



**FAIREXX**

LOGISTICS  
FOR EXHIBITIONS

# OFFICIAL SHIPPING GUIDELINES

## **ESMO 2016**

*The European Society for Medical Oncology Congress*

- Copenhagen / Denmark -

07 – 11 October 2016

# 1. EU-Shipments

## 1.1 Groupage or Courier Shipments

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 **04th of October 2016**.

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

FAIREXX - LOGISTICS FOR EXHIBITIONS GmbH  
Innungstraße 2  
50354 Hürth  
Germany

**Contact:** Markus Willems / +49 (0) 2233 4054 293

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 Bella Center Copenhagen, in accordance with the official build-up dates and slot-reference numbers.

**Fairground address:**

FAIREXX LOGISTICS GMBH  
Bella Center  
Center Boulevard, Parking P5  
2300 Copenhagen  
Denmark  
**Contact:** Marco Junghans // +49 (0)172 754 95 02

**Each direct truck will receive a time-slot reference number for unloading and re-loading. Your driver needs to report at the marshalling yard (parking P5) with his respective reference number for check-in. In order to receive a time-slot reference number, please complete the time-slot request form and send it back to us.**

**To access the venue for offloading, the driver has to deposit 100,00 EUR / 500,00 DKK. The deposit can be retrieved by leaving the venue at P5.**

**Vehicles up to 5 meters length = 1 hour unloading time**

**Vehicles up to 10 meters length = 2 hours unloading time**

**Vehicles with more than 10 m length = 3 hours unloading time**

## 2. Shipments from outside the EU

### 2.1 Airfreight

Your shipment should arrive at DÜSSELDORF german airport (DUS) no later than **28th of September 2016.**

**Please consign to:**

RINGS AIRFREIGHT  
c/o FAIREXX LOGISTICS GMBH  
Innungstraße 2  
50354 Hürth  
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!

## 2.4 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 permanent Importation (consumables, brochures etc)
- Serial numbers and pictures of every item that needs to be imported temporarily
- 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.

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.

## 3. Marking of packages

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

„ESMO 2016 Copenhagen“

„Name of Exhibitor“

„Hall no. / Stand no.“

„Fairexx c/o Bella Center“

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.

## 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 details 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 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.

## 7. Contact Details

**Exhibition**      Marco Junghans      mail: [marco.junghans@fairexx.com](mailto:marco.junghans@fairexx.com)  
                         & Nils-Oliver Boldt      mail: [nils.oliver.boldt@fairexx.com](mailto:nils.oliver.boldt@fairexx.com)

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