

ESSA | MEMBER
2019



Shipping Instructions

IAAPA EXPO EUROPE 2019

16 - 19 SEPTEMBER Paris Expo, Port de Versailles, France

Presented by Agility Fairs & Events, Show Manager Dan Flower





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Agility Fairs & Events have been appointed by organiser as the sole official freight, customs and onsite handling contractor for the **IAAPA Expo Europe 2019** exhibition which will be held during, **16 - 19 September , 2019 at Paris Expo , Port de Versailles in Paris , France.**

We provide specialized freight forwarding services and transportation arrangements for exhibit materials, including on-forwarding after the event.

Our main aim is to ensure that you and your show teams receive the very best freight and handling assistance in the run up to, during and after the event.

The following instructions are provided to assist you in the planning of your exhibition shipping arrangements. Please read carefully.

During the event:

Agility Fairs & Events will be available on site during the build-up & pill-down period via our on-site office. Key staff will be on site and will have mobile phones.



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CONSIGNMENT INSTRUCTIONS

Clamageran - Fairexpo
Parc des Expositions
Paris Expo, Porte de Versailles
75015 Paris, France
Tel: (33) 1 57 25 18 09
Fax: (33) 1 45 30 28 81
Contact: Lucien Lawson

Notify:
Exhibition Name: **IAAPA Expo Europe 2019**
Exhibitor name / hall and stand No.

Notification:
Please send us by e-mail all dates of the transport
(i.e. B/L, CIPL) in advance, before shipping.

DOCUMENTATION for dispatch of documents (Pre-alerts)

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded well in advance to the arrival of shipments to Agility F&E UK :

Dan Flower- dflower@agility.com





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Parc des Expositions
Paris Expo, Porte de Verailles
75015 Paris, France
Tel: (33) 1 57 25 18 09
Fax: (33) 1 45 30 28 81
Contact: Lucien Lawson

Notify party:
Exhibition Name: **IAAPA Expo Europe 2019**
Exhibitor name / hall and stand No

Notification:
Please send us in advance by email all copies of the pre alert
i.e. AWB and CIPL in advance, before departure

DOCUMENTATION DEADLINE for dispatch of documents (Pre-alerts) 5th September 2019

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded well in advance to the arrival of shipments to Agility F&E UK:

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CONSIGNMENT INSTRUCTIONS

Addressing truck – Goods arriving before **30th August**

CLAMAGERAN-FAIREXPO

Parc des expositions
Paris Nord II Villepinte
93420 Villepinte, France
Tel: (33) 1 57 25 18 09
Fax: (33) 1 45 30 28 81
Contact. Lucien Lawson

Opening hours Monday – Friday 0800-1200 / 1400-1630hrs

Notify party:

Exhibition Name: **IAAPA Expo Europe 2019**
Exhibitor name / hall and stand No

Addressing by truck – goods arriving from **2nd September**

Customs transit T1 forms consigned to:

CLAMAGERAN-FAIREXPO

Parc des Expositions
Porte de Vesailles
75015, Paris France
Tel: (+33) 0 1 57 25 18 09
Cell: (+33) 0 6 20 83 78 00
Way In: Entrance Gate D and then direction Gate H

Opening hours Monday – Friday 0800-1200 / 1400-1700hrs

Notification:

Please send us by fax or e-mail all dates of the transport (i.e.: AWB, B/L, Consignment or CMR) in advance, before shipping
Please email copies of Order Form, CMR & pro forma invoices to
Agility F&E UK:

Dan Flower - Dflower@agility.com



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Freight Arrival :

Airfreight at Paris Airport (CDG) 8th September 2019

Courier (DHL, FedEx, TNT, UPS,...) 8th September 2019



Road Freight Arrival via Advance warehouse from 2nd September



Freight Arrival :

Sea freight LCL at Le Harve port, France 30th August 2019

Sea freight FCL at Le Harve port, France 5th September 2019



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Customs and other important documents:

Onsite customs office destination number: FR 003260

EORI-no. required for permanent entry, the buyer or final consignee must also provide EU VAT.

- commercial invoices, in triplicate in English, with invoice date and number, separate prices and terms of delivery. Please keep value for give aways, samples and brochures low !
- Or ATA Carnet and authorisation letter
- harmonised customs goods number (HS - code)
- wood packing declaration (if applicable)
- customs authorisation
- brochures and pictures
- Sanitary Certificate and Certificate of Origin (where requested)
- For machinery, CE documents)European Certificate of conformity & safety)



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Temporary import items

Goods intended for display at and return to country of origin at the close of the Event (such as graphics, products for display etc.) should be documented using:

EITHER:

An ATA Carnet

Please contact either our agent in your country or your local Chamber of Commerce to attain Instructions for obtaining & completing an ATA Carnet.

OR:

A Commercial invoice

This should be completed on your letterhead, addressed as follows:

Exhibitor.....stand.....

The invoice should list all of your items with a value for each item, and also a total value at the bottom of the invoice. Please describe your items clearly. Please remember the description will have to be understood by people not familiar with your products.



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Final import items

Goods that will not be returning after the event (such as literature, give-away items or goods Intended for sale during the event) should be documented using:

Commercial invoice

This should be completed on your letterhead, addressed as follows:

Exhibitor.....stand.....

The invoice should list all of your items with a value for each item, and also a total value at the foot of the invoice. Please describe your items clearly. Please remember the description will have to be understood by people not familiar with your products.

Application for EORI on Permanent Imports

The need to apply for an EORI can be allocated into separate scenarios as detailed below:

- 1.) Permanent Import – Giveaways/Consumables – Low Value accepted by customs

No Enri Number Required

- 2.) Permanent Import - Sold Machine / Exhibits – European Buyer Accepting Duties, EU VAT number also required



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CASE MARKINGS

For easy identification, all packages shall be marked as follows:

Show Name:

Name of Exhibitor: _____

Hall Number / Stand Number: _____ / _____

Case Numbers: _____ of _____

Gross Weight/Net Weight: _____

Dimensions: _____

Packing:

All packing should have the highest possible standard. If the exhibits are intended to be reshipped, the cases must be re-useable.

All packing must be equipped with skids for handling by forklift- and pallet truck.

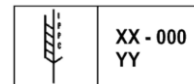
Wood packing requirements apply in the European Community. Fumigation must be arranged for all wooden packing materials in the country of origin before shipping to Munich - exception for packing made entirely of plywood / wood chip board. To verify that the wooden packing has undergone heat treatment or Methyl Bromide treatment the following data should be marked / stamped onto the outside of the wooden packing clearly visible.

1. IPPC Logo
2. ISO country code (= xx)
3. unique number assigned to the company that has carried out the fumigation, namely a national plant protection organization (= OOO)
4. method of fumigation (=YY)

HT: heat treatment / MB: Methyl Bromide

Empty packing:

We will pick up empty crates, boxes and every other sort of packing material and will deliver it back automatically after the end of the fair.





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COURIER / CONSIGNMENT

Clamageran Expositions
Parc des Expositions
Porte de Versailles
75015 Paris, France
Tel: (33) 1 57 25 18 09

Courier (DHL, FedEx, TNT, UPS,...) From 2nd September 2019

HAND-CARRY SHIPMENTS

Overseas exhibitors are not encouraged to hand-carry exhibits which will be subject to customs clearance on arrival.

In event the exhibits are stopped at airport on arrival, exhibitors are required to handover the shipment along with the Invoice and Packing list to Customs Authorities at airport against issuance of Custody Receipt, Thereafter, handover the original Custody Receipt along with copy of invoice and packing list to us urgently for customs clearance.



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Restricted goods

All kind of medicine / pharmacy / vitamin products are not allowed to import, electrical equipment must show a CE sign.

Never do send any foodstuff.



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[Commercial Invoice & Packing List](#)

You can download a sample commercial invoice and packing list for use when shipping your goods to the show by clicking on the below link.

[Commercial Invoice & Packing List](#)



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Heavy Lifting / Oversized goods

For all shipments requiring a crane, forklift above a 3T capacity or exceeding dimensions 200x200x200cms, please ensure that Agility Fairs & Events are contacted prior to the goods being shipped for the show to agree on the set up date, equipment and special requirements you may need.

Failing to do may result in delays and major problems onsite.



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Thank you for reviewing our shipping instructions, we hope that it was helpful to you with the planning of your shipment and documents. It is our philosophy and belief that proper planning, accuracy of documents, and a proactive approach are all critical for a successful shipment to an exhibition.

As your exhibition freight forwarder, Agility Fairs & Events staff & team will be happy to assist you in all the necessary. If you have any further questions which have not been answered here, or require any other information about the show, please contact us at your convenience.

Agility Fairs & Events
ExCeL Exhibition Centre
One Western Gateway
Royal Victoria Docks
London, E16 1XL
UK

Operations Manager
Dan Flower
Email: Dflower@agility.com

Tel: +44 (0) 207 069 5304
Mob: +44 07766 166813
Fax: +44 843 227 2033

TERMS OF PAYMENT

Inward: Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice/prior to despatch of shipments

Events

Please note that credit will only be offered if you have an active credit account with Agility Fairs & Logistics UK Ltd
Bank details of Agility Logistics Ltd and Agility Fairs and Events Logistics Ltd:-
Barclays Bank Plc., Level 28, 1 Churchill Place, Canary Wharf, London E14 5HP

Sort code: 20 - 19 - 90, Freight account 30904813

Duty/VAT account 60669237 U.S. \$ account 72478222 (Swift code BARCGB22)
Accounts Head Office
Agility Logistics, Goole, UK

Tel: 01405 782 314 Fax: 01405 782 361

Contact: **Tricia Mahoney** tmahoney@agility.com

(Remitting bank charges are to be borne by the exhibitor)



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