



# ROUTES EUROPE

**SHIPPING INSTRUCTIONS**

PALACONGRESSI DI RIMINI



**OFFICIAL FREIGHT FORWARDER**



**BOOK NOW**



## INTRODUCTION

**EFI Logistics are appointed as Official Freight Forwarder and On-Site Handling Contractor for Routes Europe 2026.** We offer a complete door to stand service from anywhere in the world.

Our **advanced receiving service** offers a consolidated service with a generous receiving window, avoiding additional journeys, long delays at show site and cuts carbon emissions. Fewer vehicles on-site means less trucks on the road and less CO2 at the venue.

We recommend you take advantage of this service, and we look forward to offering our support.

**EFI Logistics are the ONLY Company permitted to unload/ load trucks/ operate mechanical equipment** at this venue. Contact us early so we can offer advice and help you plan.

Please ensure you read these instructions and pass to your stand contractor if you have one.

## CONTENTS

- [Main Service Contacts](#)
- [Arrival Deadlines, Order Form, Heavy Lift and Breakdown](#)
- [Advance Receiving and Direct Deliveries](#)
- [International Shipments and Customs](#)
- [Invoice /Packing List Sample](#)
- [Additional Information](#)



## Service Contacts

Colin Huckle  
Operations Team

[colin.huckle@efilogistics.com](mailto:colin.huckle@efilogistics.com)  
[routes@efilogistics.com](mailto:routes@efilogistics.com)

- Customer Service Director  
- General Enquiries/ quote requests

### EFI LOGISTICS

Tel: + 44 1444 871314

Email: [routes@efilogistics.com](mailto:routes@efilogistics.com)

web: [www.efilogistics.com](http://www.efilogistics.com)



**Please take the time to read these instructions carefully. If you have questions, please ask.  
Our team is here to assist with your planning and welcome your call or e-mail at any time.  
We can offer rates on all services and discuss the best option for your needs.  
We look forward to working with you in Rimini to create a successful event.**

All work is undertaken by EFI Logistics in accordance with our standard Trading Conditions (BIFA 2021).

A copy of is available upon request or can be downloaded at [www.efilogistics.com](http://www.efilogistics.com)

Published by EFI Logistics.

## ARRIVAL DEADLINES

All shipments for Routes Europe 2025 should arrive at Bologna Airport (BLQ) or directly into the Routes Europe advanced receiving warehouse, **no later** than the dates shown below:

**ROAD** freight to the Routes Advance warehouse

**EU Goods** (no customs needed)

**Goods under customs (outside EU)**

**Monday 11<sup>th</sup> May 2026**

**Wednesday 6<sup>th</sup> May 2026**

**AIR** freight shipments to BOLOGNA Airport (BLQ)

**Goods under customs (outside EU)**

**Wednesday 6<sup>th</sup> May 2026**

**To Site (pre-booking only – pass required)**

**According to move-in schedule**

\*Please contact us if you are having trouble meeting our published deadlines.

We will make all efforts to expediate the on-time delivery, but no guarantee can be given.

To cover additional out of hours charges, special transport etc. a late arrival surcharge of 50% will be applied to these shipments.

## ORDER SERVICES

**We strongly advise booking services in advance.**

There are additional charges (see tariff) for late or on-site orders.

Please order services in advance of the deadline **Monday 20<sup>th</sup> April.**

If you do not have full details of your shipment, don't worry, send your booking through and we can update these details closer to the event!

**[Click here to book services](#)**

## HEAVY & OVERSIZED EXHIBITS

If you have a single exhibit/ piece exceeding any of the following sizes or weight, please advise EFI as soon as possible to ensure access to your area/ timely move-in and that the correct material handling equipment is available.

**Gross weight: 800 kilos**

**Dims: 220cms (L) x 160cms (W) x 180cms (H)**

## EXHIBITION TIMETABLE

Please refer to the exhibition manual for the full move-in, show dates and move out schedule.

For delivery direct to the venue, you will need to confirm your time slot with EFI.

## SHIPMENTS TO ROUTES ADVANCE WAREHOUSE

**All individual shipments must go to the advanced warehouse.**  
**DO NOT SHIP direct to the venue:** your shipment will be refused.

This includes courier shipments, less than full truckload shipments, cases, flight cases or pallets of 5 cbm or less.

EFI can arrange collection, or you may deliver to the Advance Receiving Warehouse by your own carrier/ forwarder.

If you ship to the warehouse, you **do not** need a vehicle pass.  
We will receive, check and transfer your shipment to your stand at the show before you arrive. After the show, you pack and label your shipment and leave it on the stand. We do the rest.

You can also book return transport with us at the show, via e-mail or at our service desk on the show floor.

### DELIVERY ADDRESS – WAREHOUSE

#### **ROUTES EUROPE 2026**

c/o FERCAM

Filiale Bologna, Interporto, Blocco 11.2 e 11.3

40010 Bentivoglio – **Bologna**

Monday to Friday 8.30 - 12.30 and 13.30 - 17.00

Your delivery must be booked in with EFI before you ship to the Routes warehouse  
**EFI will supply you with a shipping label by e-mail.**

Send your Freight Order Form to [routes@efilogistics.com](mailto:routes@efilogistics.com)

## STAND MATERIALS (FULL TRUCK)

**Full truck loads** must be delivered directly to the venue in accordance with the official build-up schedule. Do not deliver in advance of your time slot, your shipment will be refused.

**You MUST book in your truck with EFI Logistics in advance.**

A vehicle booking/ pass system is in place. All passes must be shown to access the unloading area at the venue. Passes are issued according to the move-in schedule.

**You will be assigned a slot time when you book in for unloading.**

All on-site handling must be booked by the deadline

**Monday 20<sup>th</sup> April 2026.** Late charges apply after this date.

### DELIVERY ADDRESS – DIRECT TO VENUE (vehicle pass needed)

EFI will provide full delivery instructions, including a map, once you book unloading.

**All deliveries to the venue must be booked in with EFI.**

Slot times will be assigned for each exhibitor/ contractor.

Vehicles that arrive without a booking will be refused entry.

### Notes for direct deliveries /collections

- The use of trolleys, pallet trucks and moving equipment is **NOT ALLOWED** at this venue. The EFI team will handle all materials into and out of Palacongressi di Rimini.
- **BREAKDOWN** - any goods unclaimed by will be removed from show site and shipped back to origin /destination by EFI at the exhibitors' expense.



## INTERNATIONAL SHIPMENTS

We offer a complete door to stand service through our experienced Service Partner Network. You can book this service using our order form. [Click here to make a booking.](#)

We strongly recommend that you book your shipment in the EFI system. This will save time, expense, and provide you with a quality service. We are also on site to assist you.

If you prefer to use your own carrier/ forwarder, all international shipments must be consigned as follows:

### Consignee Instructions for airfreight:

ROUTES EUROPE 2026  
PALACONGRESSI DI RIMINI  
Via della Fiera 2347923  
Rimini – Italy

### NOTIFY PARTY

FERCAM

Exhibitor name:

Stand number:

Do not send 'Freight Collect', additional charges will be incurred.

\*Full pre-alert incl. copy documentation must be sent to [routes@efilogistics.com](mailto:routes@efilogistics.com) in advance

### DO NOT CONSIGN SHIPMENTS TO THE VENUE.

They will not clear customs and may be held or returned,

## CUSTOMS

EFI operate a Temporary Import Bond (TIB) for this event, allowing the temporary admission of exhibit materials without payment of duty and VAT. To ensure that this bond is protected all shipments entered under bond will be exported by EFI.

We do not hand over shipments under our bond to a third-party forwarder. If your shipment requires urgent export after the event, please advise us before the show so we can plan in good time.

We require a combined commercial invoice and packing list for customs clearance of international shipments.

### COURIER SHIPMENTS UNDER CUSTOMS

EFI do not allow couriers to clear temporary goods through customs in our name.

If you ship via courier and they are unable to clear customs, EFI will take over the shipment and treat it like an airfreight shipment. This includes invoicing all related costs from airport/ courier premises to stand.

You can send Courier shipments **DDP** to our warehouse in Bologna.  
See DELIVERY ADDRESS – WAREHOUSE on the previous page.  
Charges apply as per the EFI ROUTES Europe rate card.

### DO NOT SEND COURIER SHIPMENTS DIRECT TO THE VENUE.

Deliveries will be refused/ redirected to our warehouse. Charges apply.

COMMERCIAL INVOICE /PACKING LIST

We require a combined commercial invoice and packing list for customs clearance of international shipments.

This must be completed and e-mailed to EFI for pre-checking at least 2 days before shipment.

You must use our template for us to clear customs. For an electronic copy of the form [click here](#)

- All entries must be in English
- Shipper’s address and EORI Number must entered
- Exhibitor and stand number shown
- Quantity, weight, dimensions packages /cases to be indicated. If palletised, overall size /weight can be indicated (not individual boxes).
- A full description of the items must be given. Brand name, model number, serial number and must be given for machines, computer and hi-tech equipment.
- 10 Digit Customs harmonized tariff code must be indicated against each item.
- All values declared/ indicated on the shipping documents must be reasonable. Problems in customs clearance may occur if the customs officer judges the declared price to be unreasonably low. “No Commercial Value” is not acceptable
- Items must be marked for temporary /Permanent import
- Unit value and total value shown against each item
- If more than one page required, please indicated page 1 or 3, 2 of 3 etc.

Once approved the document can be printed, date, signed and returned in PDF format.



PROFORMA INVOICE /PACKINGLIST

Name of event: ROUTES EUROPE 2026  
Dates: 18-20 May 2026  
Location: Rimini, Italy

INVOICE NUMBER: RE26/

Shipper:	Consignee:	Exhibitor:
	ROUTES EUROPE 2026 PALACONGRESSI DI RIMINI Via della Fiera 23 47923 Rimini - Italy	Stand No.:
Shipper TAX I.D. :	FOR ROUTES EUROPE 2026	ENTRY TYPE
		Total No. of Pieces: cartons/crates
		Total Gross Weight: kilograms

CASE NO.	NO. PCES	Detailed Description of Contents (In English) including serial #, model #, FFC Approval Code	Customs HS Codes	Weight (Kgs)	Dims (Meters)				CBM	Temp Import	Give Away	Origin	Value per Item (GBP)	Total Value (GBP)
					L	x	W	x						
									0					0
									0					0
									0					0
									0					0
									0					0
									0					0
									0					0
									0					0
									0					0
									0					0
									0					0
									0					0
									0					0

The shipper hereby certifies that the above referenced goods are of \_\_\_\_\_ origin.

Shipper authorizes agent to prepare any import or export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage. The values listed on this document represent fair market value. This invoice is true and correct to the best of my knowledge.

These goods are for use at the above mentioned event.

Routes Europe  
18-20 May 2026  
Rimini, Italy

TOTAL C.I.F. VALUE GBP: 0
Authorized Signature:
Name:
Date:

## EMPTY CASE STORAGE

EFI will remove all empty packing materials from the halls prior to final cleaning. Please ensure your cases are labeled with EFI empty case labels, available from our team on site. All items stored with EFI will be returned to stands after close of show and once the halls are cleared of visitors. We offer two services 'priority' and 'standard' service. Priority cases will be returned first, standard service starts once the priority service is completed. Please ensure you label your material; accordingly, we are unable to upgrade standard service to priority once the cases are in store.

Empty packing materials cannot be stowed on or around the exhibitor's stands. Packing material found in these restricted areas will either be destroyed or removed and stored by EFI at the cost of the exhibitor. Storage of empty packing on the show floor is strictly forbidden by the safety officer/ fire marshal.

**\*Any untagged empty cases will be removed and stored at the priority rate.**

**For those exhibitors requiring re-packing of exhibits at the close of the show, this will be started once all exhibitors are in receipt of their empty packing material after close of show.**

## HAZARDOUS /RESTRICTED GOODS

The shipper must notify EFI of any hazardous goods/ supply declaration forms or copies of export /import license documents if applicable. We cannot complete these forms on your behalf.

Failure to declare such goods may result in penalties or claims, which will be for the account of the shipper. Hazardous or restricted goods must be packed according to IATA /carrier regulations. Please note that lithium batteries are restricted on aircraft, these restrictions currently vary per airline.

## COURIER SHIPMENTS

Send all courier shipments DDP to the warehouse.  
See WAREHOUSE for details.

If you send your shipment direct to the venue, you must have someone at your stand to receive the shipment. Any shipment handed over to EFI at the venue will be treated as an un-booked shipment and charges will apply.

## INSURANCE

We recommend that you have your goods fully insured against loss or damage for transit and the duration of the show. EFI is only covered for your goods under our BIFA 2021 Terms and Conditions which is limited and may not provide the full cover you expect. We therefore recommend that you insure your goods fully or extend any cover you may currently have to include transit and duration of the event.

## PAYMENT TERMS

All invoices are payable on receipt. If you do not have an account with EFI we request credit card details to guarantee payment. We will not charge the card unless you ask us to do so. On receipt of your invoice from EFI you can either pay via bank transfer or request payment to be taken from your card.

All services must be ordered in advance using the Freight Order Form by the deadline Monday 17<sup>th</sup> March, orders received late or on-site carry a 50% late booking surcharge.

## TERMS AND CONDITIONS

EFI Logistics does not accept responsibility for

- Exhibits prohibited by the organizer or Spanish Customs
- Goods left unattended in the exhibit hall
- Any tax/duty for sold exhibits

All business of whatsoever nature shall solely be conducted in accordance with BIFA 2021 standard trading conditions. These conditions have clauses that may limit or exclude our liability.