

24th EACTS 2010
Palexpo, Geneva, Switzerland
11-15 September 2010

TRANSPORT, SHIPPING & DOCUMENTATION GUIDELINES

European International (Fairs) Limited are pleased to offer international freight forwarding, Customs brokerage and on-site materials handling services contractor for the above event. Our UK personnel will be on site for the entire build up, breakdown periods show periods to provide on-site support and assistance.

- Planning, preparation & assistance
- Transportation (National/International) by road, air and sea
- Temporary and permanent customs clearance
- Provision of labour and handling equipment to effect delivery to stands
- Removal, storage and return of empty packing material
- Return handling, transportation and re-export formalities
- Site supervision by experienced representatives

European International (Fairs) Limited:

CONTRACT FOR SERVICES FORM / TERMS & CONDITIONS

All work is undertaken only on receipt of a **Contract For Services Form** duly completed in full at owners risk in accordance with our tariff and Standard Terms and Conditions.

Please fax your completed **Contract For Services Form** as soon as possible to on fax number +44 (0) 1732 860 331.

All aspects of these instructions should be strictly complied with. In complying with these instructions, it is understood that you agree to the conditions herein and that you accept and agree to all relevant charges contained in the tariff section.

ARRIVAL DEADLINES

All shipments should arrive in accordance with the following deadline dates:

Ocean Freight Geneva CFS	7 days in advance of delivery
Airfreight Geneva Intl Airport	3 days in advance of delivery
Road Freight advance receiving	Up to 7 days in advance
Road Freight direct	Please refer to the official build up

Please note if you are intending to ship by courier i.e. TNT, FedEx, DHL etc, they cannot offer a door to stand service. All shipments will be stopped at point of entry, i.e. Geneva airport and turned over to us for clearance and delivery. To avoid delays please adhere to our instructions and note that handling charges will apply on the same rate as airfreight handling.

CMR/AWB/BL/COURIER SHIPPING CONSIGNING INSTRUCTIONS

Ocean Freight via Geneva CFS

Ocean Freight should be consigned prepaid on a through bill of lading to Geneva CFS. **PLEASE USE EXPRESS BILLS OF LADING**

<u>Consignee:</u>	<u>Notify:</u>
Exhibitor Name	DHL Logistics (Suisse) SA /European International Fairs Ltd
Stand Number	Route des Jeunes 23
EACTS 2010	1211 Geneva 26
Palexpo, Geneva	Attn Fairs Dept For EACTS

Airfreight & Courier Shipments

Shipments via Air Freight should be consigned prepaid to Geneva Airport (GVA) as follows:

<u>Consignee:</u>	<u>Notify:</u>
Exhibitor Name	DHL Logistics (Suisse) SA/European International Fairs Ltd
Stand Number	Geneva Palexpo
EACTS 2010	1218 Grand Sconnex
Palexpo, Geneva	Attn Fairs Dept For EACTS

CMR/Truck Bill of Lading Instructions

<u>Consignee:</u>	<u>Notify/Delivery:</u>
Exhibitor Name	DHL Logistics (Suisse) SA /European International Fairs Ltd
Stand Number	Geneva Palexpo
EACTS 2010	1218 Grand-Saconnex
Palexpo, Geneva	Attn: Fairs Dept For EACTS

PRE-ADVICES / PRE-ALERTS

All shipments and deliveries MUST be pre-advised as follows:

European International (Fairs) Ltd
Fax. +44 1732 860331-Attn: IMPORTS
Email: office@european-intl.com

COMMERCIAL INVOICES & PACKING LISTS (5 Originals & 3 Copies)

Exhibitors may use their own invoice format however we strongly recommend that all exhibitors utilize the Combined Commercial Invoice & Packing List included with this shipping information. This has been formatted to include all the necessary information required and should be consigned to the exhibitor's stand at the exhibition, and indicate the total number of packages, weights, dimensions, and a full description of the goods. EU exhibitors must also provide, by EU law, their full address and VAT number.

Completion is self-explanatory however as a guideline please note:

- All entries on the commercial invoice/packing list must be in English
- Full company name, contact details and *VAT number. (* VAT applicable for EC only).
- **Prepare/or clearly indicated separately** commercial invoice/packing lists for temporary importation (for display and return) and permanent importation (give-away materials, brochures, merchandise items etc.).
- A full description of all items must be given including the model name and model number.
- Every individual item, including giveaway items and brochures, must have a unit and total value CIF.
- Complete details as per case number, showing the case weight and dimensions.
- Complete the Country of Origin, sign and print name

DOCUMENT DISPATCH

Ocean Freight: Express bills of lading together with 5 original & 3 copy commercial invoices should be couriered to the following address 10 days prior to vessel arrival:

DHL Freight Trade Fairs & Events /European International Fairs Ltd
Route des Jeunes 23
1211 Geneva 26

Attn: Fairs Dept
Tel +41 22 827 81 11
Fax +41 22 827 81 40 Attn: IMPORTS

Air Freight/Courier: 5 original & 3 copy commercial invoices attached to the Air Waybill

Road Freight: The CMR 5 original & 3 copy commercial invoice / packing lists should accompany the consignment.

CASE MARKING

Each case/crate must be clearly marked as follows:

EACTS 2010
Palexop, Geneva
European International (Fairs) Ltd
Exhibitor Name: _____
Stand # _____ Hall # _____
Case Nos. 1/total and up (for example 1/10, 2/10 etc)
Gross Weight, Net Weight, Dimensions

PACKING

We recommend the use of durable crates with screw-down lids to prevent loss or damage. Please note all air, sea/road freight LCL shipments will be routed via our local warehouse, it is therefore imperative that materials are crated or palletized to enable the multiple handling, stacking and handling via a forklift or pallet truck. Facilities for empty case storage during the show may be limited and empty cases will be stacked. Again it is important to keep this in mind when constructing cases for exhibition use.

INSURANCE

All exhibitors should arrange a comprehensive cover for their exhibit's that covers the shipment to the show, the period of display and which allows either return to the country of origin or an appropriate disposal period at the conclusion of the exhibition. Please note the carrier, **European International (Fairs) Ltd** and our agents do not insure the goods during transit from origin up to delivered stand and return.

IMPORT CUSTOMS FORMALITIES & EXAMINATION

Temporary Import/Bonded Clearance non-EC

Goods for temporary import can be imported for display without the need to pay duty and tax under our bond. This is an easy and cost effective system that we encourage all exhibitors to use.

IMPORT CUSTOMS FORMALITIES & EXAMINATION

Alternatively exhibitors can supply an ATA Carnet, if you wish to use an ATA Carnet please include sufficient blank (non-nominated) authorization letters to allow us and or our 3rd party agencies to handle the ATA Carnet. Unless otherwise instructed all non-EC exhibits for temporary import consigned to the show will automatically be entered under our bond and charged accordingly.

Permanent Import

With the exception of technical literature all materials that will remain/consumed will be subject to customs duty and local VAT.

Re-export of exhibits

At the conclusion of this event, European International (Fairs) Ltd will be coordinating the outbound activities for our customers to their countries of origin. Customs exit formalities must be finalized before any international goods will be allowed to leave the show site. We will discuss the appropriate arrangements with each exhibitor during the exhibition. If, however the outbound disposition of your goods is known in advance of the show, please notify us at your earliest convenience. Failure of the exhibitor or the agent to contract European International (Fairs) Ltd to make return arrangements will result in a forced removal of exhibits back to our local warehouse pending instructions. It is the responsibility of the exhibitor to properly pack and label their outbound cargo sufficiently to withstand the return transit.

COURIER SHIPMENTS DHL/FEDEX ETC

Palexpo is a designated a bonded Customs area. Courier shipments can only clear Swiss customs on-site under our control. This means that the courier companies cannot perform clearance on your behalf or deliver direct to your stand or show-site. Courier shipments will be handled in the same format as airfreight and charged accordingly.

TERMS OF PAYMENT

Exhibitors who engage the services of our recommended agents will be invoiced directly by them. Where the exhibitor has engaged the services of another freight forwarder not nominated by us then payment must be guaranteed/paid via a credit card or paid in full prior to delivery to our bank as follows.

Bank of Scotland	Account Number: 06025859
15, Queen Square	Account Name: European International (Fairs) Limited
Brighton. BN1 3FD	Bank Sort Code: 12 12 68
East Sussex	Swift Code: BOFSGB21248
United Kingdom	IBAN – GB37 BOFS 1212 6806 0258 59

All work is undertaken only on receipt of a **Contract For Services Form** duly completed in full and in accordance with our tariff and Standard Terms and Conditions.

Please note regardless of the service provided and where billing is required invoices will be subject (excluding cash payments made on-site) to a minimum charge of CHF150. Total services of less than CHF500.00 will automatically be charged to the credit card as per the contract.

EACTS 2010

TARIFF

Please note all charges are per exhibitor, per shipment in Swiss Francs that will be converted to UK pounds Sterling, USD or Euros at the current rate of exchange at the time of billing. All work is based on work performed during the official build up and break down periods, applicable to cargo classified as general crated/palletized cargo, individual pieces not to exceed 2,500 kilo/8.00 cbm, cargo that does not require any special handling or special equipment and cargo that arrives within our specified arrival dates and subject to our Terms & Conditions of Trading.

1. CUSTOMS CLEARANCE FEES 100 kilos = 0.50 cubic metres- charge band actual weight

Customs clearance on arrival and or exit 1 st heading	Permanent	Temporary
Up to 100 kilos	CHF105.00	CHF145.00
101 to 300 kilos	CHF125.00	CHF175.00
301-500 kilos	CHF155.00	CHF195.00
501-1000 kilos	CHF170.00	CHF220.00
1001-2000 kilos	CHF180.00	CHF255.00
2001-3000 kilos	CHF195.00	CHF315.00
3001-4000 kilos	CHF210.00	CHF375.00
4001-and above	CHF225.00	CHF415.00
Additional tariff headings on arrival or exit	CHF15.00 per heading	
Temporary import bond fee (arrival only) @1.25% of the CIF, minimum CHF50.00		
ATA Carnet Customs clearance on arrival or exit @ CHF 100.00		
T-Form guarantee (Exit only) @ 0.50% minimum CHF195.00, maximum CHF395		

2. CUSTOMS TRANSIT FORMALITIES 100 kilos = 0.50 cubic metres - charge band actual weight

<u>Shipments arriving Geneva airport or Geneva ICD, including customs deposit, (or vice-versa)</u>	
Up to 500 kilos	CHF38.00 per 100 kilos/minimum CHF110 per shipment
501-1000 kilos	CHF24.00 per 100 kilos/minimum CHF190 per shipment
1001-2000 kilos	CHF19.00 per 100 kilos/minimum CHF240 per shipment
2001-3000 kilos	CHF17.00 per 100 kilos/minimum CHF380 per shipment
3001-4000 kilos	CHF14.00 per 100 kilos/minimum CHF490 per shipment
4001-5000 kilos	CHF13.00 per 100 kilos/minimum CHF560 per shipment
Above 5001 kilos	CHF11.00 per 100 kilos/minimum CHF650 per shipment
Airport Tax CHF 6 per 100 kilos	
Addition: Railway/ICD and or airport THC/Agency break-bulk fees @ cost plus 15%,	

3. TRANSPORT SERVICES 100 kilos = 0.50 cubic metres - charge band weight or volume whichever the greater

<u>From arrival Geneva Airport, Railhead or ICD to delivered FOT Palexpo loading dock (or vice-versa)</u>	
Up to 500 kilos	CHF65.00 per 100 kilos/minimum CHF135 per shipment
501-1000 kilos	CHF50.00 per 100 kilos/minimum CHF325 per shipment
1001-2000 kilos	CHF33.00 per 100 kilos/minimum CHF490 per shipment
2001-3000 kilos	CHF28.00 per 100 kilos/minimum CHF660 per shipment
3001-4000 kilos	CHF22.00 per 100 kilos/minimum CHF790 per shipment
4000-5001 kilos	CHF15.00 per 100 kilos/minimum CHF880 per shipment
Above 5001kilos	CHF15.00 per 100 kilos/minimum CHF950 per shipment
Sea freight containers FCL on application	
Addition: Railway/ICD and or airport THC/Agency break-bulk fees @ cost plus 15%	

4. ON-SITE LIFTING & HANDLING SERVICES 100 kilos = 0.50 cubic metres - charge band weight or volume whichever the greater

<u>On-site lifting and handling: FOT Palexpo loading dock to delivered stand</u>	
Up to 500 kilos	CHF60.00 per 100 kilos/minimum CHF120 per shipment
501-1000 kilos	CHF50.00 per 100 kilos/minimum CHF290 per shipment
1001-2000 kilos	CHF38.00 per 100 kilos/minimum CHF490 per shipment
2001-3000 kilos	CHF33.00 per 100 kilos/minimum CHF750 per shipment
3001-4000 kilos	CHF29.00 per 100 kilos/minimum CHF990 per shipment
4001-5000 kilos	CHF26.00 per 100 kilos/minimum CHF1160 per shipment
Above 5001 kilos	CHF22.00 per 100 kilos/minimum CHF1300 per shipment

5. EMPTY CASE STORAGE

Empty case removal, storage and return with in the exhibition area CHF85 per cbm, minimum CHF150, outside the exhibition area CHF120 per cbm, minimum CHF200.

6. ANCILLARY SERVICES

Unpacking/Repacking Services, minimum 1-hour (booth work only not applicable for offloading/reloading) subject to availability and 48 hours pre-order.

Forklift 3 ton CHF196.00 per hour

Forklift 5 ton CHF250.00 per hour

Labour CHF88.00 per hour

Overtime on labour/forklift only from 6.00 PM-8.00 PM Monday to Friday plus 50%, After 8.00 PM Monday to Friday plus 100%, Saturday 8.00 AM-12.00 noon plus 50%, Saturday from 12.00 noon Sunday and public holidays plus 100%.

7. AIRPORT OR TRUCK TERMINAL HANDLING FEES

The following Terminal Handling Fees are applicable both inward and outward

Up to 500 kilos	CHF40.00 per 100 kilos
501-1000 kilos	CHF30.00 per 100 kilos/minimum CHF195 per shipment
1001-2000 kilos	CHF25.00 per 100 kilos/minimum CHF295 per shipment
2001-3000 kilos	CHF22.00 per 100 kilos/minimum CHF490 per shipment
3001-4000 kilos	CHF18.00 per 100 kilos/minimum CHF650 per shipment
Minimum per shipment	CHF 140

TERMS OF PAYMENT

Exhibitors who engage the services of our recommended agents will be invoiced directly by them. Where the exhibitor has engaged the services of another freight forwarder not nominated by us then payment must be guaranteed/paid via a credit card or paid in full prior to delivery to our bank as follows.

Bank of Scotland	Account Number: 06025859
15, Queen Square	Account Name: European International (Fairs) Limited
Brighton. BN1 3FD	Bank Sort Code: 12 12 68
East Sussex	Swift Code: BOFSGB21248
United Kingdom	IBAN – GB37 BOFS 1212 6806 0258 59

All work is undertaken only on receipt of a **Contract For Services Form** duly completed in full and in accordance with our tariff and Standard Terms and Conditions.

Please note regardless of the service provided and where billing is required invoices will be subject (excluding cash payments made on-site) to a minimum charge of CHF150.00. Total services of less than CHF500.00 will automatically be charged to the credit card as per the contract.

CONTRACT FOR SERVICES FORM

Please accept this as authority for Customs clearance/handling of our shipment in accordance with your published tariff

SECTION 1 EXHIBITOR INFORMATION

Exhibitor/Company Name:

Stand #

Event Name: **EACTS 2010**

SECTION 2 OUTBOUND INFORMATION

Please: Arrange the collection of our materials from our address for export shipment via road freight airfreight sea freight

Company Name:

Address:

City:

Country:

Contact:

Tel:

Fax:

Shipment consists of (# of cartons, crates etc.,)

Weight/Volume:

SECTION 3 RETURN INFORMATION

At the conclusion of the event, all shipments to be returned Prepaid/Collect to via: via Road freight Air freight sea freight

Company Name:

Address:

City:

Country:

Contact:

Tel:

Fax:

SECTION 4 TERMS OF PAYMENT AND SECURITY DEPOSIT

This must be complete in full even if you are shipping via one of our Group offices or recommended agents

I Hereby authorize the use of this credit card for payment I Hereby authorize the use of this credit card as a security deposit for payment, to be used only if payment is not received within 14 days of invoicing (NB services of £250.00 or less will automatically charged to the credit card, all credit card charges subject to a handling fee)

Charge to:

 American Express Visa Master Card

Card Account Number:

Expire Date:

Security #:

The Name of the Bank that has issued the card:

Cardholder Name & Initials (As per Card):

Cardholder's Signature:

Full Postal Address/Billing Address of Cardholder:

SECTION 5 INVOICING / STATEMENT INFORMATION

Company Name:

Country:

Address:

Post Code:

VAT number:

Contact:

Tel:

Fax:

Email:

This Document was completed by Print Name in Full:

Title:

Date:

EUROPEAN INTERNATIONAL (FAIRS) LIMITED WILL NOT BE RESPONSIBLE FOR ANY GOODS LOST, DAMAGED, OR STOLEN PRIOR TO, DURING OR AFTER THE EXHIBITION. EXHIBITORS ARE URGED TO CARRY ALL-RISK MARINE INSURANCE

SHIPPED BY: EUROPEAN INTERNATIONAL LIMITED
Units 5 & 6 Skitts Manor Farm, Moor Lane
Marsh Green, Edenbridge, Kent TN8 5RA, United Kingdom
Tel: +44 1732 860 330 Fax: +44 1732 860 331

METHOD OF SHIPMENT:

CONSIGNEE:

DHL Logistics (Suisse) SA

Palexpo

Geneva

Switzerland

DESTINATION:

Geneva (GVA)

CASE NO

OF

TOTAL NO PCS:

EXHIBITOR:

STAND/HALL NO:

Exhibition:

EACTS 2010