



FAIREXX

SHIPPING MANUAL

ESMO 2022

Paris / France

09 – 13 September 2022



FAIREXX

OFFICIAL SHIPPING GUIDELINES

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OFFICIAL SHIPPING GUIDELINES

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1. Shipments originating from outside the European Union (ee. United States, Canada, Switzerland, etc.)

1.1 COURIER SHIPMENTS

Send via FEDEX , DHL, UPS, TNT (and other courier companies)

Please note: Despite their promise courier companies cannot make customs clearance, as they lack an EORI number! Shipment for temporary importation via ATA-Carnet and/or via commercial invoice (goods that will be returned after event) **must** be send by airfreight (please see column 1.2) as courier companies cannot arrange any temporary customs clearance.

We strongly recommend sending your courier shipments to our warehouse. We cannot guarantee an on-time delivery to the exhibition booth in case your shipment arrives later than **30 th August 2022**.

Please consign all courier shipments to the following address:

Fairexx – Logistics For Exhibitions GmbH

Gottlieb-Daimler-Strasse 3

50181 Bedburg

Germany

Phone: +49 (0)2272 996 90 21

ESMO 2022 – Name of exhibitor and Hall and Stand nr.

We strongly recommend Exhibitors **not** to send courier shipments directly to the venue/stand. For shipments sent directly to the stand no liability is accepted.



1.2 AIRFREIGHT

Your shipment should arrive at Duesseldorf german airport (DUS) no later than **30th August 2022**.

Please consign to:

Fairexx Logistics GmbH

c/o JL Logistic GmbH

Muendelheimer Weg 9

40472 Duesseldorf

Germany

ESMO 2022 Madrid, Name of exhibitor ,Hall and stand Nr.

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.

1.3 DOCUMENTATION

For shipments outside of the European Union, 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 permanent Importation (consumables, brochures etc.)
- Serial numbers and pictures of every item that needs to be imported temporarily
- if necessary: Certificate 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 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 25% on our official handling tariff.



2. Shipments originating from the European Union

2.1 GROUPAGE ROADCARGO, COURIER SHIPMENTS (DHL, FEDEX , ETC.)

We strongly recommend sending your groupage or courier shipments to our warehouse. We cannot guarantee an on-time delivery to the exhibition booth in case your shipment arrives later than **1st September 2022**

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

Fairexx - Logistics For Exhibitions GmbH
Gottlieb-Daimler-Strasse 3
50181 Bedburg
Germany
Phone: +49 (0)2272 996 90 21
ESMO 2022 ,Name of exhibitor and Hall and Stand nr.

**Late shipments – on request only (please contact Fairexx in advance)
Only from 5 September 2022 !!**

No goods requiring customs clearance

DEADLINE: one day prior to delivery to the venue
FAIREXX – Logistics for exhibitions
ESMO 2022 + exhibitor name + booth number
c/o HELIPORT
2 rue Louis Armand
75015 Paris, France

3. Direct delivery address for full- and part-loads to venue

Full and part trailer loads should arrive at Paris in accordance with the official build-up dates and pre-booked unloading slot.

Fairground address:

ESMO 2022 Paris
FAIREXX LOGISTICS GMBH
c/o HELIPORT
2 RUE LOUIS ARMAND
F-75015 Paris
France
Contact: Marco Junghans / +49 (0)172 754 95 02



4. Marking of packages

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

ESMO 2022

„Name of Exhibitor“

„Hall no. / Stand no.“

„Fairexx c/o ESMO 2022

Please mark all packages with numbers:

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.

5. 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.

6. Payment

All shipments are subject to payment before delivery to booth.

We accept the following methods of payment :

- Bank Transfer: please provide a copy of the Transfer Statement
- Credit Card: please inform us of your card details in advance (not for customs expenditures unless with an additional 5 % service fee)
- Cash: all major currencies accepted



7. 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.

8. Contact details (not delivery address)

Mail: contact@fairexx.com

Phone: +49 (0)30 4403 47 11

Fairexx – Logistics for Exhibitions GmbH

Marienstrasse 28

12207 Berlin

Germany

www.fairexx.com



FAIREXX

OFFICIAL TARIFF

ESMO 2022

Paris / France

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OFFICIAL TARIFF

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1. Direct Deliveries To and From Venue Paris

A. FULL- & PART-TRAILER-LOADS

Unloading/reloading trucks and direct delivery to/pick up from stand with 2,5-to forklift. Overtime surcharges under section 7 apply.

up to 3 loading meters (minimum)	350,00 €
up to 6 loading meters	675,00 €
up to 9 loading meters	950,00 €
up to full trailer	1.350,00 €

B. ROAD- & COURIER-CARGO (1 CBM = 333 KGS)

Road- and Courier-shipments (only shipments originating from the European Union) – direct delivery to venue/pick up from venue by haulier and/or courier. Overtime surcharges under section 7 apply.

Receiving onsite-Paris & delivery to stand per shipment per started 100 kg (minimum fee = 145,00 EUR)	45,00 €
Pick up ex stand & release onsite-Paris per shipment per started 100 kg (Minimum fee = 145,00 EUR)	45,00 €

2. Shipments Via Fairexx advanced Warehouse

A. AIRCARGO – INBOUND (1 CBM = 333 KGS)

Transport from german airport up to stand-Paris (incl. airport-THC, handling and transit to Fairexx-advanced warehouse., storage, transfer to venue-Paris, delivery to stand). For Satellite Symposia deliveries please add +25 %, overtime surcharges under section 7 apply.

0–50 kgs	395,00 €
51–100 kgs	465,00 €
101–200 kgs	595,00 €
201–300 kgs	725,00 €
301–400 kgs	795,00 €
401–500 kgs	895,00 €
> 500 kgs	on request

B. ROAD- & COURIER-CARGO – INBOUND (1 CBM = 333 KGS)

Transport from Fairexx-advanced warehouse up to stand Paris (incl. registration, storage, handling). For Satellite Symposia deliveries please add +25 %, overtime surcharges under section 7 apply.

0–50 kgs	295,00 €
51–100 kgs	365,00 €
101–200 kgs	495,00 €
201–300 kgs	565,00 €
301–400 kgs	685,00 €
401–500 kgs	765,00 €
> 500 kgs	on request



C. AIRCARGO – OUTBOUND (1 CBM = 333 KGS)

Pick up ex stand-Paris up to german airport (incl. transfer from venue Paris to Fairexx-Advanced warehouse, storage, transit to german airport, airport-THC). Overtime surcharges under section 7 apply.

0–50 kgs	395,00 €
51–100 kgs	465,00 €
101–200 kgs	595,00 €
201–300 kgs	725,00 €
301–400 kgs	795,00 €
401–500 kgs	815,00 €
> 500 kgs	on request

D. ROAD- & COURIER-CARGO – OUTBOUND (1 CBM = 333 KGS)

Transport from stand-Paris up to Fairexx-advanced warehouse (incl. registration, storage, handling). Overtime surcharges under section 7 apply.

0–50 kgs	295,00 €
51–100 kgs	365,00 €
101–200 kgs	495,00 €
201–300 kgs	565,00 €
301–400 kgs	685,00 €
401–500 kgs	895,00 €
> 500 kgs	on request



3. Customs Clearance Formalities

Use of Fairexx EORI (german customs registration number) per use	115,00 €
ATLAS-fee (per Operation/way)	35,00 €

Final import customs clearance or temporary clearance based on commercial invoice

per operation incl. 1 Tariff line (HS-Code)	295,00 €
each additional Tariff line (HS-Code)	15,00 €
attendance for customs examination (per operation)	75,00 €

Use of deferment account for Duties/Taxes or any advanced payment to customs:
15 % of the total amount (Minimum = 75,00 EUR).

Temporary import bond fee / 3 % of CIF value / Minimum 75,00 €.

Export customs clearance	295,00 €
attendance for customs examination (per operation)	75,00 €
Import or re-export via Carnet ATA, per way	215,00 €
attendance for customs examination (per operation)	75,00 €



4. Storage During the Event

A. EMPTY CASES HANDLING (MIN. 2 CBM / ORDER)

Collection from stand, storage and re-delivery after event.

Per started cubic meter and packaging unit	85,00 €
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B. STANDBUILD FULLGOODS HANDLING (MIN. 2 CBM / ORDER)

Collection from stand, storing, re-delivery after event.

Per started cubic meter and packaging unit	95,00 €
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Pallet-truck, normal – counts as 2 cbm per unit

Pallet-truck, long – counts as 3 cbm per unit

Ladder – counts as 2 cbm per unit

Genie – counts as 3 cbm per unit

C. FULLGOODS ACCESSIBLE STORAGE

On request.

5. Labour and Forklift Hire

Skilled labour (without equipment, if not stated otherwise). Overtime surcharges under section 7 apply.

per worker / started hour (min. 4 hours per worker)	75,00€
per 2,5 t forklift with driver (works on the stand only) per started hour (min. 2 hours)	185.00€



6. Other Costs

Coordination & service charge per shipment and way	115,00 €
Warehouse insurance fee for shipments via airport or warehouse per shipment & way	45,00 €

7. Surcharges

Overtime surcharge from 17:00 – 20:00 h	50 %
Night surcharge from 20:00 – 08:00 h	100 %
Saturday, Sunday, Bank Holiday	100 %
Late arrival surcharge (for arrivals out of official deadlines)	30 %

Charges are subject to 19% of VAT. Please provide us with your VAT Identification number on your order to apply the reverse charge mechanism. Any other services not covered by this tariff will be charged according to separate agreement.

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. A copy of the relevant set of conditions will be supplied on request.