacent to the US-Embassy, Athens – the MEGARON-Athens is a special secured site !

All vehicles (= trucks, vans, sprinter, cars ...) MUST arrive and pre-park at this address:

Arrival address for ALL vehicles:

FAIREXX LOGISTICS GMBH
c/o ATHENS METROPOLITAN EXPO S.A.
ATHENS INTERN. AIRPORT ,ELEFTHERIOS VENIZELOS'
- NORTH ENTRANCE -
19019 SPATA / GREECE

According to the booked timeslots, each individual vehicle has to wait until FAIREXX calls the driver and advise to come over to HEART FAILURE 2019-Eventplace (= MEGARON – Athens / vehicle entrance: PETROU KOKKILA, 11521 ATHENS – GREECE)

ALL vehicles that arrive at MEGARON-Athens WITHOUT confirmation from FAIREXX, will be NOT accepted and CANNOT ACCESS !!!

Because of this special situation at MEGARON-Athens, each individual client/haulier MUST advise in advance:

- *Name & telephone number of driver*
- *License plate(s)*

4. Maximum-Sizes & Marking of packages

4.1 Maximum sizes of packages

Due to the narrow handling-& logistics-space and delivery doors at MEGARON-Athens the following maximum shipment-dimensions must be respected:

Stand-No's: A... / B... / C... / D... -

Maximum dimensions : L-200 cm x W-125 cm x H-190 cm

Stand-No's: E... -

Maximum dimensions: L-200 cm x W-80 cm x H-190 cm

Stand-No's: F... / G... / H... -

Maximum dimensions: L-200 cm x W-125 cm x H-200 cm

... all packages/goods that exceed the above dimensions are subject to be unpacked by client/standbuild company for self-delivery to stands !!!

(if this case applies, please feel free to contact us in advance for checking possibilities for renting labour for these services !)

4.2 Marking of packages

Please number every package consecutively and make sure that the following information is indicated on every package:

Please mark all packages with
„HEART FAILURE 2019 Athens“
„Name of Exhibitor“
„Hall no. / Stand no.“
„Fairexx c/o Heart Failure 2019“

numbers:
1 of .../2 of .../3 of ... etc.

We kindly ask you to use safe and strong packing material which is strong enough to be re-used after the show.

5. 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.

6. Payment

All shipments are subject to payment before delivery to booth !

We accept the following methods of payment :

- 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

7. 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.

8. Contact Details (NO delivery address !!!)

mail: stefan.grunwaldt@fairexx.com

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