

 Passenger  
Terminal  
EXPO 2025

8<sup>th</sup> – 10<sup>th</sup> April 2025, Madrid

## FREIGHT HANDLING INFORMATION

### INTRODUCTION

European International Fairs Ltd have been appointed as the sole international freight forwarder, customs broker and on-site materials handling contractor for Passenger Terminal Expo 2025. Please note that no other agent or contractor will be allowed to operate forklifts and or supply electrical lifting devices including scissor lifts, moffet forklifts, hiabs or crane attachments inside or around the loading areas of the venue as specified by the organiser.

Your key contact for this event is:

**Mark Bartucci**

European International Fairs Limited  
Unit 6, Skitts Manor Farm  
Moor Lane, Edenbridge, Kent, TN8 5RA  
United Kingdom  
Tel: +44 (0) 1732 860330  
[ptxops@european-intl.com](mailto:ptxops@european-intl.com)

### WORLDWIDE PARTNER NETWORK

We strongly recommend using our approved network of Worldwide agents and partners for shipping goods to the event. All specialise in shipping exhibition materials. Please click [here](#) to view our network of overseas agents for Passenger Terminal Expo 2025. Should you prefer to use another, please ensure that they have experience of shipping exhibition materials and that they will consign your shipment in accordance with these instructions.

### AIRFREIGHT

Airfreight shipments should be sent pre-paid to arrival Madrid (MAD) airport, **arriving by Friday 28<sup>th</sup> March 2025**, consigned as follows:

Consignee: Eyger / Resa Expo	Notify: <name of exhibitor>
C/ Eduardo Torroja 22 – Nave 10	Passenger Terminal Expo 2025
28823 Coslada - Madrid	<hall and booth number>
	<Zip Code and City>

Details of your consignment should be submitted to us via our [online portal](#) prior to the consignment's arrival. Shipments arriving without an order will be subject to a late order fee of 30% applicable to all services.

Please refer to the customs clearance and documentation section below if you are shipping goods from outside the European Union.

### SEA FREIGHT

Sea freight shipments should be sent pre-paid to arrival Terminal Madrid (MAD), **arriving by Friday 21<sup>st</sup> March 2025**, consigned as follows:

Consignee: Eyger / Resa Expo	Notify: <name of exhibitor>
C/ Eduardo Torroja 22 – Nave 10	Passenger Terminal Expo 2025
28823 Coslada - Madrid	<hall and booth number>
	<Zip Code and City>

Details of your consignment should be submitted to us via our [online portal](#) prior to the consignment's arrival. Shipments arriving without an order will be subject to a late order fee of 30% applicable to all services.

Please refer to the customs clearance and documentation section below if you are shipping goods from outside the European Union.

## ADVANCE DELIVERIES

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 has an advance local warehouse facility in Madrid:

Delivery address: Eyger / Resa Expo  
C/ Eduardo Torroja 22 – Nave 10  
28823 Coslada - Madrid

Notify: <name of exhibitor>  
Passenger Terminal Expo 2025  
<hall and booth number>  
<Zip Code and City>

Advance deliveries should be received at our warehouse by **Thursday 3<sup>rd</sup> April 2025**.

If your advance delivery is accompanied by a transit document (T1) which requires customs clearance, the goods must go via the warehouse, please see below T1 instructions.

**The T1 document should be consigned as follows:**

RESA INTERNACIONAL EVENTS / EYGER CARGO S.A.  
Calle Llanos de Jerez nº 5  
28823 Coslada Madrid

Customs code: ES002801

**You should send the shipment to our bonded warehouse. The address is as follows:**

ASECOMEX/ EYGER CARGO /RESA INTERNACIONAL EVENTS SL  
C/ Llanos de Jerez nº 5.  
28823 Coslada  
Madrid- SPAIN

Opening hours: from Monday to Friday / From 9:00- 13:30 and from 15:30 to 18:00 h.

Remember to send us the DRAFT prealert documents (CIPL, EUR1 / ATR, CMR & T1 ) before shipping the material so we can check it and confirm all is ok to send.

**Temporary goods -Permanent goods should be packed separately.**

**Deadline: the shipment should arrive to our bonded warehouse at least 5 working days before the delivery date, Friday 28<sup>th</sup> March 2025.**

Details of your consignment should be submitted to us via our [online portal](#) prior to the consignment's arrival. Shipments arriving without an order will be subject to a late order fee of 30% applicable to all services.

## 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.

Please note European International Fairs Ltd nor its partners, do not accept the a.m. courier companies to clear goods as temporary in our name. We will take over the shipment and treat it like an airfreight shipment. This includes invoicing all related costs from airport / courier premises to stand.

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 consignment's arrival. Shipments arriving without an order will be subject to a late order fee of 30% applicable to all services.

## DIRECT DELIVERIES

Road freight shipments delivering directly to the Passenger Terminal Expo 2025 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.....

Passenger Terminal Expo 2025  
c/o European International Fairs Limited  
Calle de la Ribera Del Sena,7 IFEMA – Acceso Oeste  
28042 Madrid  
Spain  
For: <exhibitor name, Hall, booth number>  
Reference:

GPS (IFEMA/OE): 40.467293, -3.623357

The IFEMA operate a strict traffic control system. All vehicles wishing to enter the site (i.e. for unloading or reloading) must report to the correct gate for the correct hall.

For Hall 9 - should enter by West Access

For Hall 10 - should enter by East Access

### [Truck Entry Information](#)

### [IFEMA Map](#)

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 30% 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 Madrid.

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 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)

**The T1 document should be consigned as follows:**

RESA INTERNACIONAL EVENTS / EYGER CARGO S.A.  
Calle Llanos de Jerez nº 5  
28823 Coslada Madrid

Customs code: ES002801

**You should send the shipment to our bonded warehouse. The address is as follows:**

ASECOMEX/ EYGER CARGO /RESA INTERNACIONAL EVENTS SL  
C/ Llanos de Jerez nº 5.  
28823 Coslada  
Madrid- SPAIN

Opening hours: from Monday to Friday / From 9:00- 13:30 and from 15:30 to 18:00 h.

Remember to send us the DRAFT prealert documents (CIPL, EUR1 / ATR, CMR & T1 ) before shipping the material so we can check it and confirm all is ok to ship.

**Also, please take note that if you send the shipment palletized, it should be in a treated and fumigated wooden pallet or better in a plastic one. Temporary goods -Permanent goods should be packed separately.**

**Deadline: the shipment should arrive to our bonded warehouse at least 5 working days before the delivery date.**

### 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.

Packaging for shipments originating from outside of the European Union must be 'ISPM15' compliant. Please contact your local Government Plant Health Authority for further details.

All cases should be clearly marked showing Passenger Terminal Expo 2025, 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 template](#).

Case numbers on the labels should tally up with those mentioned on any shipping documentation.

European International Fairs Limited are able to remove and store any empty packaging materials or full goods (such as ladders and toolboxes etc) from your stand during the event. Please refer to our tariff for charges. Such services can be booked via our [online portal](#).

### RESTRICTED GOODS

Please do not include any of the following below items with your shipment:

Please [contact us](#) if it is essential for you to include such prohibited items within your consignment.

Foodstuff (including sweets and mint tablets)  
Pharmaceutical and medical products or equipment  
Medicines  
Cosmetics  
Tobacco and alcohol

hazardous materials (incl. aerosols, corrosives and batteries)  
Toys (like fidget spinners)  
Beverages  
Plants  
Live animals

Check with us on options: authorized importer of the record for permanent / ATA for temporary import.

**All products to be imported must comply with EU regulations, and CE marking when required**

## HEAVY ITEMS & MACHINERY

Exhibitors with large machinery or other heavy exhibits should advise their requirements well in advance to ensure that the on-site logistics schedule and can be planned accordingly and the relevant lifting equipment sourced.

Under no circumstances may the weight of any equipment or exhibit material exceed the hall's maximum floor loading. Exhibitors are liable for the cost of making good any damage they cause to the exhibition hall.

Exhibitors or their representatives must be present during the unloading and positioning of machines on the stand.

## 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 also during the exhibition.

## ON-SITE REPRESENTATIVES

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.

## 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. We can also accept credit card payments via our [online portal](#).

## TERMS & CONDITIONS

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