

**FAIREXX**

LOGISTICS  
FOR EXHIBITIONS

**EUROPEAN ASSOCIATION OF UROLOGY**

**25<sup>th</sup> Anniversary EAU Congress**

**Barcelona - Spain**

**16 – 20 April 2010**

**SHIPPING MANUAL**

Dear exhibitor,

The organiser of the exhibition during the 25<sup>th</sup> Anniversary Congress of the European Association of Urology in Barcelona has appointed our organisation as their official and exclusive forwarder and lifting agent.

We are very proud of that and want to achieve a high quality exhibition logistics.

Should you have any questions, remarks etc. regarding your transport or the local handling, please do not hesitate to contact us. We provide all relevant services:

- Transport from your place to/from Barcelona
- Roadfreight, airfreight, seafreight
- All customs handling
- All technical lifting
- Storage of empties
- Storage of brochures, give aways etc.
- Labour assistance for standfitting, unpacking

When needed you can always ask us for a specific quotation.

Please mention all relevant details we need and specify on attached quotation request form.

We look forward to meeting you in Barcelona.

Sincerely yours,

Paul van Zijl

## 1. Consigning of shipments & deadlines for cargo arrival



### Airfreight

Please send your **airfreight shipments** to Barcelona (BCN) – airport

Latest date of arrival: April 9<sup>th</sup>, 2010

Consignee address for awb: Fairexx Logistics BV p/a Resa Expo Logistic  
C/Ciencias, Entrada Nr. 1  
Recinto Ferial Gran Via  
E-08908 – Hospitalet (Barcelona)

Phone + 34 93 233-4038/-4744/-4743  
Fax + 34 93 2631894

Notify on awb: EAU 2010  
Exhibitor name:  
Stand number:

Shipments must be sent freight prepaid, on a direct airwaybill, consigned to above mentioned address. 3 original invoices should be attached to the MAWB.

Please send us at least two days before arrival at Barcelona airport a pre-advise of your shipment

by telefax: +31 251 250065

or by e-mail: EAU2010@fairexx.nl

- Copy of Airwaybill / Flight details
- Copy of invoice and packing list

Please send your **seafreight shipments** to port of Barcelona



### Seafreight

Latest date of arrival: April 9<sup>th</sup>, 2010 for FCL shipments  
April 2<sup>nd</sup>, 2010 for LCL shipments

Consignee address for B/L: Fairexx Logistics BV p/a Resa Expo Logistic  
C/Ciencias, Entrada Nr. 1  
Recinto Ferial Gran Via  
E-08908 – Hospitalet (Barcelona)

Phone + 34 93 233-4038/-4744/-4743  
Fax + 34 93 2631894

Notify on B/L: EAU 2010  
Exhibitor name:  
Stand number:

Shipments must be sent freight prepaid on an express waybill.

When using original Bills of Lading make sure we have received the originals at least 3 days before arrival of the vessel.

Please send us at least 1 week before arrival at Barcelona a pre-advise of your shipment

by telefax: +31 251 250065

by e-mail: EAU2010@fairexx.nl

- Copy of Bill of Lading
- Copy of invoice and packing list



### **Groupage shipments**

Your shipment should be sent to our warehouse.

Latest date of arrival: April 9<sup>th</sup>, 2010

Warehouse address: Fairexx Logistics BV p/a Resa Expo Logistic  
C/Ciencias, Entrada Nr. 1  
Recinto Ferial Gran Via  
E-08908 - Hospitalet (Barcelona)  
Phone: + 34 93 233-4038

Shipments must be sent freight prepaid.

Please send us at least two days before arrival a pre-advise of your shipment  
by telefax: +31 251 250065  
or by e-mail: EAU2010@fairexx.nl

### **Semi - and full load trailers**

Delivery address Fairexx Logistics for Exhibitions  
c/o EAU 2010  
Carrer de L'Alumini, Entrada Nr. 5  
Hall 8 - Recinto Ferial Gran Via  
E-08908 - Hospitalet (Barcelona)

Phone +31 6 11 36 30 75 (Paul)  
+49 173 212 9410 (Stefan)

Shipments must be sent freight prepaid.

For deliveries of semi & full loads during build up, make sure you send a timeslot  
request form so we can schedule your trucks.

Roadfreight



### **THE EXHIBITION WILL BE HELD ON THE 1<sup>st</sup> FLOOR OF HALL 8**

All materials must be delivered via a lift.  
Please pay attention to lift capacity and dimensions

Lift 4 tons	deep 400 cms	wide 280 cms	height 238 cms
Lift 6 tons	deep 575 cms	wide 240 cms	height 278 cms

Dimensions stated are those of the lift entrances.

Lift dims.

## 2. Case marking



### Case Marking

All your packages should be clearly marked as follows:

- EAU 2010
- Name of Exhibitor
- Stand number
- Package nr. 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.

## 3. Documentation required for customs clearance



### Customs Clearance

For shipments from outside the EU, we require or an ATA carnet or 3 copies of commercial invoice & packing list in English, showing weights, dimensions and values (Eur or Usd) together with a copy of the airwaybill for airfreight shipments, Bill of Lading for seafreight, estimated date of arrival etc. for road shipments.

All invoices must show country of origin and specify temporary or permanent importation. Separate invoices must be issued for temporary and permanent importation.

**All invoices must be consigned to:**

Resa Expo Logistic  
C/Ciencias, Entrada Nr. 1  
Recinto Ferial Gran Via  
08908 – Hospitalet (Barcelona)  
Ref: EAU 2010 / Name of exhibitor

When you make use of ATA carnet, please make sure a separate invoice will be issued for goods which remain in Spain (brochures, give aways etc.). Please mention Resa Expo Logistic as the authorized representative (field nr. 3).

All exhibits / materials entered under temporary importation are subject to control and examination by Spanish customs for inward and outward movements. Any exhibit remaining in Spain or the EU after closure of the exhibition are subject to duties and/or taxes (deadline - one week after closure). Payment of duties & taxes must be guaranteed prior to removal of goods from the exhibition venue.

#### 4. Courier shipments



We strongly recommend exhibitors not to send courier shipments directly to the showsite.

##### Courier

If you do send goods by courier we suggest that you send them to our warehouse address mentioned under roadfreight (chapter 1)

Reception & storage of courier shipments up to 5 kg. sent to that address (only EU goods in free circulation – NO bonded goods) and which will be picked up at the on-site Fairexx office by the client, are free of charge.

For shipments not consigned to Fairexx but directly to the exhibitor and stand, no liability is accepted.

#### 5. Insurance

##### Insurance

We strongly recommend that all exhibitors arrange insurance coverage of their shipments. Insurance must include transport to and from the exhibition, whilst on display and in storage.

When needed, please contact us for further information and rates.

#### 6. Storage of empty packing materials



##### Storage

All empty packaging materials which must be stored during the exhibition must be labelled with our "empty labels".

Unless otherwise agreed all packages carrying this label are considered as empty.

No responsibility can be accepted for goods left in the packages.

For insurance, fire regulations and security reasons, empty packaging materials may not be stored behind booth display nor in the loading bays.

## 7. [Methods of payment](#)



### Payment

Please note following methods of payment are accepted:

- Bank transfer - please provide a copy of the transfer statement
- Credit card (MASTERCARD / VISA / AMERICAN EXPRESS)  
(please inform us of your card details in advance)
- Cash: all major currencies accepted
- When shipment is sent via one of our agents, you will be billed by our agent

## 8. [Basic conditions of contract](#)



### Basic Conditions

All work undertaken is subject to the Dutch Forwarders terms and conditions Fenex, latest version, in conjunction with the conditions and rates for trade fair transportation. A copy will be sent on request.

Lift dimensions as stated above are for information purposes only. Fairexx cannot be held responsible for any indescrpancy.

The responsibility and liability of FAIREXX Logistics for Exhibitions BV as Fairs & Exhibitions forwarder, ends once the goods have been delivered to the stand, irrespective of exhibitor's or his representative's presence on the stand

When written instructions fail, goods may be delivered to the stand commencing on the first day of the official build up period.

The responsibility and liability for return freight at the close of the exhibition starts only with the collection from the stand during the official dismantling period. The surrendering of documents by the exhibitor at the Forwarders office and the acceptance of same does not constitute any admission of responsibility or liability for freight which has not yet been collected from the stand. If the exhibition booth has been left, without the shipment being collected, shipment remains on the booth at exhibitors risk.

Externally recognisable damages must be stated on the work order / delivery order on delivery of the goods. Any claim can only be treated when made in writing and presented at our on-site office. Verbal claims only will not be accepted.

Our invoices will be due immediately after issuance without any further notice. 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.


## Contact details





For all enquiries, pre-advises and related documents:

## Contact Details

Fairexx Logistics for Exhibitions BV  
De Trompet 1540  
1967 DB Heemskerk  
The Netherlands

 +31 251 2500 60

 +31 251 2500 65

 [EAU2010@fairexx.nl](mailto:EAU2010@fairexx.nl)

Contact person:  
Paul van Zijl

## QUOTATION REQUEST - EAU 2010 – BARCELONA

Company info			
Exhibitor:			
Company:			
Contact:			
Phone:			
Fax:			
E-mail:			
Pre-event			
Transport to the EAU 2010			
Shipment to be sent via	<input type="radio"/> Airfreight	<input type="radio"/> Seafreight	<input type="radio"/> Road
Transport from	Country		
	Postal code		
	City		
Shipment details			
Number of pieces			
Total gross weight			
Measurement(s) (in cm)	(when necessary, send attachment)		
Volume (in cbm)			
Customs formalities (only for shipment with origin outside EU)			
<input type="radio"/> Temporary import	<input type="radio"/> Permanent import	<input type="radio"/> ATA carnet	
Goods value & currency			
Transport insurance needed	<input type="radio"/> Yes	<input type="radio"/> No	
Date & time for delivery to booth			
Other services required at fairground:			
Post-event			
Shipment must be (re)sent after event	<input type="radio"/> Yes to origin	<input type="radio"/> No	
	<input type="radio"/> Yes to:		

Send form to:  
 Fax +31 251 250065 or E-mail: EAU2010@fairexx.nl

## TIMESLOT REQUEST FORM EAU 2010

<b>Exhibitor:</b>						
<b>Booth nr.:</b>						
<b>Contractor contact details:</b>						
<b>Company name:</b>						
<b>Contact:</b>						
<b>Phone:</b>						
<b>Fax:</b>						
<b>E-mail:</b>						
<b>We would like to have the following unloading and reloading slots:</b>						
<b>Build up</b>	<b>Date</b>		<b>Dismantling</b>	<b>Date</b>		
	<b>Time</b>			<b>Time</b>		
<b>FORKLIFT SERVICES NEEDED FOR (UN) LOADING</b>						
<b>Forklift needed</b>		<input type="radio"/> YES	<input type="radio"/> NO			
<b>Please indicate whether you need our assistance!</b>						
<b>Shipment details</b>						
<input type="radio"/> Groupage	<input type="radio"/> Transit Van		<input type="radio"/> part load trailer		<input type="radio"/> full load trailer	
<b>Nr. of pieces:</b>	<b>Size:</b>		<b>Loadingmeters:</b>		<b>Nr. of trailers:</b>	
<b>Total gross weight:</b>	<b>Kgs</b>					
<b>Volume (in cbm)</b>	<b>Cbm</b>					

**PLEASE SEND THIS FORM TO FAIREXX LATEST APRIL 7<sup>TH</sup>, 2010**

**Fax + 31 251 250065**

**E-mail: EAU2010@fairexx.nl**

**ANY FORM RECEIVED LATER THAN APRIL 7<sup>TH</sup> 2010 CANNOT BE PROCESSED**

**SLOTS WILL BE GIVEN DEPENDING ON SIZE OF SHIPMENT, STAND SIZE AND LOCATION.**

**FINAL SLOTS WILL BE CONFIRMED TO YOU LATEST APRIL 9<sup>TH</sup>, 2010**

## HANDLING TARIFFS EAU 2010 BARCELONA

<b>1</b>	<b>Basic charges</b>		EUR
<b>1a</b>	General handling and management	Per shipment	85.00
<b>1b</b>	Advanced payments to 3 <sup>rd</sup> parties	As per outlay +10% Minimum 30.00	

<b>2</b>	<b>Shipments arriving by airfreight</b>		EUR
<b>2a</b>	Pick up at Barcelona airport & transfer to warehouse 1 cbm. = 167 kgs	Per kg. Minimum per shipment	1.50 275.00
<b>2b</b>	Local airport handling & 3 <sup>rd</sup> party costs	as per outlay + 10%	

<b>3</b>	<b>Shipments arriving by seafreight</b>		EUR
<b>3a</b>	LCL shipment from free out port till free arrival warehouse	Each cbm. Minimum per shipment	95.00 2 cbm.
<b>3b</b>	FCL container from cfr port till free arrival showsite	Per 20' GP container Per 40' GP container	1,300.00 1,500.00
<b>3c</b>	Shipping line, demurrage, agency fees and other 3 <sup>rd</sup> party costs not included in above tariff and will be billed as per outlay + 10%		

<b>4</b>	<b>Shipments via warehouse</b>		EUR	
<b>4a</b>	Receipt at warehouse and storage up to 7 days			
	001 - 100 kg	115.00	501 - 600 kg	260.00
	101 - 200 kg	135.00	601 - 700 kg	285.00
	201 - 300 kg	165.00	701 - 800 kg	300.00
	301 - 400 kg	185.00	801 - 900 kg	325.00
	401 - 500 kg	225.00	901 - 1000 kg	350.00
			> 1000 kg	On request
<b>4b</b>	Delivery to booth			
	001 - 005 kg	Free of charge*	401 - 500 kg	205.00
	006 - 050 kg	50.00	501 - 600 kg	235.00
	051 - 100 kg	95.00	601 - 700 kg	265.00
	101 - 200 kg	125.00	701 - 800 kg	285.00
	201 - 300 kg	145.00	801 - 900 kg	315.00
	301 - 400 kg	175.00	901 - 1000 kg	335.00
			> 1000 kg	On request
<b>4c</b>	1 cbm. = 333 kgs			

<b>5</b>	<b>Shipments direct to showsite &lt; 5000 kgs. / 3 loadingmetres</b>		EUR
<b>5a</b>	Unloading and direct delivery to booth without storage (max. liftingcap. 3 ton)	Per 100 kgs Minimum per shipment	22.50 180.00
<b>5b</b>	1 cbm. = 333 kgs		



**OUR OFFICE & AGENTS**

<p><b>GERMANY</b></p> <p>Fairexx Logistics for Exhibitions GmbH                  Marienstrasse 28                  D-12207 Berlin</p> <p>Mr. Stefan Grunwaldt</p> <p>☎ +49 (0)30 440 34713                  ☎ +49 (0)30 440 34779                  ✉ contact@fairexx.de</p>	<p><b>FRANCE</b></p> <p>Agility Fairs &amp; Events                  BP 66135                  F-95976 ROISSY CDG cedex</p> <p>Mr. Frederic Frenoy</p> <p>☎ +33 (0)1 48 63 33 81                  ☎ +33 (0)1 48 63 33 82                  ✉ ffrenoy@agilitylogistics.com</p>
<p><b>FINLAND</b></p> <p>CHS Expofreight                  Itämerenkatu 5                  00180 Helsinki, Finland</p> <p>Mr. Heikki Mattola</p> <p>☎ +358 (207) 669 420                  ☎ +358 (207) 669 439                  ✉ heikki.mattola@chs.fi</p>	<p><b>SWEDEN</b></p> <p>Kuehne &amp; Nagel AB Expo Service                  PO Box 112                  SE-40121 Gothenburg</p> <p>Mr. Alf Stolpe</p> <p>☎ +46 (0)31 758 03 23                  ☎ +46 (0)31 758 03 26                  ✉ alf.stolpe@kuehne-nagel.com</p>
<p><b>SWITZERLAND</b></p> <p>Agility Fairs &amp; Events                  Bleichstrasse 27                  CH- 4058 Basel</p> <p>Mrs. Stephanie Dillon</p> <p>☎ +41(0)61 685 9805                  ☎ +41 (0)61 691 7036                  ✉ stephanie.dillon@agilitylogistics.com</p>	<p><b>UNITED KINGDOM</b></p> <p>GT Exhibitions Ltd.                  Little Braxted Hall, Little Braxted                  CM8 3EU Witham, Essex</p> <p>☎ +44 (0)1376 509010                  ☎ +44 (0)1376 509192                  ✉ info@gtexhibitions.com</p>
<p><b>USA</b></p> <p>Airways Freight                  3849 W. Weddington Drive                  Fayetteville, AR72703</p> <p>Mr. Tony Dawes</p> <p>☎ US: 800-228-4220                  ☎ 0479-442-6080                  ✉ tonyd@airwaysfreight.com</p>	<p><b>CANADA</b></p> <p>GT Exhibitions Inc.                  1 Terence Matthews Cr.                  Ottawa ON, K2M 2G3</p> <p>Mr. Brian Heslop</p> <p>☎ +1 (0)613 599 3525                  ☎ +1 (0)613 599 9854                  ✉ brianheslop@gtexhibitions.com</p>

When your country is not listed, please contact us