

FAIREXX

LOGISTICS
FOR EXHIBITIONS

ESMO Congress 2014

of the EUROPEAN SOCIETY OF MEDICAL ONCOLOGY

- Madrid / Spain -

26. – 30. September 2014

SHIPPING MANUAL

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Customs Clearance

SHIPMENTS FROM OUTSIDE THE EU

SPANISH CUSTOMS PROCEDURES REQUIRE A DEADLINE FOR ARRIVAL OF NEARLY 14 DAYS (!!) PRIOR TO DELIVERY DATE !! THEREFORE WE STRONGLY RECOMMEND TO MAKE USE OF OUR TRANSIT OPTION VIA OUR MUNICH FACILITY WITH EU-CLEARANCE IN GERMANY AND TRANSIT TO MADRID.

PLEASE CONSIGN TO :

FAIREXX LOGISTICS FOR EXHIBITIONS GmbH

c/o MULTI LOGISTICS GmbH

Modul D / 3.Stock

Südallee - Cargoterminal

D – 85356 München / GERMANY

Notify : ESMO 2014 MADRID ,Exhibitor name / Hall and Stand Nr.

o

GOODS SHOULD NOT ARRIVE LATER THAN: 16-SEPT.-2014

Please send us a pre-advice to :

FAX ++49 - 30 44 03 47 79

e-mail : Marco.Junghans@Fairexx.com

Documentation required for Customs Clearance

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 Italy 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.

PLEASE CONTACT FAIREXX FOR INDIVIDUAL ADVICE OR IF YOU CAN NOT MEET ABOVE MENTIONED DEADLINE !!

FON: ++49 - 30 44 03 47 11

FAX ++49 - 30 44 03 47 79

e-mail : Marco.Junghans@Fairexx.com



EU - SHIPMENTS

Groupage shipments

Onsite-warehouse **opens** on **16-Sept.-2014** // Shipments should arrive no later than **23-Sept.-2014**

- **warehouse address:** FAIREXX LOGISTICS GMBH
c/o Transferex S.A
Pabellon de Servicios
Parque Ferial Juan Carlos I

E- 28042 Madrid / Spain
Notify: ESMO 2014 /
Exhibitors Name / Hall / Stand Number

Full Trailer Loads

- should arrive directly at *IFEMA MADRID*, in accordance with the official build-up Dates and SLOT Times Reference numbers which you will receive upon booking . Please contact us :
 - **e-mail :** Marco.Junghans@Fairexx.com
- **fairground Address:** FAIREXX LOGISTICS GMBH
c/o IFEMA MADRID
Cargo Acceso ESTE / Cargo access EAST
Calle via Dublin
(Parque Ferial Juan Carlos I)
E-28042 Madrid / Spain
Notify: ESMO 2014 /
Exhibitors Name / Hall / Stand Number
- **on-site contact:** Marco Junghans / +49-172-754 95 02

Vehicle registration (truck, van, bus, car ...):

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 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 ESTE / CARGO ACCESS EAST
CALLE VIA DUBLIN
E-28042 MADRID / SPAIN
NTY: ESMO 2014 / EXHIBITORS NAME / SLOT-NUMBER**

... please find ACCESS-PLAN on the next 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

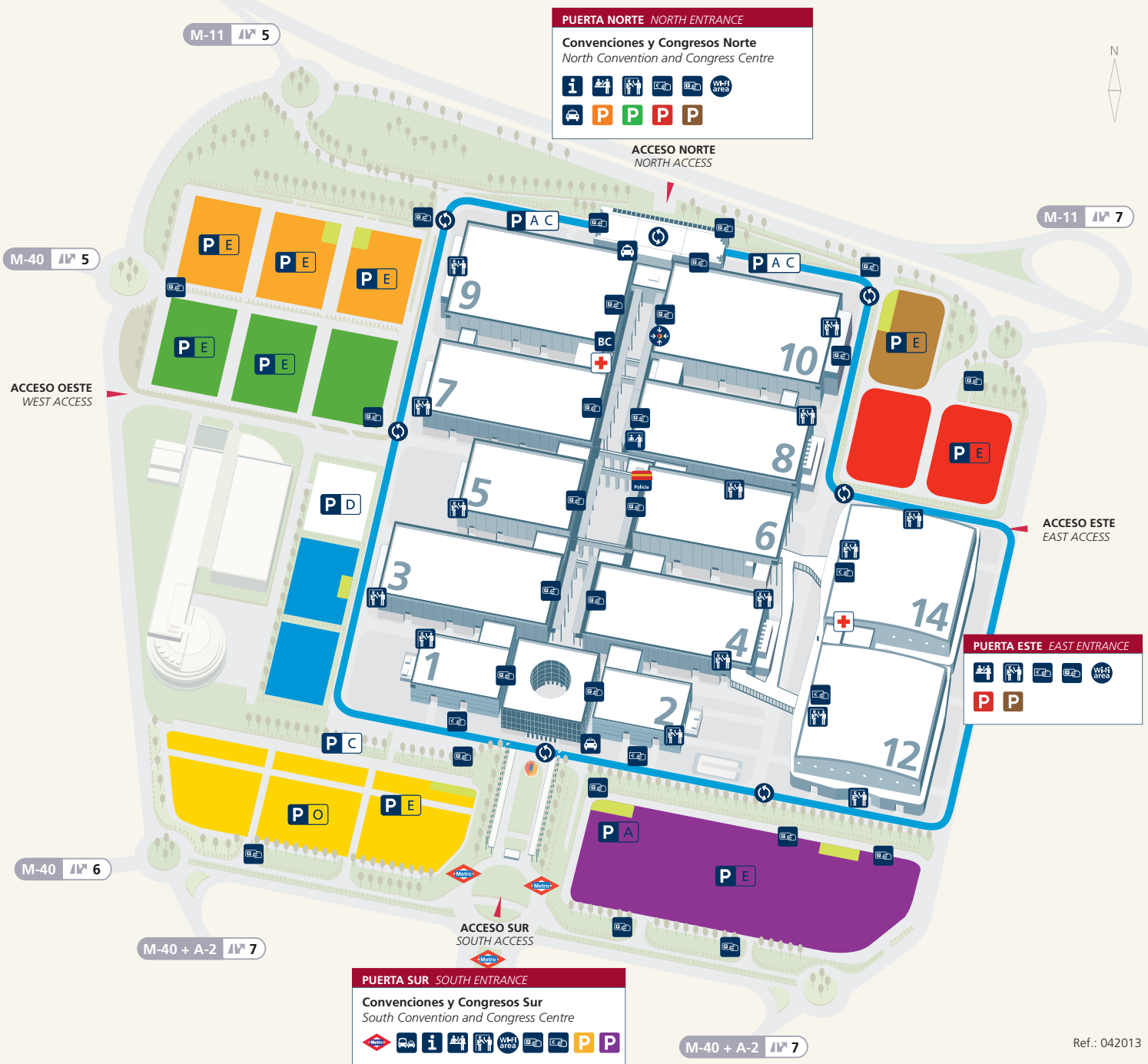
Vehicle parking:

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) !!!

Plano del recinto ferial y aparcamientos

Exhibition Complex and Car Parks Map



Ref.: 042013

- INFOIFEMA**
- BUSINESS CENTRE**
- 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
- Policia Nacional** Police
- Transporte público** Public transport

APARCAMIENTOS CAR PARKS

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



Airfreight

Your shipment should arrive at **MUNICH** german-airport - (MUC)
no later than **16- Sept. – 2014**
direct Transit to MADRID for ESMO 2014 is automatically provided !

- **Consignee address:** FAIREXX LOGISTICS GMBH
c/o MULTI LOGISTICS GmbH
Südallee - Cargoterminal
Modul D / 3rd Floor
85356 Munich-airport

Notify: ESMO 2014
Exhibitors name / Hall / Stand-No.

Please send your shipments prepaid, on own Masterairwaybill, consigned to
above mentioned address.

3 original Invoices should be attached to the Airwaybill.

Pre-advices please send to us at least one day **before** DEPARTURE
by Telefax: +49 (0) 30 44 03 47 79
• Copy of Airwaybill / Flight details



Seafreight shipments :

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

- FON: ++49 - 30 44 03 47 11
➤ FAX ++49 - 30 44 03 47 79
➤ e-mail : Marco.Junghans@Fairexx.com

Seafreight

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Case Marking

All your Packages should be clearly marked as follows:

- ESMO 2014
- Name of Exhibitor
- Hall and Stand number

1 of / 2 of ... / 3 of ... etc.

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



Courier

We strongly recommend Exhibitors not to send Courier shipments direct to the 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-adress mentioned under Roadfreight.

For shipments sent directly to the stand no liability is accepted.

Please attend

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: please 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 5 % service fee !)
- Cash : all major currencies accepted



Basic Conditions

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 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.



Please Contact our Office:

Contact Details

FAIREXX
Logistics for Exhibitions GmbH
Marienstrasse 28
12207 Berlin
Germany

Contact person: Marco Junghans

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web : www.fairexx.com