



CEVA Showfreight

Official Shipping Instructions and Tariff



INTA 2017

20-24 May

Barcelona, Spain

Showfreight Contact:

Paul Strachan

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www.cevalogistics.com



Making business flow



Introduction

CEVA Showfreight are bringing their exhibition site logistics and forwarding skills to INTA 2017 as the sole officially appointed freight contractor for the 2017 Barcelona event.



CEVA Showfreight has been appointed to ensure the efficient movement of exhibits and stand fitting material whilst onsite at INTA 2017, along with the arrangement of any international or domestic freighting requirements you may have.

The following instructions are intended to assist all parties involved with keeping the operation as simple as possible and ensuring the smooth flow of freight to and from the event.

International Shipping Enquiries:

Paul Strachan

+44 (0) 330 58 77 696

paul.strachan@cevalogistics.com



Shipping Instructions



Pre Alerts

All pre alerts should be sent to:

Telephone	+44 (0) 330 58 77 696
Contact	Paul Strachan
E-mail	paul.strachan@cevalogistics.com

Shipping Deadlines:

Airfreight at Barcelona BCN Airport	11 May 2017
Sea Freight LCL at Barcelona Port	3 May 2017
Sea Freight FCL at Barcelona Port	8 May 2017

Airfreight

All consignments should be sent freight prepaid to arrival Barcelona Airport - BCN

Seafreight

All consignments should be sent freight prepaid to arrival Barcelona Port



Shipping Instructions



Consigning Instructions

All consolidations should be consigned on Ocean/Master Bill '**Freight Prepaid**' as follows:

CEVA Showfreight
INTA 2017
For: [*Exhibitor name / Booth nr.*]
C/Botánica - Entrada Nr. 4
Fira Gran Via
08908 - L'Hospitalet
Spain

Notify: CEVA Showfreight

Each AIR shipment should be under one Master AWB. Shipments not following our shipping instructions will incur additional agency fees, which will be billed at cost as per outlay plus 10% disbursement fee.

For all consolidations, a Consolidation Cargo Manifest must also be provided.
For ATA carnet shipments, the ATA Carnet Number **MUST** be shown on the MAWB.

All Air Waybills and/or Bills of Lading should be e-mailed as soon as they are available, together with a copy of the commercial invoice, onsite contact name/telephone number and the required delivery date to the stand. If you know that the goods will be returning after the show, please indicate this on the commercial invoice.

Shipments MUST NOT be sent DDU or DDP, but sent pre-paid up to arrival at Barcelona Airport - BCN or Barcelona Port only.



Shipping Instructions



Documentation

Copies of all documents are required by CEVA Showfreight prior to the arrival of your shipment.

Airfreight: 3 Days prior to arrival.

Oceanfreight: 7 Days prior to arrival.

A commercial invoice is required, in English, for Customs clearance per method of entry and must be addressed as follows:

CEVA Showfreight

INTA 2017

For: *Exhibitor name*

Booth nr.

C/Botánica - Entrada Nr. 4

Fira Gran Via

08908 - L'Hospitalet

Notify: CEVA Showfreight

On your commercial invoice please specify the appropriate import status:

PERMANENT:

'Goods are for permanent entry into Spain'

TEMPORARY:

'Goods are for display purposes at INTA exhibition and will be returned after the close'

CONSUMABLE:

'Goods are for free distribution purposes at the INTA exhibition'

Please ensure that your commercial invoice clearly states the following:

- Country of origin
- Confirmation that the packing conforms to Spanish Regulations
- Tariff heading(s) / H.S. Codes
- Serial numbers (where applicable)
- Commodities are itemised and valued individually

Please note:

Everything has a value. Consumables should show a true value 'For Customs purposes only'



Shipping Instructions



Early/Late Arrivals

Shipments from outside the **European Union** are subject to customs clearance formalities. Please read the following information carefully:

PERMANENT ENTRIES:

Permanent entries can be done only for goods which are to be consumed during the show, such as consumables, office material, giveaways, catalogues, 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 import 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/materials 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 the Spanish customs authorities, otherwise heavy penalties might be incurred. Please contact CEVA should you wish to sell any temporary import goods.

Temporary & permanent import 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 numbers 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.

RESTRICTED PRODUCTS:

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



Shipping Instructions



Case Marking

All cases should be clearly marked as follows:

INTA 2017

c/o CEVA Showfreight

Exhibitor:

Stand No:

Case No:

Gross Wt:.....Nett Wt:.....

Dimensions:.....X.....X.....cms

Please ensure that suitable packaging is used for your shipment. Exhibits will be in transit for long periods, both to and from the exhibition and cartons will not withstand the constant handling which takes place during transhipment.

Courier

We do not recommend that you send your shipment via courier service (DHL, FedEx, UPS). Spanish customs may detain your shipment and we may need to complete customs clearance as if your shipment was a normal airfreight shipment. Airfreight is the better option unless your shipment is very small (less than 10 kgs) and has a very low value (max US\$40.00). Please contact CEVA Showfreight before sending your shipment by courier.

If you do send your shipment by courier service , please consign as follows:

CEVA Showfreight

INTA 2017

For: *Exhibitor name / Booth nr.*

C/Botánica - Entrada Nr. 4

Fira Gran Via

08908 - L'Hospitalet

Cargo detention is a very real possibility. Please forward copies of your air waybill copy and commercial invoice once available.

Please Note: For shipments which are not detained by customs, handling charges from free arrival our Barcelona address up to delivered your booth will be charged £60.00 per consignment, per exhibitor. If your shipment is detained by customs, handling charges will be as per our standard airfreight tariff. Any duty & tax paid on clearance will be charged at cost plus a 10% disbursement fee.

Shipments sent by courier service are done so at your own risk. CEVA Showfreight accept no responsibility for courier shipments which are delayed or do not arrive at the venue.



Shipping Instructions



Heavy and Oversize Exhibits

If exhibitors have heavy and oversize shipments, they must be on-site early to direct the operation of uncrating and positioning. If a crane or forklift is required for the installation of equipment, please send your requirements to us as early as possible so that we can arrange for suitable equipment in advance. A quotation will be given after receiving your enquiry.

Packing of Exhibits

Exhibitors are responsible for the consequences of improper packing.

A. Protection against Damage and Rain

As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition.

Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used-packing materials (the case as well as aluminium foil, plastic covers, etc., very often would have been damaged already during unpacking).

B. The Case

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking and for sale for return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.



Shipping Instructions



Payment of charges

Unless freight is routed via one of our appointed agents we require full payment of our charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance via bank transfer or alternatively on-site with cash or a credit card for the full amount.

Citibank	Account Name:	CEVA Showfreight
Citigroup Centre	Account Number:	17578644
Canada Square	Sort Code:	18 - 50 - 08
Canary Wharf	IBAN:	GB92 CITI 1850 0817 578644
London, E14 5LB	BIC (Swift):	CITI GB 2L

Credit card payments will incur a surcharge as received by your credit card provider maximum 3%

Insurance

Unless specifically insured CEVA Showfreight is not responsible for any loss, pilferage or damage whilst goods are left unattended on your stand. We will endeavour to deliver / collect your goods to/from your stand when requested, however this cannot be guaranteed. We therefore strongly recommend that your shipment is fully insured for all risks to include transit to and from the exhibition and also during build-up, open period and break-down.

Transit Insurance can be provided upon request. Please contact the CEVA Showfreight for a quotation.

All work is carried out under our standard terms and conditions a copy of which is on the last page of this document.



International Freight Tariff



Customs

Permanent Import Customs Clearance upto €12000.00 value	£150.00 per entry/shipment
Permanent Import Customs Clearance upto €18000.00 value	£285.00 per entry/shipment
Permanent Import Customs Clearance upto €24000.00 value	£325.00 per entry/shipment
Use of Import Tax Registration Number	£95.00 per entry/shipment
ATA Carnet Clearance – Import	£150.00 per shipment
Temporary Import Customs Clearance – Commercial Invoice	£190.00 per entry/shipment
Temporary Import Bond Fee	3.5% of CIF Value Min £150.00
Duty / VAT	Cost + 10% disbursement fee
Brokerage Fee – Per Shipment	£85.00 per shipment
Customs Examination	£190.00 per Entry/Shipment

Airfreight

- From arrival Barcelona (BCN) to arrival Barcelona fairground.
- Excludes Airline handling and Airport storage.

Price per kg	£1.50 per kg (minimum 300kg)
Airline Handling	£0.30 per kg (minimum 300kg)
Airport Warehouse Handling	£0.30 per kg (minimum 300kg)

Ocean Freight

- From arrival Barcelona Port to arrival Barcelona fairground.
- Excludes port handling and consolidator charges.

LCL Freight	£120.00 per Cubic Metre (Minimum 3 cbm)	
FCL 20ft	£1780.00 per Container	
FCL 40ft/HC	£2450.00 per Container	
Terminal Handling	LCL	At Cost + 10% Disbursement
	FCL – 20ft	At Cost + 10% Disbursement
	FCL – 40ft	At Cost + 10% Disbursement



International Freight Tariff



Ocean Freight - continued

Additional Container Fees	
Grounding – 20'	£110.00
Grounding – 40'	£165.00
Restitution / Collection – 20'	£275.00 per trip
Restitution / Collection – 40'	£385.00 per trip

Onsite

Received Barcelona Warehouse, Short Term Storage, Delivery to stand – Upto 1500kgs / 5cbm	£30.00 per 100kgs – Minimum £150.00
Received Barcelona Warehouse, Short Term Storage, Delivery to stand – Over 1500kgs / 5cbm	£20.00 per 100kgs – Minimum £100.00
Onsite Direct Unloading and Delivery to Stand / Onsite Reloading from Stand to Vehicle	£15.00 per cbm Minimum £110.00
Collection / storage / redelivery of empty cases	£50.00 per cubic metre (Minimum 3 cbm)
Courier/Small Shipments – Receive/Deliver to stand	£60.00 per shipment (up to 50 kgs)
Labour to assist (unskilled)	£60.00 per man hour (Minimum 2 hours)

Export Customs

Cancellation of Temporary Import Bond	£190.00 per consignment
ATA Carnet Sign Out	£150.00 per consignment
Re-export customs clearance on commercial invoice	£155.00 per consignment
Export Customs Examination	£190.00 per consignment
Ocean Bill of Lading Fee	£125.00 per consignment
Airway Bill Fee	£75.00 per consignment
Customs Data Entry Fee – Outbound/per entry	£150.00 per shipment



International Freight Tariff



Other Charges

Import 3C Exemption or Second-hand products application (if any)	Price on Application
Magnetism inspection Fee (if required)	Price on Application
Quarantine Inspection Fee	£100.00 per consignment
Quarantine Declaration/Handling Fee (FCL and LCL prices available)	£15.00 per package (Minimum £80.00)
Documentation/Service Fee	£50.00 per consignment

Hire of Labour and Equipment

If additional labour or equipment is required, please contact paul.strachan@cevalogistics.com for quotation at least 48 hours before move-in.

Additional Information

Agency & Intervention fee / Communication costs £130.00 per consignment (All orders)

*Items in **Bold** carry a 50% surcharge if carried out before 0800 or after 1800 on weekdays, or on weekends.*

All bookings received after 1st May 2017 will incur a 25% surcharge

For Airfreight purposes 1 cubic metre is equal to 167 kgs.

For onsite services 1 cubic metre is equal to 300 kgs

Booking Deadline Date:

1st May 2017