

# SHIPPING INSTRUCTIONS

STOCEXPO EUROPE 2022 Rotterdam 23-25 May

## INTRODUCTION

EFI Logistics are appointed as Official Freight Forwarder and On-Site Handling Contractor for StocExpo Europe 2022 by the Organizer, easyFairs UK. In conjunction with our regional partners EFI can provide total shipping, transport, customs and onsite material handling services to exhibitors and contractors moving goods to and from Rotterdam. We can offer a complete door to stand service from anywhere in the world. We do recommend you take advantage of this service; you have our guarantee and assurances your shipment will be delivered to your stand for when you arrive.

**EFI Logistics are the ONLY Company permitted to operate mechanical equipment** at this event. We urge you to contact us early so we can offer advice and provide cost-effective planning for your company. Please ensure you read these instructions and pass to your stand contractor if you have appointed one.

Shipping exhibition goods requires careful preparation and planning, we want to help you so please get in touch to discuss your shipping options.

Susan Barton [susan.barton@efilogistics.com](mailto:susan.barton@efilogistics.com) Tel: + 44 (0) 1444 871314

## ORDER SERVICES

**We strongly advise booking services in advance.** There are additional charges for late or orders. Please use the service order form provided with this document. This should be completed and returned to EFI not later than **Tuesday 3<sup>rd</sup> May 2022**

## ARRIVAL DEADLINES

All shipments for StocExpo Europe should arrive at the appropriate Dutch Port, Airport or directly into our advanced receiving warehouse no later than the dates shown below:

<b>OCEAN</b> freight shipments to Rotterdam Port	<b>LCL Friday 6<sup>th</sup> May 2022</b> <b>FCL Friday 13<sup>th</sup> May 2022</b>
<b>AIR</b> freight shipments to Amsterdam Airport	<b>Sunday 15<sup>th</sup> May 2022</b>
<b>Heemskerk Warehouse</b>	<b>Wednesday 18<sup>th</sup> May 2022</b>
<b>UK Warehouse</b>	<b>Wednesday 11<sup>th</sup> May 2022</b>
<b>To Site (direct delivery to The Ahoy)</b>	<b>Saturday 21<sup>st</sup> and Sunday 22<sup>nd</sup> May only*</b>
<b>Heavy Lift (oversized exhibits)</b>	<b>Please contact EFI to make special arrangements as soon as possible if you are considering exhibiting anything heavy or oversized*</b>

## NEW BREAK-DOWN TIMES FOR 2022

**The exhibition hall must be cleared by 2300 hours Wednesday 25<sup>th</sup> May.**

For this reason, we strongly recommend that exhibitors utilize the EFI advanced warehouse, details below. Exhibitors taking advantage of this service will not be charged overtime on any on-site services.

## DELIVERY: ADVANCED RECEIVING WAREHOUSE

**To avoid congestion at the show site we recommend that you utilize this cost-effective service!** EFI can arrange collection from your premises, or you may deliver to the Advance Receiving warehouse in The Netherlands.

The benefits of this service being use of regular /scheduled carrier, no congestion or waiting time on delivery /collection to /from the venue, free storage at the warehouse one week prior to and after the exhibition. Your shipment is delivered on the first day of tenancy, assurance your shipment has arrived by receiving our confirmation.

Delivery address below (shipments accepted Monday to Friday 0900 -1700 hours)

**StocExpo Europe 2022**  
**c/o EFI /Fairexx Logistics for Exhibitions BV**  
**de Trompet 2650**  
**1967 DB Heemskerk**  
**The Netherlands**  
**Contact: Rene Vissie /tel. +31 251 25006**

Your delivery must be booked in and labelled appropriately, EFI can supply you with a label by e-mail **Shipments must be booked in advance by completing the Freight Order Form and e-mailing to [susan.barton@efilogistics.com](mailto:susan.barton@efilogistics.com)**

## DELIVERY: DIRECT TO SHOW SITE

Oversized / heavy exhibits requiring special handling must be coordinated with EFI Logistics well in advance so we can ensure to have suitable access to your stand. For timings on delivery of heavy /oversized exhibits please e-mail details to [susan.barton@efilogistics.com](mailto:susan.barton@efilogistics.com)

Full loads must be delivered direct to the venue in accordance with the official move-in schedule as published in the exhibitor manual. Please do not deliver in advance of the build-up dates, your shipment will be refused. Unloading service must be booked with EFI in advance.

\*Subject to Organizer approval special early access may be granted during the Heavy Lift Window for larger space only stands – **ALL early access deliveries will be unloaded by EFI Logistics.** This is in the interest of Health and Safety and to ensure the early access is used to its full potential and does not impact general build at this critical time. Shipments must be crated or palletized for unloading by forklift. Contact [susan.barton@efilogistics.com](mailto:susan.barton@efilogistics.com) to book.

Don't forget to book your unloading service in advance by deadline **Tuesday 3<sup>rd</sup> May 2022!!** (Late order surcharges are applicable after this date)

## DELIVERY ADDRESS

StocExpo Europe 2022  
c/o EFI Logistics  
Exhibitor name: \_\_\_\_\_ Stand Number: \_\_\_\_\_  
Ahoy Exhibition Centre  
Ahoy'weg 10  
3084 BA Rotterdam

- ❖ **A VEHICLE PASS** will be required to enter the unloading area, details to be sent in due course.
- ❖ The use of Electrical pallet trucks, Moffetts' and Hiab trucks are **NOT ALLOWED** inside or outside the venue, this is the interests of health and safety to all those working and visiting the show site.
- ❖ **After the event, any goods unclaimed by 11pm Wednesday 25<sup>th</sup> May will be removed from show site and shipped back to origin /destination by EFI Logistics at the exhibitors' expense.**

## INTERNATIONAL SHIPMENTS

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### CONSIGNING INSTRUCTIONS

EFI will help you with your international shipments. We can offer a complete door to stand service through our experienced Service Partner Network. For further details, please contact the EFI Team.

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

International shipments for StocExpo Europe 2022 must be consigned as follows:

Consignee	Fairexx Logistics for Exhibitions BV De Trompet 2650 1967 DB Heemskerk Netherlands
Notify	Attn: René Vissie Tel: 0251-250060 Email: <a href="mailto:rene@fairexx.nl">rene@fairexx.nl</a> StocExpo 2022 Exhibitor /Booth Number

*Please do not send 'Freight Collect' shipments as additional charges will be incurred.*

### CUSTOMS

EFI operate a **Temporary Import Bond (TIB)** for this event, allowing the temporary admission of exhibit materials without payment of duty or import tax. To ensure that this bond is protected shipments are correctly re- exported all shipments entered under this bond will be exported by EFI. We cannot hand over shipments under our bond to a third-party forwarder. If you need to have your shipment exported urgently after StocExpo Europe please let us know before the show so we can plan in good time.

### COMBINED COMMERCIAL INVOICE & PACKING LIST

We will require a combined commercial invoice and packing list for customs clearance of international shipments. For a simple format please contact us and we will e-mail to you. While filling in the Combined Commercial Invoice and Packing List form, please take note of the following requirements:

- a) All entries must be in English.
- b) A full description of the item must be given. Brand name, model number, serial number and country of origin must be given of machine, computer, and hi-tech equipment
- c) Customs harmonized tariff code must be indicated against each item.
- d) 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 by Customs.

### DOCUMENTATION

The following documents are required, please e-mail in advance of shipment for checking.

- 1 copy of Airway Bill / 1 original Bill of Lading or 1 copy of Express Bill of Lading
- 2 original and 3 copies of Combined Commercial Invoice & Packing List
- If goods are shipped under ATA Carnet, actual Original Carnet required with + 1 Copy of Power of Attorney with company stamp and signature

## HEAVY & OVERSIZED EXHIBITS

If you have a **single exhibit/ piece** exceeding any of the following specifications, please advise EFI as soon as possible and **before the deadline Tuesday 3<sup>rd</sup> May** to ensure access to your area/ timely move-in and that the correct material handling equipment is available.

**Gross weight: 1000 kilos Dims: 250cms (L) x 180cms (W) x 180cms (H)**

- ❖ **Exhibits exceeding above weight and dimensions MUST be delivered to site during heavy lift schedule. Please contact EFI to arrange in advance.**

## UK EXHIBITORS

We will offer UK exhibitors a consolidated road freight service from our UK facility. Please contact [susan.barton@efilogistics.com](mailto:susan.barton@efilogistics.com) with details of your shipment and we will guide you through the process.

## PACKING AND CASE MARKING

All packaging should be suitable for transport and repeated handling. EFI recommend bolted, returnable cases for this purpose; nailed / screwed lids are not suitable as they suffer on opening and can become loose for transit. Any damage claims will be declined should packing be deemed not adequate.

Wood Packaging Materials from outside the EU must comply with fumigation regulations and be either heat treated or fumigated with Methyl bromide and carry the internationally recognized marking. Failure to comply with these regulations could result in the return of goods to origin at your expense.

- ❖ **Please ensure that each package is clearly labeled with exhibitor name, stand number and StocExpo, please e-mail EFI for a label format to print and attach to your shipment.**

## 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 types of services 'priority' and 'standard' service. Priority cases will be returned first, standard service to start 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.

For Health and Safety Reasons empty packing materials cannot be stowed on or around the exhibitor's stands, any 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.

**\*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.**

## COURIER SHIPMENTS

We do not recommend the use of couriers for shipping materials to trade shows internationally, generally courier companies are unable to arrange temporary import, therefore this could prove a costly exercise with the inclusion of duties and taxes. If you have a small shipment from within the EU then please utilize the advance warehouse, do not send courier shipments directly to the show site. The Ahoy is a large venue and they are highly likely to get lost. Please contact EFI before attempting to ship any goods by courier we can advise you.

## 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.

## LATE ARRIVAL

Please contact us if you are having difficulty in meeting our published deadlines for the arrival of freight at Rotterdam Port or Amsterdam Airport. We will make all efforts to expedite the delivery on-time, but no guarantee can be given. To cover additional out of hours charges, special transport etc. a late arrival surcharge of 50% on basic handling will be applied to these shipments.

## HAZARDOUS /RESTRICTED GOODS

The shipper is responsible for providing EFI with relevant hazardous goods 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.

## SELF PROPELLED VEHICLES

Due to the nature of the exhibition site and according to Health and Safety rules, all vehicles arriving and departing that are to be used as an exhibit on your stand will have to be marshaled from outside the hall until placed on your stand and vice versa. Please contact us with full details for this service.

## PAYMENT TERMS

All invoices payable on receipt. If you do not have an account with EFI we request credit card details with order. 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 Service Order Form by the deadline **Tuesday 3<sup>rd</sup> May**, orders received late or on-site will carry a 50% late booking surcharge.

## TARIFF OF CHARGES

EFI Logistics will send all exhibitors a Full Tariff of all services for this event. We are also happy to offer complete quotations to exhibitors to suit their requirements, please e-mail us with details of your shipment.

## TERMS AND CONDITIONS

EFI Logistics does not accept responsibility for

- a) Exhibits prohibited by the organizer or Dutch Customs to be sold or displayed in fair site
- b) 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. The terms in full can be downloaded from our website at <http://www.efilogistics.com>

***Thank you for taking the time to read these instructions, we are here to assist with your planning and welcome your call at any time. We look forward to working with you in Rotterdam and wish you a successful event.***