

**FAIREXX**

LOGISTICS  
FOR EXHIBITIONS

**EUROPEAN ASSOCIATION OF UROLOGY**

**24<sup>th</sup> Annual Congress**

**Stockholm / Sweden**

**17 – 21 March 2009**

**SHIPPING MANUAL**

Dear exhibitor,

The organiser of the exhibition during the 24<sup>th</sup> Annual Congress of the European Association of Urology in Sweden 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 Stockholm
- 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 Stockholm.

Sincerely yours,

Paul van Zijl

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



### Airfreight

Please send your **airfreight shipments** to Stockholm – Arlanda airport

Latest date of arrival: March 9<sup>th</sup>, 2009

Consignee address for awb: Kuehne + Nagel AB  
c/o Fairexx Logistics for Exhibitions  
Djupdalsvagan 7  
SE-192 05 Sollentuna  
Phone +46 31 7580324  
Fax +46 31 7580326

Notify on awb: EAU 2009  
Exhibitor:  
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 Arlanda airport a pre-advise of your shipment

by telefax: +31 251 250065

or by e-mail: EAU2009@fairexx.nl

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

Please send your **seafreight shipments** to port of Gothenburg or CFS Stockholm



### Seafreight

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

Consignee address for B/L: Kuehne + Nagel AB  
c/o Fairexx Logistics for Exhibitions  
PO BOX 112  
SE – 401 21 Gothenburg  
Exhibitions dept. attn Marika Hultin  
Phone +46 31 758 03 24  
Fax +46 31 758 03 26

Notify on B/L: EAU 2009  
Exhibitor:  
Stand number:

Shipments must be sent freight prepaid, preferably 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 Stockholm a pre-advise of your shipment

by telefax: +31 251 250065

by e-mail: EAU2009@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: March 10, 2009

Warehouse address: Stockholmsmässan  
c/o Fairexx Logistics for Exhibitions BV  
Parkeringsvägan 10  
125 30 Älvsjö  
Phone +46 8 7494175  
Fax +46 8 7499162

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: EAU2009@fairexx.nl

### **Semi – and full load trailers**

Delivery address Stockholmsmässan  
c/o Fairexx Logistics for Exhibitions BV  
Parkeringsvägan 10  
125 30 Älvsjö  
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

## 2. Case marking



### Case Marking

All your packages should be clearly marked as follows:

- EAU 2009
- Name of Exhibitor
- Stand number
- Package nr. 1 of ... / 2 of .... / 3 of ... etc.

We kindly ask you to use save 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 of the European Union, we need the following documents for the customs clearance:

- ATA carnet
- Proforma invoice / packing List in English, showing : No. of units / weights / dimensions / total no. of boxes / values / full description of items in English
- separate invoices for temporary importation and permanent importation

**Proforma invoice(s) must be addressed to :**

Kuehne + Nagel AB  
c/o Fairexx Logistics for Exhibitions  
Exhibition: EAU 2009  
Venue: Stockholmsmassan – Stockholm, Sweden  
Exhibitors name:  
Standnr.:

All exhibits / materials entered under temporary importation are subject to control and examination by Swedish customs for inward and outward movements.

Any material remaining in Sweden 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.

#### 4. Courier shipments



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

##### Courier

If you do send goods by courier we suggest that you send them to our warehouse address mentioned under roadfreight.

Reception & storage of courier shipment 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 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 carried 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.

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 for 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

 [EAU2009@fairexx.nl](mailto:EAU2009@fairexx.nl)

Contact person:  
Paul van Zijl

## QUOTATION REQUEST - EAU 2009 – STOCKHOLM

<b>Company info</b>			
Exhibitor:			
Company:			
Contact:			
Phone:			
Fax:			
E-mail:			
<b>Pre-event</b>			
Transport to the Eau 2009			
Shipment to be sent via	<input type="radio"/> Airfreight	<input type="radio"/> Seafreight	<input type="radio"/> Road
Transport from	Country		
	Postcode		
	City		
<b>Shipment details</b>			
Number of pieces			
Total gross weight			
Measurements(s) (in cm)	(when necessary, send attachment)		
Volume (in cbm)			
<b>Customs formalities</b>			
<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:			
<b>Post-event</b>			
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: EAU2009@fairexx.nl

## TIMESLOT REQUEST FORM EAU 2009

<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 MARCH 5<sup>TH</sup>, 2009**

**Fax + 31 251 250065**

**E-mail: EAU2009@fairexx.nl**

**ANY FORM RECEIVED LATER THAN MARCH 5<sup>TH</sup> 2009 CANNOT BE PROCESSED**

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

**FINAL SLOTS WILL BE CONFIRMED TO YOU LATEST MARCH 06<sup>TH</sup>, 2009**

## Handling rates EAU 2009 Stockholm

Below you will find all relevant charges for the local handling during EAU 2009 Stockholm

Any service not mentioned will be quoted upon request.

### 1) AIRFREIGHT - Inbound charges

based on chargeable weight as mentioned on the airwaybill

Basis	Eur 275.00 per hawb/shipment
Additional per hawb/shipment	Eur 0.75 per kg

Airport warehouse rent (1<sup>st</sup> 3 days free of costs) Eur 25.00 per 100 kg

### MINIMUM 100 KGS

Tariff is including:

- Airport terminal fee at Stockholm airport
- Customs transit document to showsite
- Transfer to showsite

### 2) SEAFREIGHT - Inbound charges

**FCL container** Eur 1,475.00 per container

Tariff is including:

- THC, Isps, port charges, handling and doc fee at Stockholm CFS
- Customs transit document to showsite
- Transfer to showsite

But excluding:

- Detention, demurrage, hand over fees and other 3<sup>rd</sup> party costs

#### **LCL shipment**

Basis		Eur 695.00 per (house) B/L
Additional per hbl / shipment	- 500 kg	Eur 42.50 per 100 kg
	- 1000 kg	Eur 28.00 per 100 kg
	- 2000 kg	Eur 20.00 per 100 kg

1 cbm = 333 kg, 1 loadingmetre = 1950 kg



## **5) CUSTOMS FORMALITIES**

Temporary or permanent importation	Eur	195.00 per entry
Attendance for customs examination	Eur	48.00
Bond fee on temporary importation, non refundable	3% x cif value	
Minimum bond fee	Eur	75.00

**Important Notice: duties and taxes if applied, will be charged as per outlay + 10%**

## **6) ANCILLIARY COSTS & SURCHARGES**

General handling, coordination and management fee	Eur	85.00 per order
Advancement of charges 3 <sup>rd</sup> party expenditures	10 %	

### **OVERTIME SURCHARGES**

Monday – Friday	after 16:00 hrs.	+50%
Weekend & holidays		+100%

## **7) OUTBOUND**

### **7.1) AIRFREIGHT**

Same as inbound	
Additional security check	Eur 60.00 per hawb/shipment

### **7.2) SEAFREIGHT**

Same as inbound	
Additional for LCL shipments Isps, handling and doc fee	Eur 275.00 per hbl/shipment

### **7.3) ROADFREIGHT**

Same as inbound

### **7.4) CUSTOMS FORMALITIES**

Same as inbound

### **7.5) ANCILLIARY COSTS & SURCHARGES**

Same as inbound

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>SPAIN</b></p> <p>Transnatur s.a.                  Ca l'Arana, 15-17 (ZAL-II)                  E-08820 - El Prat de Llobregat (Spain)</p> <p>Mr. David Palomo</p> <p>☎ +34 (0)93 480 4575                  ☎ +34 (0)93 480 4501                  ✉ dpalomo@bcn.transnatur.com</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>Natural AG                  Bleichstrasse 27                  CH- 4058 Basel</p> <p>Mrs. Stephanie Dillon</p> <p>☎ +41(0)61 685 9805                  ☎ +41 (0)61 691 7036                  ✉ stephanie.dillon@natural.info</p>	<p><b>UNITED KINGDOM</b></p> <p>GT Exhibitions Ltd.                  Little Braxted Hall, Little Braxted                  CM8 3EU Witham, Essex</p> <p>Mrs. Kathryn Needham</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