

FREIGHT HANDLING INFORMATION

INTRODUCTION

European International Fairs Ltd is the Official Freight Forwarder & On-Site Freight Handling Contractor for Parcel + Post 2024. The following information and associated documentation have been prepared to assist you in the preparation, shipment and handling of your exhibits and stand material to the event. If you need clarification or further information, please do not hesitate to contact us. Your key contacts for this event are as follows:

UK and International Sales

Mina Hanna

Tel: +44 1732 860330

E-mail: berti.hanna@european-intl.com

Our experienced and reliable partners can take care of everything for you. All are experienced in shipping exhibition materials and work with us on a regular basis. **We strongly recommend you make use of their services.** They will take care of all the necessary arrangements and can guide you through the whole process at a local level. Please [click here](#) for details of our local partner in your Country.

If you wish to use your regular forwarder, **please ensure that your materials are consigned to us in accordance with the addresses and with the documentation provided in these instructions.** We will be happy to work with your preferred forwarder or with you directly. Please complete our [online order form](#) to order services directly with us or to notify us of shipments en-route to the event.

Experienced representatives from European International Fairs Limited will be on-site during the exhibition tenancy to supervise customs clearance and freight handling and to liaise with exhibitors during the course of the event.

ARRIVAL DEADLINE

Shipments should arrive by the following deadlines. (Note that arrival after these dates will incur a 15% surcharge on the handling rates):

Ocean freight (<i>Rotterdam port</i>)	10 working days prior to the required delivery date
Airfreight - international (<i>at Amsterdam AMS airport</i>)	5 working days prior to the required delivery date
Airfreight - EU shipments (<i>at Amsterdam AMS airport</i>)	5 working days prior to the required delivery date
EU Road freight - incl. Courier shipments (<i>at our advance warehouse</i>)	2 working days prior to the required delivery date
Direct unload shipments	per the official build schedule for the event
Direct unload shipment that require customs clearance	1 working day prior to the requested unload date

Copies of your shipping documents should be sent to us prior to export from origin to ensure that all details are correct. Final pre-alerts should be submitted to us prior to the consignment's arrival via our [online order form](#).

ROADFREIGHT VIA THE ADVANCED RECEIVING WAREHOUSE

No companies have access to the exhibition areas before the official build up period unless they have express approval from the event organiser.

For deliveries prior to the official show build up period, European International have an advance local warehouse facility in Amsterdam:

Delivery address: Schenker Logistics Nederland B.V.
Fairs, Events & Special Logistics
Casablancaweg 22
NL- 1047 HN Amsterdam

Notify: *<name of exhibitor>*
Parcel + Post 2024
<hall and booth number>

Advance deliveries should be received at our warehouse by **Friday 18th October 2024**.

If your advance delivery is accompanied by a transit document (T1) which requires customs clearance, the truck must first report to Schenker's RAI office by Monday 14th October 2024. Please refer to the customs clearance section of these instructions for further information.

Details of your consignment should be submitted to us via our [online portal](#) prior to the consignments arrival. Shipments arriving without an order will be subject to a late order fee of 15% applicable to all services.

ROADFREIGHT FOR DIRECT DELIVERIES

Road freight shipments delivering directly to Parcel + Post 2024 show site must arrive within the official published build-up schedule for the event, unless customs clearance is required.

If customs clearance is required, then the vehicle should arrive in good time for the customs clearance formalities to be finalised. Please refer to the Customs Clearance section of these instructions for more information including Customs open hours.

CMR's should be consigned as follows.....

Parcel + Post 2024
Amsterdam RAI
Europaplein 2-22 P5
1078 GZ Amsterdam
The Netherlands
For: <exhibitor name and booth number>

The Amsterdam RAI operate a strict traffic control system. All vehicles wishing to enter the site (i.e. for unloading or reloading) must register on the venues 'Voyage Control' system, accessible [here](#).

Details of your unloading or reloading requirements should be submitted to us via our [online portal](#). We will provide you with unloading (and/or reloading) references and further instructions regarding the delivery. Shipments arriving without an order form will be subject to a late order fee of 15% applicable to all services.

SHIPPING BY AIR / OCEAN FREIGHT

Airfreight shipments should be shipped "freight prepaid" to Amsterdam (AMS) airport, **arriving by Friday 11th October 2024**, consigned as follows:

Consignee:	DB Schenker Logistics Nederland	Notify:	<name of exhibitor>
	Fairs & Events		Parcel + Post 2024
	Fokkerweg 300		<hall and booth number>
	NL-1438 AN Oude Meer		

Ocean freight shipments should be shipped "freight prepaid" to arrival Rotterdam port, **arriving by Wednesday 09th October 2024**, consigned as follows:

Consignee:	DB Schenker Logistics Nederland	Notify:	<name of exhibitor>
	Fairs & Events		Parcel + Post 2024
	Scheepsbouwweg 65		<hall and booth number>
	NL-3089 JW Rotterdam		

Please complete and submit [the online order form](#) prior to shipping and attach copy documents. Shipments arriving without a pre-order/booking will incur a 15% surcharge.

COURIER SHIPMENTS

We recommend that all courier shipments are sent to our advance warehouse (*as mentioned above*) as sending courier shipments directly to the show site attracts a high risk of Customs complications. Additionally, some courier companies will allow anyone within the venue to sign for the consignment (i.e. a cleaner, visitor, and car park attendant) and the goods may not make their way to your stand with no possibility to locate them within the venue. For that reason, European International Fairs Limited are not responsible for courier shipments until received at our on-site office regardless of whether they are addressed to us or not.

Shipments arriving directly at the show site requiring payment of Customs duty, VAT or any freight charges will be refused by European International Fairs Limited unless pre-arranged. Shipments MUST therefore be sent on a DELIVERED DUTY PAID (DDP) basis.

Details of your consignment should be submitted to us via our [online portal](#) prior to the consignments arrival. Shipments arriving without an order will be subject to a late order fee of 15% applicable to all services.

CUSTOMS CLEARANCE & DOCUMENTATION

GENERAL INFORMATION

Goods not in free circulation, whether being shipped from within or from outside the EU, must clear customs upon arrival in Amsterdam.

We recommend that you DO NOT hand-carry commercial goods that are not in free circulation. Such goods are still liable for import duty and tax and may be detained by customs at the airport terminal pending customs clearance.

European International Fairs Limited can provide a temporary import Customs Guarantee to Customs on your behalf for exhibition goods under "Temporary Import" without the need to pay import duty and VAT. The goods must remain under our control throughout and are subject to examinations by Customs. At the close of the exhibition the goods must be removed to our local warehouse for Customs clearance either for re-export or for conversion to a permanent import. Heavy penalties can apply if exhibitors or contractors remove goods under a Customs import Guarantee from the show site.

Temporary importation of goods is solely subject to the final approval of the border customs authorities. If customs reject our application for clearance on a temporary importation basis, the goods will have to be imported permanently and customs duty and tax will be applicable.

Goods for temporary import (including ATA Carnet goods) must bear serial or product codes wherever possible. The same codes should be mentioned on the commercial invoice. Spanish Customs are likely to force permanent import and payment of duties if this information is not available.

COMMERCIAL INVOICE

Shipments requiring customs clearance require a commercial invoice which complies with the following check list (alternatively an ATA Carnet may be used):

- Must be consigned to <exhibitor name>, Parcel + Post 2024, Europaplein 2-22, 1078 GZ Amsterdam
- Must indicate the individual weight and dimensions of each package in the shipment and should match the waybill
- Must clearly indicate the content of each package in English, with separate values (in EUR€) and HS Tariff codes for each individual item
- Goods for permanent import must be packed separately from goods for temporary import and each should have their own commercial invoice
- Must clearly indicate which items are packed into which boxes (piece numbers mentioned on your commercial invoice should tally up with the piece numbers mentioned on the labels attached to your packages)
- Must have an signature (preferably in blue ink)
- Make, model and serial numbers must be listed for any electrical items

We recommend that you use our [Combined Commercial Invoice & Packing List Template](#).

TRANSIT DOCUMENTS (T1)

If you are sending a road freight consignment to Amsterdam that requires customs clearance, please consign the transit document (T1) as follows....

Schenker Logistics Nederland B.V.
Fairs, Events and Special Logistics
Europaplein 2-22 P5
1078 GZ Amsterdam, The Netherlands
Customs code: NL000432

Direct unload shipments requiring customs clearance must be cleared before the goods can be unloaded from the vehicle. Please note the customs office open hours are 0800 to 1700hrs Monday through Saturday and 0800 – 1200hrs Sundays.

POWER OF ATTORNEY

A Power of Attorney is required by customs in Netherlands for temporary and permanent customs clearance.

European International Fairs Limited, Registered in England, Company No: 4197072, VAT Reg GB911581245
Units 6 & 10, Skitts Manor Farm, Moor Lane, Marsh Green, Kent, TN8 5RA, United Kingdom

Please click [here](#) to download a template.

PACKING & CASE MARKING

Packaging should be designed with internal padding and battens as to be suitable for the nature of the goods and the intended mode of transport and to be able to withstand both outward and return journeys (if required). It should be capable of easy unpacking and repacking. For this reason, it is advisable to use screws or clips for cases rather than nails.

Wooden crates or cases must be 'ISPM15' compliant if arriving from outside of the European Union. Please check with your local Government Plant Health Authority for further information.

All cases should be clearly marked showing Parcel + Post Expo 2024, c/o European International Fairs Limited, your exhibiting name, stand number and case number (i.e. 1of3, 2of3 etc.). We recommend using our pre-formatted label templates for [Air/Ocean & Road freight shipments via warehouse](#).

INSURANCE

Insurance is the responsibility of the exhibitor and we do not automatically insure goods on your behalf. We strongly recommend that you arrange adequate cover for your goods for the transit to, from and during the exhibition.

RATES & SERVICES

For rates and services [Please contact us](#) directly, or contact our nominated agent in your country [click here](#)

PAYMENT

By placing your freight with European International (Fairs) Ltd, or consigning it according to our instructions, you are agreeing to accept our charges for handling, transportation and customs clearance and related services, either quoted or un-quoted.

Invoices are due for immediate settlement in full upon presentation. Any disputes or queries relating to invoices should be notified to us immediately. We reserve the right to demand payment before release of goods.

Bank details will be present on our invoices.

TERMS & CONDITIONS

All work is undertaken at owner's risk and in accordance with our [terms & conditions](#).

FREIGHT HANDLING TARIFF

All services provided by European International Fairs Ltd and our local partner DB Schenker Logistics Netherlands will be invoiced in accordance with this tariff. All charges are per exhibitor, per shipment, apply to general non-hazardous cargo not requiring special handling or equipment, do not include any carrier surcharges, no individual piece to exceed 1500kgs in weight, 3m in length or 2m width or height and arriving within our specified deadlines. All shipments will be rounded up to the nearest cbm/ ldm where applicable.

SERVICE FEE

Consignment Service Fee (<i>applicable to all services, each way - in and outbound</i>)	€95.00 per exhibitor/shipment
---	-------------------------------

CUSTOMS CLEARANCE FEES

Permanent import / Temporary import / Re-export entry (<i>incl. 3 HS codes</i>)	€195.00 per entry
ATA Carnet surcharge (<i>in addition to above clearance fee</i>)	€140.00 per entry
Additional HS codes	€15.00 per code
Temporary Import Bond Fee	2% of CIF value (€150.00 min)
Customs Inspection	as per outlay +15%
Transit document (<i>T1</i>) opening or closing (<i>if applicable</i>)	€130.00 per transit document

ROAD FREIGHT CHARGES ($1m^3 = 300kgs$)

Unloading of goods from exhibitors own transport and delivery to stand (<i>or vice-versa</i>)	€95.00 per 1 loading meter, min 7ldm ...or... €65.00 per $1m^3$ (<i>min €130.00/shipment</i>)
Unloading of goods into advance warehouse, 5 days interim storage and delivery to stand (<i>or vice-versa</i>)	€135.00 per $1m^3$ (<i>€270.00 min per exhibitor/shipment</i>)
(<i>overtime surcharges apply to this service. Please refer to surcharge section of this tariff</i>)	€150.00 for courier shipts, max 20kg

AIRFREIGHT CHARGES ($1m^3 = 167kgs$)

From arrival Amsterdam AMS to delivered stand or vice-versa, incl. of airline handling, transport, interim storage and handling	Up to 100kgs €340.00 per shipment 101 to 250kgs €415.00 per shipment 251 to 500kgs €605.00 per shipment Above 500kgs €1.10 per additional kg / kg.vol
(<i>overtime surcharges apply to this service. Please refer to surcharge section of this tariff</i>)	

EU Directive Agency Fee (<i>EU cargo only</i>)	€60.00 per exhibitor / shipment
--	---------------------------------

Unknown shipper check (<i>applicable outbound only</i>)	€165.00 per shipment
---	----------------------

SEA FREIGHT CHARGES ($1m^3 = 300kgs$)

From arrival Rotterdam port to booth or reverse; incl. of terminal handing fees, transport, interim storage and handling	€2100.00 per 20ft container FCL €2845.00 per 40ft container FCL €340.00 per $1m^3$ (€680.00 min) LCL
(<i>overtime surcharges apply to this service. Please refer to surcharge section of this tariff</i>)	
FOB Charges (<i>applicable outbound only</i>)	€250.00 per shipment

ADDITIONAL CHARGES

Removal, storage & return of empty cases	€78.00 per 1m ³ (€150.00 min)
Removal, storage & priority return of empty cases	€125.00 per 1m ³ (€250.00 min)
Removal, storage & return of full good (<i>tools, ladders, pallet trucks etc</i>)	€95.00 per 1m ³ (€190.00 min)
<i>(storage charges are applicable per order / exhibitor. Each individual piece rounded up to the next 1m³)</i>	
Labour for assistance on booth (<i>min 3hrs</i>)	€70.00 per 1 hour
<i>(overtime surcharges apply to this service. Please refer to surcharge section of this tariff)</i>	
3 Ton forklift hire for booth work only (<i>min 1hr</i>)	€195.00 per 1 hour
<i>(overtime surcharges apply to this service. Please refer to surcharge section of this tariff)</i>	
5 Ton Forklift hire for booth work only (<i>min 1hr</i>)	€225.00 per 1 hour
<i>(overtime surcharges apply to this service. Please refer to surcharge section of this tariff)</i>	
Any third party charges (unless mentioned as included)	as per outlay +15%
<i>(including but not limited to airline / port storage or handover fees, duty tax etc min €20.00 outlay fee per item)</i>	

SURCHARGES

Late Booking / Late Arrival Surcharge	+15% on all charges
Overtime surcharge – Weekdays 1800 – 0700hrs	+50% where mentioned
Overtime surcharge – Saturdays	+50% where mentioned
Overtime Surcharge – Sundays & public holidays	+100% where mentioned
Handling of individual pieces over 1500 kgs	on application