



FAIREXX

LOGISTICS
FOR EXHIBITIONS

EUROPEAN SOCIETY OF CARDIOLOGY

- MUNICH / GERMANY -

30. Oct. – 03. Sept. 2008

SHIPPING MANUAL

Consigning of shipments & Deadline dates



Airfreight

Your shipments should arrive at Munich airport (MUC) not later than
[4 working days before desired delivery to booth](#)

Consignee Address:

FAIREXX Logistics
c/o KÜHNE & NAGEL Expo Service
Paul-Henri-Spaak-Str. 8
Messegelände Riem, Tor 21
81829 München / Germany

ctc.: Sebastian Grunwald
FON : 0049-89-949 24 401

Notify : ESC 2008 / Exhibitors Name
Hall / Stand Number

Please send your shipments prepaid, on own Masterairwaybill, consigned to
above mentioned adress. 3 original Invoices should be attached to the AWB.

Pre-advices: please send to us at least two days before arrival in Munich
by Telefax: +49 (0) 30 44 03 47 79
Copy of Airwaybill (AWB) / Flight details
Copy of invoice / packing list

Groupage shipments

should arrive at our onsite warehouse - **NOT BEFORE 31.07.2008 !!**
(if goods need to be sent before this deadline pls do contact us in advance !!)



Roadfreight

[latest Arrival of goods 4 working days before desired delivery to booth to the
address as follows :](#)

warehouse address:

FAIREXX – Logistics for Exhibitions
c/o KÜHNE & NAGEL Expo Service
Paul-Henri-Spaak-Str. 8
Messegelände Riem, Tor 21
81829 München / Germany

Notify : ESC 2008 / Exhibitors Name
Hall / Stand Number

Full Trailer Loads

should arrive directly at Fairground Vienna, in accordance with
the official Build-Up Dates and Times.

fairground Adress:

Messegelände Munich
c/o FAIREXX Logistics
Paul-Henri-Spaak-Str. 8 / Gate 21
D - 81829 Munich – fairground Riem

Notify : ESC 2008 / Exhibitors Name
Hall / Stand Number

Pre-advices : for your Roadcargos Shipments please send to us in
advance by Telefax: +49 (0) 30 44 03 47 79
* Trucking details (Truck no., haulier, ETA)
* Copy of invoice / packing list

Case Marking

All your Packages should be clearly marked as follows:

Name of Exhibitor
ESC 2008
Hall and Stand number

Each single piece should be labelled as follows : 1 of 1 / 2 of 2 ... 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:

3 Originals of Proforma Invoice / packing List in English, showing : No. of units / weights / sizes / total no. of boxes / values / full description of items in English: Pls issue separate Invoices for Temporary Importation (Exhibits) and Permanent Importation (consumables, advertisings etc.)

Invoices must be addressed to :

FAIREXX Logistics
c/o Kühne & Nagel (AG & Co.) KG
KN Expo Service
Paul-Henri-Spaak-Str. 8
Messegelände Riem, Tor 21
81829 München / Germany

Notify : ESC 2008 / Name of Exhibitor / Hall & Booth No.

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 German customs for Inward and Outward movements. Any Exhibit remaining in Germany or the EC 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 send a full pre-advise at least one day before arrival to :

Fax : ++49 - 30 44 03 47 79 , attn. Sandra Günther

e-mail: sandra.guenther@fairexx.de

Customs Clearance



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 address mentioned under Roadfreight. For shipments sent directly to the stand no liability is accepted.

Further information

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: pls 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 50 % service fee !)

Cash : all major currencies accepted



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 restarts with collection of the freight at the exhibition stand, unconsidered of the exhibitors absence at the stand, 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.

Basic Conditions



Please Contact our Office:

All Pre-advices should kindly be sent 3 days prior to the arrival dates in Barcelona by Telefax or email to :

Contact Details

FAIREXX GmbH
Marienstrasse 28
12207 Berlin
Germany

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

Sandra Guenther

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Marco Junghans

TEL : ++49 (0)30 44 03 47 11

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