



2 rue du Meunier – ZAC du Moulin – 95700 Roissy en France - France

**Web site: [www.group-esi.com](http://www.group-esi.com)**

Tel: 33(0)1 3992 8788 - fax: 33(0)1 3988 9827 - e-mail: [contact@group-esi.com](mailto:contact@group-esi.com)



# **SHIPPING MANUAL 2019**

## **Congress venue: Palais des Congrès**

ESI has been appointed to act as the official  
on-site handling agent for:

**TAT 2019**  
An ESMO Meeting

International congress on  
targeted anticancer therapies







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## 1. CONSIGMENTS DEADLINES

			<b>Place of arrival</b>	<b>Receiving deadlines</b>
<b>Documents</b>			ESI office (e-mail, courier, fax)	Sea : 5 working days prior arrival Road, air : 3 working days prior arrival
<b>Sea freight</b>		LCL	Marseille sea port	From 15 to 12 working days prior delivery
			Le Havre sea port	From 13 to 10 working days prior delivery
		FCL	Marseille sea port	From 10 to 7 working days prior delivery
			Le Havre sea port	From 8 to 5 working days prior delivery
<b>Road freight</b>			ESI warehouse	2 working days prior delivery
			Exhibition site	Day of delivery (Detailed pre-alert absolutely needed!)
<b>Air freight</b>			ORY airport	4 working days prior delivery
			CDG airport (recommended)	3 working days prior delivery

Notes : For containers arriving too early, demurrage and container detention costs will be invoiced at cost + 10%.  
Late arrival surcharge : +20% on handling tariff

## 2. CONSIGMENTS INSTRUCTIONS

<b>Freight charges</b>	All cargo must be forwarded to us FREIGHT PREPAID. Shipments received freight collect will be subject to an additional 10% charge, and will have to be reimbursed before delivery to the stand.	
<b>Parcels marking</b>	All parcels must show : Name of exhibitor Name of exhibition & venue Stand number - Hall number	
<b>Consigning of shipment (BL or MAWB)</b>	E.S.I. 2 rue du Meunier – ZAC du Moulin – 95700 Roissy en France – France Phone : 33.1.3992.8788 - Fax : 33.1.3988.9827 For : <i>name of event / name of exhibitor</i>	
<b>Ports of entry</b>	Sea freight : LE HAVRE	Air freight : CDG
<b>Insurance</b>	It is the shipper's responsibility to arrange insurance cover for exhibition whilst in transit, storage, and on-site for the duration of the exhibition and return. ESI Will not accept any responsibility for loss or damage to the exhibitor's equipments	

*Please note that detailed pre-alert is absolutely necessary to serve you properly.*



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### 3. DOCUMENTS TO PROVIDE

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#### 3.1. U.E. COUNTRIES

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Documents requested	Remarks
Packing list	Mentioning: number of parcels, weights and dimensions, contents. This document is absolutely requested. Additional 5% cost will be charged for shipments arriving without this document.
Insurance certificate	1 copy
Shipping documents	1 original + 2 copies of B/L for sea freight 1 copy of MAWB + 1 copy of HAWB per exhibitor for air freight 1 copy of CMR for road freight (for direct arrival on show site, please ask us how to consign the CMR)

#### 3.2. NON EU.E. COUNTRIES

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Documents requested	Remarks
Packing list	Mentioning: number of parcels, weights and dimensions, contents. This document is absolutely requested. Additional 5% cost will be charged for shipments arriving without this document.
ATA Carnet	<u>For exhibits to be totally re-exported only</u> The description of goods must be written in French or English. You must join a power of attorney allowing E.S.I. to effect procedure under your name.
Commercial invoice	Separate invoices must be issued for definitive import / temporary import. They must mention : <ul style="list-style-type: none"><li>• <i>item number</i></li><li>• <i>serial / model number for devices</i></li><li>• <i>full and clear description of products</i></li><li>• <i>itemised &amp; total value CIF terms</i></li><li>• <i>country of origin</i></li><li>• <i>"temporary" or "definitive" import in France</i></li></ul>
Insurance certificate	1 copy
Shipping documents	1 original + 2 copies of B/L for sea freight 1 copy of MAWB + 1 copy of HAWB per exhibitor for air freight 1 copy of CMR for road freight (for direct arrival on show site, please ask us how to consign CMR)

**Remark :**

In order we can provide fitted handling equipment, please send us in advance full description of your material in excess of 1000 kg and 5 m3.

Any need for special equipment (crane, long forks, etc...) must be advised in advance, prior arrival of shipment.


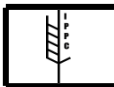


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## 4. PACKING INSTRUCTIONS

<b>Packing materials</b>	<p>Please use packages strong enough to avoid damage during transportation, unloading, unpacking, storage, reloading, etc...</p> <p>Packing in cartons is not considered suitable for repeated handling, especially for valuable or fragile equipments.</p> <p>Furthermore, parcels can be placed outdoors several times, before delivery inside exhibition halls, or after closing : exhibitors must take necessary precautions against damage and rain.</p>
<b>Marking</b>	<p>All parcels must show :</p> <p>Name of exhibitor Name of exhibition &amp; venue Stand number - Hall number Weight - Dimensions - N° of parcel</p>
<b>Fumigation</b>	<p>All cargo containing wood entering into EEC country (except coming from Switzerland) must have been fumigated in the country of origin.</p> <p>This regulation concerns packages such as crates, pallets, frames, axes, drums, etc...</p> <p>To guarantee that the fumigation has been applied, the following information must be marked or stamped on the outside packings :</p> <ul style="list-style-type: none"><li>• IPPC logo</li><li>• ISO country code</li><li>• Licence number assigned to the company that fumigated</li><li>• Fumigation method (HT or MB treatment used)</li></ul> <div></div>

## 5. INSURANCE & RESPONSIBILITY

<b>Insurance</b>	<p>Our tariff is calculated on the basis of volume or weight of your shipment, and has no correlation with the value of exhibits : the insurance covering is not included in our charges.</p> <p>It is the responsibility of exhibitor to arrange a personalized insurance covering : transport / handling / storage / exhibition</p>
<b>Responsibility</b>	<p>ESI will not accept any responsibility for loss or damage on products or materials left unattended on stand, inadequately packed, requesting specific handling materials or handling cares without notice.</p> <p>ESI will not accept any responsibility for delay in clearance or delivery, for shipment that have not been consigned as per our instructions, shipped without requested documents, or arriving after our mentioned deadlines.</p>

## 6. PAYMENT TERMS & CONDITIONS

Exhibitors using our appointed agents will be invoiced by them for our services.

Exhibitors using other forwarding companies, or arranging their transport themselves are requested to send us an advance written order, and to arrange full payment of our charges prior the delivery on stand.

All business is only transacted in accordance with our General Trade Conditions (available upon request) and with the general conditions of "Fédération des Entreprises de Transport et Logistique de France (T.L.F.)" (also available upon request).

**For any question, request for special quotation, pre-alert, please contact :**

**Mr Emmanuel PITCHELU**

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**E-mail : [emmanuel.pitchelu@group-esi.com](mailto:emmanuel.pitchelu@group-esi.com)**