

FAIREXX

LOGISTICS
FOR EXHIBITIONS

Stockholm
11-15 April 2014

29th Annual EAU Congress

EAU
European
Association
of Urology

SHIPPING MANUAL

Dear exhibitor,

The organiser of the exhibition during the 29th Annual Congress of the European Association of Urology to be held in Stockholm has appointed our organisation as their official and exclusive forwarder and lifting agent.

We are very proud of that and want to achieve a high quality exhibition logistics.

Being sole official logistics partner on-site implies that operations with mechanical lifting equipment may only be handled by Fairexx (e.g. on-site forklift services, electrical pallettrucks) as well as on-site services as empty case and full goods storage

Should you have any questions, remarks etc. regarding your transport or the local handling, please do not hesitate to contact us. We provide all relevant services:

- Transport from your place to/from Stockholm
- Roadfreight, airfreight, seafreight
- All customs handling
- Shipment transfer from port or airport
- All technical lifting
- Storage of empties
- Storage of brochures, give aways etc.
- Labour assistance for standfitting, unpacking

When needed you can always ask us for a specific quotation.

Please mention all relevant details we need and specify on attached quotation request form.

We look forward to meeting you in Stockholm.

Sincerely yours,

Paul van Zijl

1. Consigning instructions & deadlines for cargo arrival



Airfreight

Please send your **airfreight shipments** to **Arlanda (ARN)** – airport

Latest date of arrival: April 5th, 2014

Consignee address for awb: Expoint Logistics
c/o Stockholmsmässan
Parkeringsvägen 10
125 80 Stockholm, Sweden

Notify on awb: Expeditors Tel. +46 8 591 250 00
Expoin Logistics
c/o EAU 2014
Exhibitor name:
Stand number:

Shipments must be sent freight prepaid, on a direct airwaybill, consigned to above mentioned address. 3 original invoices should be attached to the MAWB.



Seafreight

Please send your **seafreight shipments** to CFS Stockholm

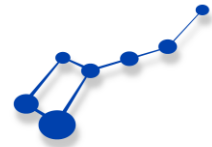
Latest date of arrival: March 27th, 2014

Consignee address for B/L: Expoin Logistics
Gårdsvägen 4
169 70 Solna, Sweden
Tel: +46 8 411 80 39

Notify on B/L: EAU 2014
Exhibitor name:
Stand number:

Shipments must be sent freight prepaid on an express waybill.

REGARDLESS HOW YOU SEND YOUR SHIPMENT, ALWAYS SEND US A PRE-ALERT OF YOUR SHIPMENT SEE APPENDIX B



FAIREXX



Groupage shipments

Your shipment should be sent to our warehouse in Stockholm

Latest date of arrival: April 5th, 2014

Warehouse address: Stockholmsmässan Logistik
c/o Fairexx Logistics for Exhibitions BV
Parkeringsvägen 10
125 80 Stockholm, Sweden

Shipments must be sent freight prepaid.

Semi – and full load trailers

Delivery address Stockholmsmässan Logistik
c/o Fairexx Logistics for Exhibitions BV
Parkeringsvägen 10
125 80 Stockholm, Sweden

Phone +31 6 11 36 30 75 (Paul van Zijl)
+49 173 212 9410 (Stefan Grunwaldt)

Shipments must be sent freight prepaid.

TIMESLOT REQUESTS

For deliveries direct to venue (semi & full loads) during build up, make sure you send us a timeslot request form so we can schedule your trucks (see appendix C)

Timeslot request is also needed for trucks who do not require our assistance for (un)loading!

Groupage shipments via warehouse do not need a timeslot.

Roadfreight

REGARDLESS HOW YOU SEND YOUR SHIPMENT, ALWAYS SEND US A PRE-ALERT OF YOUR SHIPMENT SEE APPENDIX B

2. Courier shipments



We strongly recommend exhibitors NOT to send their goods via courier companies. When inevitable do not send shipments directly to your stand unless you have a member of your staff present during the building-up days to receive them.

If you do send goods by a courier company we suggest that you consign the courier airwaybill to the following address:

Stockholmsmassan Logistik
c/o Fairexx Logistics for Exhibitions BV
Parkeringsvägen 10
12580 Stockholm
Atn. Thomas Dahlstrom
Phone +46 8 749 41 76

Courier

Reception & storage of courier shipment up to 5 kg. sent to this address (only EU goods in free circulation – NO bonded goods) and which will be picked up at the on-site Fairexx office (in the Delivery area) by the client, are free of charge.

For shipments not consigned as above described, but directly to the exhibitor and stand, no liability is accepted.

Correct address and labeling:

It is very important to mention on the transport documents and in the labels the delivery information at the venue (name of exhibitor and standnumber).

Shipments without proper delivery information at the venue will not be delivered and will remain at our warehouse until the exhibitor requests them (claims for delayed deliveries of unmarked shipments will not be accepted if shipments are not correctly labeled).

Track & Trace information:

We recommend having the tracking number (assigned by the courier company) on hand at the exhibition; this will make it easier to locate your shipment.

3. [Documentation required for customs clearance](#)



For shipments from outside the EU, we require or an ATA carnet or a commercial invoice & packing list in English, showing weights, dimensions and values (Eur or Usd) together with a copy of the airwaybill for airfreight shipments, Bill of Lading for seafreight, estimated date of arrival etc. for road shipments.

All invoices must show country of origin and specify temporary or permanent importation.

Separate invoices must be issued for temporary and permanent importation.

All invoices must be consigned to:

Expoinet Logistics AB
c/o Stockholmsmässan
Parkeringsvägen 10
125 80 Stockholm, Sweden
Notify: Stand No:

When you make use of ATA carnet, please make sure a separate invoice will be issued for goods which remain in Sweden (e.g. brochures, give aways etc.).

All exhibits / materials entered under temporary importation are subject to control and examination by Dutch customs for inward and outward movements. Any exhibit remaining in European Union after closure of the exhibition are subject to duties and/or taxes (deadline - one week after closure).

Payment of duties & taxes must be guaranteed prior to removal of goods from the exhibition venue.

Customs Clearance

4. Case marking



Case Marking

All your packages should be clearly marked as follows:

- EAU 2014
- Name of exhibitor
- Stand number
- Package nr. 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.

Labels can be downloaded from our website www.fairexx.nl

5. Insurance

Insurance

We strongly recommend that all exhibitors arrange insurance coverage of their shipments. Insurance must include transport to and from the exhibition, whilst on display and in storage.

When needed, please contact us for further information and rates.

6. Storage of empty packing materials



Storage

All empty packing materials which must be stored during the exhibition must be labeled with our "empty labels". Unless otherwise agreed all packages carrying this label are considered as empty.

No responsibility can be accepted for goods left in the packages.

For insurance, fire regulations and security reasons, empty packing materials may not be stored behind booth display nor in the loading bays.

7. Methods of payment



Payment

Please note following methods of payment are accepted:

- Bank transfer - please provide a copy of the transfer statement
- Credit card (MASTERCARD / VISA / AMERICAN EXPRESS)
(please inform us of your card details in advance)
- Cash: Euro
- When shipment is sent via one of our agents, you will be billed by our agent

8. Basic conditions of contract



Basic Conditions

All work undertaken is subject to the Dutch Forwarders terms and conditions Fenex, latest version, in conjunction with the conditions and rates for trade fair transportation. A copy will be sent on request.

The responsibility and liability of FAIREXX Logistics for Exhibitions BV as Fairs & Exhibitions forwarder, ends once the goods have been delivered to the stand, irrespective of exhibitor's or his representative's presence on the stand

When written instructions fail, goods may be delivered to the stand commencing on the first day of the official build up period.

The responsibility and liability for return freight at the close of the exhibition starts only with the collection from the stand during the official dismantling period. The surrendering of documents by the exhibitor at the Forwarders office and the acceptance of same does not constitute any admission of responsibility or liability for freight which has not yet been collected from the stand. If the exhibition booth has been left, without the shipment being collected, shipment remains on the booth at exhibitors risk.

Externally recognisable damages must be stated on the work order / delivery order on delivery of the goods. Any claim can only be treated when made in writing and presented at our on-site office. Verbal claims only will not be accepted.

Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our invoice(s) before the event starts or on-site during the event or before return shipping of their exhibits.





Contact details

For all enquiries, pre-advises and related documents:

Contact Details

Fairexx Logistics for Exhibitions BV
De Trompet 1540
1967 DB Heemskerk
The Netherlands

 +31 251 2500 60

 +31 251 2500 65

 EAU@fairexx.nl

Contact person:
Paul van Zijl



HANDLING TARIFFS EAU 2014

1	Basic charges		EUR
1a	General handling and management	Per shipment	85.00
1b	Advanced payments to 3 rd parties	As per outlay +10% Minimum 30.00	

2	Shipments arriving by airfreight		EUR
2a	Pick up at Arlanda airport & transfer to warehouse 1 cbm. = 167 kgs	Basis additional per kg. <200 kg additional per kg. <300 kg additional per kg. +300 kg	160.00 2.00 1.30 1.00
2b	Arlanda airport terminal fee	Per kg (min. 100 kg)	0.65
2c	Local airport handling & 3 rd party costs	as per outlay + 10%	

3	Shipments arriving by seafreight		On request
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4	Shipments via warehouse		EUR
4a	Receipt at warehouse and handling		
	001 – 005 kg	Free of charge*	501 – 600 kg
	006 – 050 kg	75.00	601 – 700 kg
	051 – 100 kg	115.00	701 – 800 kg
	101 – 200 kg	135.00	801 – 900 kg
	201 – 300 kg	165.00	901 – 1000 kg
	301 – 400 kg	185.00	> 1000 kg
	401 – 500 kg	225.00	On request
4b	Delivery to booth		
	001 – 005 kg	Free of charge*	401 – 500 kg
	006 – 050 kg	50.00	501 – 600 kg
	051 – 100 kg	95.00	601 – 700 kg
	101 – 200 kg	125.00	701 – 800 kg
	201 – 300 kg	145.00	801 – 900 kg
	301 – 400 kg	175.00	901 – 1000 kg
			> 1000 kg
			On request
4c	1 cbm. = 333 kgs		

5	Shipments direct to showsite < 6 loadingmetres		EUR
5a	Unloading and direct delivery to booth without storage (max. liftingcap. 3 ton)	Per each loadingmetre Minimum per shipment	155.00 310.00
	Shipments direct to showsite > 6 loadingmetres		
5b	Unloading and direct delivery to booth without storage (max. liftingcap. 3 ton)	Per each loadingmetre Minimum per shipment	100.00 930.00
5c	1 ldm = 5 cbm 1 ldm = 1850 kgs full load trailer = 14 ldm Tariffs only valid for palletized and crated materials, loose cargo surcharge 50%		



6	Storage during exhibition		EUR
6a	Storage of empties, incl. pick up and redelivery	Each cbm and package Minimum	65.00 2 cbm
6b	Storage of palletjack, ladder, toolbox	Per unit	97.50
6c	Storage of genie, scissorlift	Per unit	215.00
6d	Storage of give aways during exhibition	Each cbm and package Minimum	90.00 1 cbm
6e	Collect from stand of give aways and delivery of same goods to stand during exhibition		See 4b

7	Customs formalities		EUR
7a	Customs entry for permanent or temporary import	Per entry	250.00
7b	Bond fee on temporary import based on cif value	Per shipment Minimum per shipment	2.0% 125.00
7c	Duties and vat on permanent import	As per outlay +10%	
7d	Customs examination fee (if applicable)	Per shipment	75.00
7e	Use of our EORI / VAT number	Per entry	35.00

8	Labour and mechanical equipment for stand assistance only		EUR
8a	Forklift max. 3 ton	Each hour	115.00
8b	Other mechanical equipment as scissorlifts etc.		On request
8c	Workers		On request

9	Surcharges & remarks		
9a	For shipments arriving after the deadlines for cargo arrival a surcharge will be applied of 25%		
9b	For work to be effected after the regular work hours a surcharge will be charged:		
	Monday - Friday	17:00 – 24:00 hrs.	+25%
	Monday - Friday	24:00 – 08:00 hrs.	+100%
	Saturday	08:00 - 24:00 hrs.	+50%
	Sunday		+100%
9c	Outbound tariff as per above rates All rates are excluding 19% Dutch VAT which will be charged for EU shipments when VAT number is unknown or when charged to non EU members		



QUOTATION REQUEST - EAU 2014 – STOCKHOLM
 (appendix A)

Company info			
Exhibitor:			
Company:			
Contact:			
Phone:			
Fax:			
E-mail:			
Pre-event			
Shipment to be sent via	<input type="radio"/> Airfreight	<input type="radio"/> Seafreight	<input type="radio"/> Road
Transport from	Country		
	Postcode		
	City		
	Transport insurance	<input type="radio"/> Yes Value:	<input type="radio"/> No
Date delivery on stand			
Other services required at fairground:			
Shipment details			
Number of pieces			
Total gross weight in kgs			
Measurements(s) (in cm)	(when necessary, send attachment)		
Volume (in cbm)			
Customs formalities (not for shipments origin EU)			
Mode of entry	<input type="radio"/> Permanent import	<input type="radio"/> Temporary import	<input type="radio"/> ATA carnet
Shipment value			
Post-event			
Shipment must be (re)sent after event	<input type="radio"/> Yes to origin	<input type="radio"/> No	
	<input type="radio"/> Yes to:		

Send form to:
 Fax +31 251 250065 or E-mail: EAU@fairexx.nl



SHIPPING INFORMATION FORM / Pre-alert
 for shipments via warehouse

(appendix B)

Company info			
Exhibitor:		Standnr.	
Shipping company:			
Contactperson:			
Phone:			
E-mail:			
Pre event information			
We will send the following shipment:			
Number of packages		Gross weight	Kgs.
Measurements in cm(s) (when needed send attachment)		Volume	Cbm.
Shipment will be sent via	<input type="radio"/> Airfreight:*	Pls. mention awb nr.:	
	<input type="radio"/> Seafreight:*	Pls. mention B/L nr.:	
	<input type="radio"/> Road:*		
Date of arrival			
Instructions for local handling			
Date & time for delivery on stand			
Storage of empties needed	<input type="radio"/> Yes*	<input type="radio"/> No*	
Post event information			
Shipment must be (re)sent after event	<input type="radio"/> Yes to origin*	<input type="radio"/> No*	
Returntransport to be arranged by	<input type="radio"/> Fairexx Logistics*	<input type="radio"/>*	
Administrative and financial information			
All services rendered by Fairexx will be paid by			
Company name			
Address			
Zip/postcode & city			
VAT nr. (EU company only)			
Phone			
E-mail:			

*) please mark what is applicable



TIMESLOT REQUEST FORM EAU 2014
 (appendix C)

Only for deliveries to venue on official build up/dismantling dates

Exhibitor:						
Booth nr.:						
Contractor contact details:						
Company name:						
Contact:						
Phone:						
Fax:						
E-mail:						
We would like to have the following unloading and reloading slots:						
Build up	Date		Dismantling	Date		
	Time			Time		
FORKLIFT SERVICES NEEDED FOR (UN) LOADING						
Forklift needed	<input type="radio"/>	YES	<input type="radio"/>	NO		
Please indicate whether you need our assistance!						
Shipment details						
	<input type="radio"/>	Transit Van	<input type="radio"/>	part load trailer	<input type="radio"/>	
		Size:		Loadingmeters:	Nr. of trailers:	
Total gross weight:	Kgs					
Volume (in cbm)	Cbm					

PLEASE SEND THIS FORM TO FAIREXX LATEST APRIL 2ND, 2014

E-mail: EAU@fairexx.nl

ANY FORM RECEIVED LATER THAN APRIL 2ND, 2014 CANNOT BE PROCESSED.
 SLOTS WILL BE GIVEN DEPENDING ON SIZE OF SHIPMENT, STAND SIZE AND
 LOCATION.

FINAL SLOTS WILL BE CONFIRMED TO YOU LATEST APRIL 4TH, 2014