



SHIPPING MANUAL FEFCO 2015 BARCELONA, 28-30.10.2015

Dear customer,

Resa is the appointed freight forwarder and handling contractor for the mentioned event. Our company offers the following services:

- Offloading and reloading of vehicles onsite
- Deliveries and collections to / from booth
- Intermediate warehousing
- Collection, storage & redelivery of empty crates
- Customs formalities
- Collections from port / airport
- International transport (sea, road, air, express)
- Equipment and manpower supply
- Courier receipt and delivery
- Insurance
- Any other services related to logistics for trade shows and events

Please read carefully the following information, if you have any questions please contact us:

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1. SHIPPING INSTRUCTIONS

ARRIVAL DEADLINES:

Please remind the following arrival deadlines, according to each type of shipment:

Roadfreight & Courier:	Arrival to Resa Warehouse 3 working days before required delivery to stand
Airfreight:	Arrival to destination Airport 3 working days before required delivery to stand
Seafreight FCL:	Arrival to destination Seaport 5 working days before required delivery to stand
Seafreight LCL :	Arrival to destination Seaport 10 working days before required delivery to stand

Direct truck deliveries to the venue must be according to the official dates of the event and are to be reconfirmed with Resa.

WAREHOUSE DELIVERY ADDRESS:

Please address your shipments as follows:

RESA EXPO LOGISTIC - FEFCO 2015

For: *Exhibitor name / Booth Nr.*

C/Botánica - Entrada Nr. 4 - Fira Gran Via

08908 - L'Hospitalet

For airfreight and seafreight shipments, please note destination air-/seaport as follows:

Destination airport: BCN

Destination seaport: Barcelona

LABELLING OF BOXES:

Please label each package/pallet individually and also number each packages/pallet (1 of...Total / 2 of...Total /etc.). Please use the enclosed label template.

IMPORTANT INFORMATION:

All shipments should be sent with freight prepaid up to arrival at destination (all charges paid by sender). Please read carefully more detailed information about courier shipments (point 2) and requirements of Spanish Customs for import clearances (point 3).

SHIPPING DOCUMENTATION:

Please send the following documents to Resa (see contact details), BEFORE your shipment arrives to destination:

- Booking form as per enclosed file
- Proforma Invoice for non-EU shipments (from outside the European Union)



2. COURIER SHIPMENTS

IMPORTANT INFORMATION:

The exhibition hall is not a permanent warehouse and therefore courier deliveries will be refused, unless the shipment is delivered during the tenancy period and the customer is present at the booth, in order to receive the parcels from his Transport Company and sign off the delivery outlay.

We strongly recommend sending your courier to the warehouse delivery address. It has an additional cost but by doing so you make sure that your items arrive safely and on time to the event.

No liability is accepted for couriers sent directly to the stand.

TRACK & TRACE NUMBER:

We recommend having the tracking number (assigned by the courier company) on hand at the exhibition. This will make it easier to locate your shipment.

SPANISH CUSTOMS FORMALITIES (FOR NON-EU SHIPMENTS):

Courier shipments above a certain weight (approx. 10 Kgs) and value (40 USD) cannot be cleared automatically by the courier companies and do require a Spanish importer of record. Resa will act as importer if required by providing our VAT registration number to customs (this service is chargeable; please see point 7 of our tariff).

Shipments must be accompanied by a proforma invoice with a description of the shipped items. Also bear in mind that some products are restricted by customs and cannot be shipped to the event, such as foodstuff, beverage, medicines, cosmetics, live animals or plants, pharmaceutical products and protected species

If any doubts please ask us before shipping.



3. CUSTOMS CLEARANCE INFORMATION

Shipments from outside the European Union are subject to customs clearance formalities, please read carefully the following information:

PERMANENT ENTRIES:

Permanent entries can be done only for goods to be consumed during the show, such as; consumables, office material, giveaways, catalogs, etc.

Any permanent entry is subject to payment of import duties and taxes, which will be calculated from the CIF value of the goods (CIF value = declared value + freight costs).

TEMPORARY ENTRIES:

Goods returning to origin after the show must be processed through a temporary entry at customs, in order to avoid the payment of duties and taxes.

We strongly recommend using the **ATA Carnet** for temporary entries, with this document you will save extra costs and will make the customs procedures faster.

All exhibits / material entered under temporary importation are subject to control and examination by Spanish Customs. Goods under temporary entry cannot be sold during the show and any sale operation must be reported to Spanish Customs Authorities, otherwise heavy penalties might incur. Please contact Resa in case you may sell any temporary goods.

Temporary & permanent materials must be packed separately, in different boxes.

PROFORMA INVOICE:

The combined Invoice/Packing List must show the following information: number of units per each item / values / full description of items in English, (including serial number for electronic devices), model and customs code number (Brussels nomenclature), total number of boxes/pallets, weight and sizes. All items must have a declared value, which must be approved by Spanish Customs.

Enclosed a proforma template for your guidance.

RESTRICTED PRODUCTS:

The following products are restricted by Spanish Customs and cannot be shipped to the event in any case: foodstuff, beverage, medicines, cosmetics, life animals or plants, pharmaceutical products, protected species. Do not include any of these items to avoid having your shipment stuck at customs! Textiles products are restricted depending on the country of origin. Please ask us before shipping.



4. PAYMENT & BASIC CONDITIONS OF CONTRACT

PAYMENT:

Our invoices will be due immediately after issuance without any further notice. Unless other terms are agreed, our expenses shall be settled before the event starts or before the return transportation after the show

Please note the following accepted methods of payment:

- **Bank Transfer:** Please note our bank details as follows:

Resa Expo Logistic account details

BANC SABADELL

Avenida Madrid, 188

08028 Barcelona

Account Internacional: ES17 0081 0557 1900 0102 9711

IBAN Internacional: ES17 0081 0557 1900 0102 9711

SWIFT Internacional: BSABESBB

We must receive the payment in full amount, the bank fees for the transfer are payable by the sender.

Please provide a copy of the transfer statement

- **Credit Card:** we accept VISA, Mastercard and American Express
- **Cash:** all major currencies accepted

BASIC CONDITIONS OF CONTRACT:

All work undertaken is subject to the Resa insurance terms and conditions. The liability of Resa for the transportation is determined by the national or international insurance regulation applicable to the contracted transport. The liability insurance of Resa for storage and handling covers a maximum of 10 Euros per Kg. (Gross weight of damaged or lost goods) and per incident.

The liability of RESA ceases with the delivery and starts with the collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of his material until this collected from the stand by RESA.

We strongly recommend all exhibitors to arrange insurance coverage including transit to and from the exhibition, whilst on display and in storage. Please note that Resa does not insure automatically unless asked to do so in writing. Resa is not liable for any losses, theft or pilferage.



5. FURTHER INFORMATION

Worldwide Network:

Our recommended agent in your country is specialized in exhibition freight forwarding, offering you professional advice on the preparation of your shipment. Through the “Door to stand” service, you will get an all-in package that covers all the steps from your country of origin to the venue and vice-versa, until your items are returned back after the event. The list of our agents worldwide is available on request.

Important notice: please always send your goods on conditions prepaid (paid by sender) up to destination. Shipments arriving with freight charges to be paid by the destination party (Resa) will be refused, unless we are given clear instructions to take care of charges on your behalf. .