**1. EU-Shipments**

**1.1 Groupage or Courier Shipments**

We strongly recommend sending your groupage or courier shipments to our warehouse. Please send your consignments with a latest arrival in our warehouse on **30th of August 2017**.

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

FAIREXX Logistics for Exhibitions GmbH  
Innungstrasse 2  
50354 Huerth / Germany

Contact: Nils-Oliver Boldt / +49-3044034712

We strongly recommend Exhibitors not to send Courier shipments directly to the stand unless you have a member of your staff present to receive them. For shipments sent directly to the stand no liability is accepted.

**1.2 Full trailer loads / part loads**

Full trailer loads should arrive at IFEMA Madrid, in accordance with the official build-up dates and slot-reference numbers. Please contact us in order to obtain a slot-reference number.

Fairground address:

FAIREXX LOGISTICS GMBH  
c/o IFEMA MADRID  
Cargo Acceso OESTE / Cargo access WEST  
Calle de la Ribera del Sena  
(Parque Ferial Juan Carlos I)  
E-28042 Madrid / Spain

Contact: Marco Junghans / +49 (0)172 754 95 02

All vehicles for direct-delivery/pick up on set up/dismantling have to be registered (doesn’t matter if they use the FAIREXX-services onsite, or not) – therefore the TIMESLOT REQUEST FORM must be sent completed to FAIREXX.

Each vehicle will receive an individual SLOT-NUMBER ... which has to be presented for check in upon on arrival at the marshalling-checkpoint !!!
Check in:

All vehicles must check in (incl. SLOT-Number) at the following address ...

FAIREXX LOGISTICS GMBH
C/O IFEMA MADRID
CARGO ACCESO OESTE / CARGO ACCESS WEST
Calle de la Ribera del Sena
(Parque Ferial Juan Carlos I)
E-28042 Madrid / Spain
NTY: ESMO 2017/ EXHIBITORS NAME / SLOT-NUMBER

... please find an ACCESS-PLAN on the last page

Offloading/reloading requirements:

Each vehicle will receive from IFEMA-security on entering the area (after FAIREXX check-in) an entrance-ticket ... to respect the offloading/reloading time requirements – as follows:

- full truck/trailer (13,6 loading meters) = max. 3 hrs
- half truck (7 loading meters) = max. 2 hrs
- bus, van, sprinter, car = max. 1 hrs

Exceeding the given timeframe results in extra charges for parking.

Vehicle parking:

All vehicles can park outside around the IFEMA-area on the street – with respecting the official parking-rules !

Secured parking inside the IFEMA-ground is possible and subject to charges. This must be booked directly with IFEMA-Madrid (www.ifema.es) !!!
2. Shipments from outside the EU

2.1 Airfreight

Your shipment should arrive at COLOGNE german airport (CGN) no later than **28th of August 2017**.

Please consign to:

FAIREXX GmbH  
c/o Cargo Marketing GmbH  
Ferdinand-Porsche-Str. 22  
51149 Köln / 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.

2.2 Seafreight

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

2.3 Documentation

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.

Any shipments arriving after our deadlines that require Customs clearance will be subject to a late arrival surcharge of 30% on our official handling tariff.
3. Marking of packages

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

„ESMO 2017 Madrid“
„Name of Exhibitor“
„Hall no. / Stand no.“
„Fairexx c/o IFEMA Madrid“

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

4. 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.

5. Payment

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 detail in advance
  (not for customs expenditures unless with an additional 5 % service fee)
- Cash: all major currencies accepted
6. 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 insurance 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.

7. Contact Details

FAIREXX Logistics for Exhibitions GmbH
Marienstrasse 28
12207 Berlin
Germany
Contact: Marco Junghans
Telephone: +49 (0)30 44 03 47 11
Mobile: +49 (0)172 754 95 02
Fax: +49 (0)30 44 03 47 79
Mail: marco.junghans@fairexx.com

Web: www.fairexx.com
Plano del recinto ferial y aparcamientos

Exhibition Complex and Car Parks Map

INFOIFEMA
BUSINESS CENTRE
Convenciones y Congresos
Punto de encuentro  Meeting point
Atención al expositor  Exhibitor assistance
Acreditación de visitantes profesionales  Trade visitor registration
Acreditaciones de prensa  Press accreditations
Acceso a los pabellones para expositores  Exhibitor access to exhibition halls
Taquillas para el público  Tickets for general public
Pague aquí su ticket de aparcamiento  Pay here for your parking
Parada del BusFeria  BusFeria stop
Servicio médico  Medical centre
Policía Nacional  Police
Transporte público  Public transport

APARCAMIENTOS  CAR PARKS

NARANJA, VERDE, MARRÓN Y ROJO
ORANGE, GREEN, BROWN AND RED
Visitan tes y expositores abonados  Visitors and passholding exhibitors
AZUL  BLUE
Expositores abonados  Passholding exhibitors
AMARILLO  YELLOW
Visitan tes y visitas a las oficinas  Visitors and office visitors
VIOLETA  PURPLE
Abonados permanentes  Permanent pass holders
Visitan tes y expositores abonados  Visitors and passholding exhibitors
VERDE  GREEN
Discapacitados físicos  Disabled

OTROS APARCAMIENTOS
OTHER CAR PARKS
Club Feria Oro
Autocares  Coaches
Camiones  Lorries
Club Feria Plata y Club Feria Prensa
Club Feria Press
Visitas a las oficinas  Office visitors