



FAIREXX

LOGISTICS
FOR EXHIBITIONS

ICNC 2015

- Madrid / Spain -

03. – 05. May 2015

SHIPPING MANUAL



SHIPMENTS FROM OUTSIDE THE EU

SPANISH CUSTOMS PROCEDURES REQUIRE A DEADLINE FOR ARRIVAL OF NEARLY 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 MADRID.

PLEASE CONSIGN TO :

FAIREXX LOGISTICS FOR EXHIBITIONS GmbH

c/o MULTI LOGISTICS GmbH

Modul D / 3.Stock

Südallee - Cargoterminal

D – 85356 München / GERMANY

Notify : ICNC 2015 MADRID, Exhibitor name / Hall and Stand Nr.

GOODS SHOULD NOT ARRIVE LATER THAN: 17-APRIL-2015

Please send us a pre-advice to :

FAX ++49 - 30 44 03 47 79

e-mail : florian.wallmann@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 Spain 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 25

FAX ++49 - 30 44 03 47 79

e-mail : florian.wallmann@fairexx.com



EU - SHIPMENTS

Groupage shipments

Warehouse **opens** on **13-APRIL-2015** // Shipments should arrive not later than **22-APRIL-2015**

- **warehouse address:** FAIREXX LOGISTICS GMBH
Kesselbodenstr. 34
85391 Allershausen
Germany

E- 28042 Madrid / Spain
Notify: ICNC 2015 /
Exhibitors Name / Hall / Stand Number

Full Trailer Loads

- should arrive directly at *HOTEL AUDITORIUM MADRID*, in accordance with the official build-up Dates and SLOT Times Reference numbers which you will receive upon booking . Please contact us :
- **e-mail :** florian.wallmann@fairexx.com

- **fairground Adress:** Hotel Auditorium Madrid
c/o ICNC 2015
Avenida Aragon 400
Unloading: Calle del ing Torres Quevedo
28022 Madrid, Spain

Notify: ICNC 2015 /
Exhibitors Name / Hall / Stand Number

- **on-site contact:** Florian Wallmann / +49 173 214 53 02



Airfreight

Your shipment should arrive at **MUNICH** german-airport - (MUC)
no later than **17-APRIL-2015**
direct Transit to MADRID for ICNC 2015 is automatically provided !

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

Notify: ICNC 2015
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



Seafreight shipments :

- Kindly contact FAIREXX for requests about seafreight-shipments and
you'll receive your individual offer with all important information !

- FON: ++49 - 30 44 03 47 25
- FAX: ++49 - 30 44 03 47 79
- E-mail: florian.wallmann@fairexx.com

Seafreight

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Case Marking

All your Packages should be clearly marked as follows:

- ICNC 2015
- 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 of Contract

Basic Conditions

- 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:

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Marienstrasse 28
12207 Berlin
Germany

Contact Details

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