




**Paris Nord Villepinte - 19 / 23 October 2024**

## **SHIPPING INSTRUCTIONS**

### **1. SCHEDULE FOR INSTALLATION AND DISMANTLING**

	Dates	Hours
Move-in and set-up	10 to 18 October	Not communicated this day
Dismantling	23 October evening to 26 October	Not communicated this day

### **2. CONSIGMENTS DEADLINES**

			Place of arrival	Receiving deadlines
Documents			ESI office (e-mail, courier)	Sea : 6 working days prior arrival Road, air : 4 working days prior arrival
Sea freight		LCL	Marseilles sea port Le Havre sea port	14 working days prior delivery 12 working days prior delivery
		FCL	Marseille sea port Le Havre sea port	7 – 9 working days prior delivery 5 – 7 working days prior delivery
Road freight			ESI warehouse Exhibition site	2 working days prior delivery Day of delivery (detailed pre-alert absolutely needed !)
Air freight			ORY airport (not recommended)	6 working days prior delivery
			CDG airport (recommended)	4 working days prior delivery

**Notes :** For containers arriving too early- more than 6 working days before date of delivery - demurrage and container detention costs will be invoiced at cost + 10%.  
Late arrival surcharge : +20% on handling tariff



#### 4. DOCUMENTS TO PROVIDE

#### 4.1 E.E.C. COUNTRY

#### 4.2. NON E.E.C. COUNTRY

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Commercial invoice	<p>Separate invoices must be issued for definitive import / temporary import. They must mention:</p> <ul style="list-style-type: none"> <li>• <i>item number</i></li> <li>• <i>serial / model number for devices</i></li> <li>• <i>full and clear description of products</i></li> <li>• <i>itemised &amp; total value CIF terms</i></li> <li>• <i>country of origin</i></li> <li>• <i>"temporary" or "definitive" import in France</i></li> </ul>
Shipping documents	<p>1 original + 2 copies of B/L for sea freight  1 copy of MAWB + 1 copy of HAWB per exhibitor for air freight  1 copy of CMR for road freight (for direct arrival on show site, please ask us how to consign CMR)</p>

### **IMPORTANT NOTE REGARDING DOCUMENTS**

- Invoices must be sent to us in Excel format and formatted for "Landscape" printing (CIPL model on request)
  - o Sending documents by email: 1 single email grouping all documents (AWB, Invoice, etc.)
  - o No sending of duplicate notices (in the event of a reminder for example)
  - Courier (UPS, FEDEX, DHL....)
  - o No shipment of submitted product (food, electrical or electronic equipment, weapons, etc.)
  - o Any shipment not recorded with the name of the show / name of the exhibitor will be refused
  - o Any shipment requiring payment from us upon delivery will be refused. (companies do not necessarily give us an invoice)
  - o Temporary Import refused
  - o Our action and our LumpSum 'express courier' only consists of reception in the warehouse and delivery to the stand. We cannot be held responsible for delays or non-deliveries from carriers.
  - o For any shipment that does not fall within our express company procedures, it must be sent by air.
- Any shipment whose documentation does not comply with our shipping specifications will not be processed and ESI cannot under any circumstances be held responsible in the event of delay or non-delivery.**
- Remark :** In order we can provide fitted handling equipment, please send us in advance full description of your items in excess of 2000 kg or 6 m3.
- Any need for special equipment (crane, long forks, etc...) must be advised in advance, prior arrival of shipment.

## **4.3 SPECIAL NOTES FOR FOOD STUFF**

Category of goods	Documents requested ( <b><u>translated in French compulsory</u></b> )
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Dry food (excepted rice)	<b>No special document required</b>
Any product containing milk	<b>Veterinary certificate</b>
Any product containing fish, meat, eggs, honey	<b>Veterinary certificate</b> + approval n° to import in the E.U. A company that wants to import animal product in France must have an approval number given by European community.
Any product containing exotic fruits (pip, mango, pineapple, guava, papaye ...)	<b>Phytosanitary certificate stamped by official officer</b>

## ADDITIONAL INFORMATION FOR FOOD STUFF

- Dry goods:

It may be asked for certificates of compliance with marketing standards or phytosanitary pass or proof of completion of the 3 phytosanitary controls. But it depends on the fruit.

- For all fishery products, it must be a catch certificate and a CVED.
- For sauces and food preparations, it takes a CVED and a DCE.
- For poultry dishes, you need a CVED.
- For rice, and tea must be a DCE, rice dishes, a DCE and a CVED
- For Bio, you need to have the organic inspection certificates.
- For everything related to alcohol, it is mandatory for electronic administrative documents DAE

In conclusion, for all that is plant or vegetable base must be a DCE (common entry document) and all that is made from animal products, you need a CVED (Common Veterinary Entry Document).

## IMPORTANT NOTES :

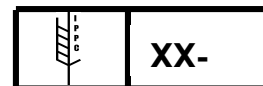
- ⇒ At arrival of shipment at seaport or airport, a sanitary control will be made by authorities. Any shipment containing foodstuff without requested certificate will be systematically destroyed by Customs. Charges will incur ! **ESI cannot be responsible in case of delay or destruction due to bad documentation.**
- ⇒ Before sending any shipment containing foodstuff: please contact us and advise detailed list of products you may consign to us. We will check if your documents are in order.
- ⇒ **Please specify on your pre-alert informations and on AWB / BL if the goods require a special temperature.**
- ⇒ **Do not mix frozen goods / chilled goods / normal goods on same AWB.**
- ⇒ Chilled or frozen goods will be directly transferred on show site, for cold storage, until delivery on stand. In order to make sure that sufficient place will be available: please advise in advance weight & volume of perishable goods intend to ship.
- ⇒ For voluminous shipments of perishable goods, we can rent special containers (frozen / chilled temperatures).

## 5. PACKING INSTRUCTIONS

<b>Packing materials</b>	<p>Please use packages strong enough to avoid damage during transportation, unloading, unpacking, storage, reloading, etc...</p> <p>Packing in cartons is not considered suitable for repeated handling, especially for valuable or fragile equipments.</p> <p>Furthermore, parcels can be placed outdoors several times, before delivery inside exhibition halls, or after closing : exhibitors must take necessary precautions against damage and rain.</p>
<b>Marking</b>	<p>All parcels must show :</p> <p style="text-align: right;">Name of exhibitor / SIAL 2024 Stand number - Hall number</p>



	Weight - Dimensions - N° of parcel
<b>Fumigation</b>	<p>All cargo containing wood entering into EEC country (except coming from Switzerland) must have been fumigated in the country of origin.  This regulation concerns packages such as crates, pallets, frames, axes, drums, etc...  To guarantee that the fumigation has been applied, the following information must be marked or stamped on the outside packings :</p> <ul style="list-style-type: none"> <li>• IPPC logo</li> <li>• ISO country code</li> <li>• Licence number assigned to the company that fumigated</li> <li>• Fumigation method (HT or MB treatment used)</li> </ul>



## 6. INSURANCE & RESPONSIBILITY

<b>Insurance</b>	<p>Our tariff is calculated on the basis of volume or weight of your shipment, and has no correlation with the value of exhibits : the insurance covering is not included in our charges.  It is the responsibility of exhibitor to arrange a personalized insurance covering : transport / handling / storage / exhibition - <b>1 copy of insurance certificate must be provided</b></p>
<b>Responsibility</b>	<p>ESI will not accept any responsibility for loss or damage on products or materials left unattended on stand, inadequately packed, requesting specific handling materials or handling cares without notice. After the closing of exhibition, exhibitors or their agents are asked to insure that their stands are not left unattended until exhibits have been removed.  E.S.I. will not endorse any responsibility for parcels left on stands  ESI will not accept any responsibility for delay in clearance or delivery, for shipment that have not been consigned as per our instructions, shipped without requested documents, or arriving after our mentioned deadlines.</p>

## 8. VERY IMPORTANT NOTE FOR THE FOOD IMPORTATIONS

Dear customers and agents.

Imports of products destined for consumption at the show Sial are increasingly monitored. We see the increasingly rigid year after year by sanitary services.

### Import legislation for products intended for human consumption

**Dry products**: Certificates of compliance with marketing standards or phytosanitary passes or proof of fulfillment of the 3 phytosanitary controls may be required. But it depends on the fruits.

For all **fishery products**, a catch certificate and a CVED are required. (Catch certificate and sanitary certificate)

For **sauces and food preparations**, a DVCE and a DCE are required. (sanitary certificate)

For **meat dishes**, and / or pieces of meat you need a DVCE.(veterinary sanitary certificate)

For **rice**, and **tea** requires a DCE, rice dishes, a DCE and a DVCE (sanitary certificate and veterinary certificate in case of additional meat)

For **Bio**, you need organic inspection certificates.

To conclude, for all that is vegetable or vegetable based it is necessary a DCE (common document of entry) and for all that is based on animal product, it is necessary a DVCE (common veterinary document of



entry).

In addition any manufactured product (canned) must be identified, with a report on the packaging of the approval number CE

For all matters relating to alcohols, DAE electronic administrative documents are compulsory. We must be cautioned for shipments of alcohol in order to settle the excise duty BEFORE the goods arrive.

In addition any manufactured product (canned) must be identified, with a carry-on on the packaging of the approval number CE

For all matters relating to alcohols, DAE electronic administrative documents are compulsory. We must be cautioned for shipments of alcohol in order to settle the excise duty BEFORE the goods arrive.

### **Conditioning:**

The number of boxes on the health certificates must be the same as the number of boxes sent (ex: if 12 boxes of fish are imported on the health certificate, the number of boxes must be 12. In no case grouped in 2. If grouped in 2 boxes, this must be indicated on the health certificate (12 boxes in 2 boxes of 6)

Each package must be identified in the name of the exhibitor + the address of the stand with the number of packages sent per shipment (1/3, 2/3, 3/3)

Each pallet containing several customers must be identified in pallet number per shipment (same as above) + mention of the detail per customer. For example:

- pallet N ° 1/12 containing
  - Customer X package 1/2 and 2/2
  - Customer Y package 1/3; 2/3; 3/3
- Pallet No. 2/12 containing
  - Customer Z package 1/2 and 2/2
  - Customer ZA packages 1/4 to 4/4

.....

Please note that any bulk consignment on the same transport document (LCL, TC, or AWB) makes the other consignments consolidated on the same document in solidarity with the others. In case of sanitary control and / or refusal by the French authorities, the complete lot can be sent in destruction.

At the arrival of the goods at Roissy Cdg or Le Havre, the documents are first sent to the health services for documentary control. Only these services are entitled to accept or refuse products or to request a physical inspection of the goods. In case of physical checking the billing, will be done by health document and not by sending. If there are 5 documents on a single package there will be 5 x checks, and invoiced as such.

ESI has no authority to define what can or cannot be imported; only the health services have decision. Documentary checks cannot be requested before goods arrive.

The sanitary documents which will be sent to you in case of control or destruction are issued by a French



authority, cannot be questioned and cannot in any case make a complaint. These documents are in French  
ESI In no event shall be held liable for delays and / or expenses incurred in connection with these checks.  
An amount of 10% of these expenses may be claimed for advance payment of these said sanitary control fees

**ALL DOCUMENTS INCLUDED INVOICES MUST BE TRANSLATED IN FRENCH OR ACCOMPANIED BY A FRENCH TRANSLATION.**

## **NOTE TRES IMPORTANTE POUR LES IMPORTATIONS ALIMENTAIRES**

Chers clients et agents.

Les importations de produits destinés à la consommation pour le salon Sial sont de plus en plus contrôlées. Nous nous apercevons de la rigidité de plus en plus stricte année après année des services sanitaires.

Le mémo ci-dessous a été rédigé en tenant compte des différents problèmes rencontrés sur les précédentes éditions, et n'a pour but que de vous aider à importer vos produits dans le respect de la législation Française, et d'éviter tout retard et surfacturation.

### **Législation d'importation des produits destinés à la consommation humaine**

**Produits secs** : Il peut être demandé des certificats de conformité aux normes de commercialisation ou des laisser-passer phytosanitaires ou preuve de réalisation des 3 contrôles phytosanitaires. Mais cela dépend des fruits.

Pour tous les **produits de la pêche**, il faut un certificat de capture et un DVCE.

Pour **les sauces et préparations alimentaires**, il faut un DVCE et un DCE.

Pour **les plats à base de viande**, et /ou avec morceaux de viande il faut un DVCE.

Pour **le riz**, et **le thé** il faut un DCE, les plats à base de riz, un DCE et un DVCE

Pour **le Bio**, il faut les certificats d'inspection bio.

En conclusion, pour tout ce qui est végétal ou à base de végétal il faut un DCE (document commun d'entrée) et pour tout ce qui est à base de produit animal, il faut un DVCE (document vétérinaire commun d'entrée).

En outre tout produit manufacturé (conserves) doit être identifié, avec report sur l'emballage du N° d'agrément CE

Pour tout ce qui concerne **les alcools**, il faut obligatoirement des DAE documents administratifs électroniques. Nous devons être pré avisé pour les envois d'alcool afin de régler les droits d'accise AVANT l'arrivée des marchandises.

Conditionnement



Les nombres de boîtes portés sur les certificats sanitaires doivent être à l'identique des nombre de boîtes expédiés (ex : si import de 12 boîtes de sardines sur le certificat sanitaire, le nombre de boîte doit être de 12. En aucun cas regroupés en 2 cartons. Si regroupés en 2 cartons, cette mention doit être reportée sur le certificat sanitaire (12 boîtes dans 2 cartons de 6))

Chaque colis doit être identifiés au nom de l'exposant + coordonnées du stand avec report du nombre de colis par envoi (1/3; 2/3; 3/3)

Chaque palette contenant plusieurs clients doit être identifiée en nombre de palette par envoi (idem ci-dessus) + mention du détail par client. ex :

- palette N° 1/12 contenant
  - client X colis 1/2 et 2/2
  - Client Y colis 1/3 ; 2/3 ; 3/3
- Palette N° 2/12 contenant
  - Client Z colis 1/2 et 2/2
  - Client ZA colis 1/4 to 4/4
- .....

Merci de noter que tout envoi groupé sur le même document de transport (LCL, TC, ou AWB) rend les autres envois consolidés sur le même document solidaire des autres. En cas de contrôle sanitaire et / ou refus par les autorités Française, le lot complet peut être envoyé en destruction.

A l'arrivée des marchandises à Roissy Cdg ou Le Havre, les documents sont d'abord envoyés aux services sanitaires pour contrôle documentaire. Seuls ces services sont habilités à accepter ou refuser des produits ou à demander un contrôle physique des marchandises. En cas de contrôle physique la facturation, se fait par document sanitaire et non par envoi. Si il y a 5 documents sur un seul colis il y aura 5 x contrôles, et facturés comme tel.

ESI n'a aucune autorité pour définir ce qui peut ou ne peut pas être importé, seuls les services sanitaires ont le pouvoir de décision. Les contrôles documentaires ne peuvent être demandés avant l'arrivée des marchandises.

Les documents sanitaires qui vous seront envoyés en cas de contrôle et ou destruction sont émis par une autorité Française, ne peuvent être mis en doute et ne peuvent en aucun cas faire part d'une réclamation. Ces documents sont rédigés en Français

ESI Ne peut en aucun cas être tenu responsable des délais et/ou frais occasionnés par ces contrôles.

Un montant de 10 % de ces frais peut être réclamé pour avance de règlement de ces dit-frais de contrôle sanitaire





**TOUS LES DOCUMENTS INCLUS LES FACTURES DOIVENT ETRE TRADUITS EN FRANÇAIS OU ACCOMPAGNES D'UNE TRADUCTION FRANCAISE.**

# SLA

## TARIFF 2024

### 1. ADMINISTRATION FEES

Consignment service charges	55.00 EUR per shipment or exhibitor
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### 2. CUSTOMS CLEARANCE (non E.E.C. countries)

With ATA carnet	240.00 EUR per carnet (inbound or outbound)
With invoice	240.00 EUR per formality (inbound or outbound)



	+ 0.20 % bond fees on CIF Value for temporary import (minimum : 30.00 euros)
Cancellation of temporary import Permanent entry	240.00 EUR For exhibits temporary import and not re-exported (total or partial )
Taxes and duties for definitive import	At cost, + 10%
Customs inspection	If requested by Customs authorities, consecutive charges will be invoiced (according to weight / volume of cargo to be trucked and presented at Customs office)

### 3. SPECIAL CHARGES FOR FOODSTUFF

Veterinary certificate	250.00 EUR per declaration + veterinary tax (upon receipt) + French V.A.T. (20%)
Veterinary or customs visit	250.00 EUR
Wines, spirits, beers ...	Tax on alcohols + customs duties + French V.A.T.
Goods under controlled temperature: +2° / +4°	Storage on show site until delivery on stand, or storage during the exhibition: 490.00 EUR per cbm (min. 1 cbm) for each period of storage
Goods under controlled temperature: - 18°	Storage on show site until delivery on stand, or storage during the exhibition: 490.00 EUR per cbm (min. 1 cbm) for each period of storage
For each delivery on stand of perishable goods	95.00 EUR (additional on Lumpsum)

### 4. TRANSPORT & HANDLING CHARGES

1 time spotting (Inward or outward) tariff for standard parcels not exceeding 2000 kg or 6 CBM or of particular dimensions (for heavy or voluminous pieces, or special dimensions, please ask for special quotation).

#### Including :

- All operations from “place of arrival” up to delivery on stand (1 time spotting)

#### Excluding :

- T.H.C. at port of arrival (must be prepaid)
- Delivery or removal over working hours and working days (please refer to overtime surcharges paragraph)
- Unpacking, repacking
- Transfer charges for shipments received through 3<sup>rd</sup> party (consolidator) : these charges will be re-billed at cost + 10%
- Dispatching on several stands
- Grounding of containers
- Demurrage and detention costs for containers arriving too early

#### IMPORTANT :

1. Our tariff is issued for 1 TIME SPOTTING .



2. whatever the kind of transport, air-freight, sea-freight or road-freight, when there are several exhibitors on the same invoice, 20 % surcharge will be applied for dispatching on individual stands, even on the same area.

#### 4.1 SHIPMENTS ARRIVING BY SEA

*Surcharges: Delivery Saturday + 10% - Sunday/Holidays + 20%*

	Place of arrival	Volume	General cargo / dry food		Frozen / Chilled goods / Foodstuff requesting special documents such as certificates	
LCL	Le Havre (recommended)	Up to 1 cbm Between 1 and 2 cbm Between 2 and 3 cbm Over 3 cbm	850.00 EUR 950.00 EUR 1100.00 EUR 195.00 EUR	Lumpsum Lumpsum Lumpsum Per add. m3	860.00 EUR 1010.00 EUR 1190.00 EUR 210.00 EUR	Lumpsum Lumpsum Lumpsum Per add. m3
	Marseille	Any volume	Not recommended		Not recommended	
FCL	Le Havre (recommended)	20' dry container 40' dry container 40' H.C. container	2 500.00 EUR 3 400.00 EUR 3 850.00 EUR	Lumpsum Lumpsum Lumpsum	2 900.00 EUR 3 950.00 EUR 4 450.00 EUR	Lumpsum Lumpsum Lumpsum
	Marseille	Any container	Not recommended		Not recommended	

**Important notice:** containers loaded with loose stand fittings will be quoted separately – above tariff cannot be applied for such shipment

##### Containers grounding

Containers are un-stuffed as soon as they are delivered at show site, then returned to the seaport.

(This is valid for crated or palletised exhibits, but not oversized or heavy-weight parcels).

If containers need to be grounded, or if they are loaded with oversize or heavy parcels, add. charges will be applied ).

#### 4.2 SHIPMENTS ARRIVING BY AIR

*Surcharges: Delivery Saturday + 20% - Sunday/Holidays + 40%*

Chargeable weight : 1 m3 = 167 kg

Place of arrival	Chargeable weight	General cargo / dry food	Frozen / Chilled goods / Foodstuff requesting special documents such as certificates
CDG airport (recommended)	Minimum	400.00 EUR	460.00 EUR
	Up to 500 kg	1.10 EUR / kg	1.60 EUR / kg
	Over 500 kg	0.95 EUR per additional kg	1.10 EUR per additional kg
ORY airport	Any weight	Not recommended	Not recommended

#### 4.3 SHIPMENTS ARRIVING BY ROAD

*Surcharges: Delivery Saturday + 30% - Sunday/Holidays + 60%*



Chargeable volume / weight : 1 m<sup>3</sup> = 300 kg

Place of arrival	Volume	Tariff	minimum
ESI warehouse (advance deliveries)	Up to 5 m <sup>3</sup>	97.00 EUR / m <sup>3</sup> or 300 kg	300.00 EUR
	Over 5 m <sup>3</sup>	75.00 EUR / additional m <sup>3</sup> or 300 kg	
	<i>Our rates include reception, intermediate storage up to 15 days + trucking to show site and delivery to stand on working days</i>		
Trailers deliveries only F.O.T show site, includes Reception show site, unloading, delivery to stand on working days <b>this tariff not applicable to containers</b>	Up to 5 m <sup>3</sup>	38.00 EUR / m <sup>3</sup> or 300 kg	160.00 EUR
	Over 5 m <sup>3</sup>	35.00 EUR / additional m <sup>3</sup> or 300 kg	
	Full semi-trailer	Fully palletised or crated cargo: Refer to forklift charges Partially palletised or crated + loose cargo: 730.00 EUR Loose cargo (like stand fittings): 1 100.00 EUR	

#### 4.4 SHIPMENTS ARRIVING BY EXPRESS COURRIER ( fedex, dhl, tnt, etc... )

*Surcharges: Delivery Saturday + 30% - Sunday/Holidays + 60%*

Small cartons or envelopes to be delivered on stand (**up to 30 kg**). Over 30Kg Lumpsum air is applied  
Over 30 Kg For special deliveries, please refer to paragraph 3.3 road shipments.

Place of arrival	Tariff	
ESI warehouse	250.00 EUR	Per shipment
(Food)	refused	

**IMPORTANT: With legislation getting tougher from year to year, food shipments by express courier (Fedex, DHL, UPS, etc.) are generally stopped at customs. We no longer accept food shipments by express mail.**



**We shall only accept prepaid courier shipments, (not food) already custom cleared, and will not accept to pay for any disbursement of taxes and duties upon delivery.**  
**Any coordination for return of your goods via Express courier on your account will be charged Euro 45.00**

🔑 **Important notes for any type of shipment :**

**Late arrival surcharge :**

Shipment arriving after mentioned deadlines will be subject to an additional ..... 20% on handling rates.

**Shipment pre-alert is absolutely requested :**

transport information, cargo details, delivery instructions, contact name of exhibitors' representative on stand

**Return shipment instructions must be filled up before closing of the show.**

## **5. STORAGE OF EMPTY PACKAGES**

Collection on stand, storage, redelivery of empties	<b>75.00 Euros / m3</b>	<b>(minimum 2 m3)</b>
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**Important remarks :**

- No bulky packages will be accepted, except with advance agreement, and special quotation.
- The packages stored are considered as empty. Any product left inside must be advised to E.S.I. representative : they will be stored in a secured area.  
Additional charge : + 50% (minimum 140.00 €).  
No claim will be admitted when goods are not declared.
- After the empties have been given for storage, any exhibitor asking for a return on his stand or asks access to empty storage area, because he might have forgotten items inside, the corresponding expenses will be charged to exhibitor

## **6. MANPOWER & ONSITE HANDLING CHARGES (unpacking, installation, repacking...)**

### **6.1 HANDLING EQUIPMENTS & MANPOWER**

Rental	Capacity	Price per hour	minimum
Forklift + driver	3 tons to 4 tons	135.00 EUR	1 hour
	Over 4 tons	On request	
Workman		55.00 EUR	4 hours



## 6.2 OVERTIME SURCHARGE

This applies to any request for delivery, handling, removal on show site :

Week days	From 6.00 pm to 10.00 pm	+ 50 %
	From 10.00 pm to 07.00 am	+ 100 %
Saturday	From 8.00 am to 6.00 pm	+ 50 %
	After 6.00 pm	+ 100 %
Sunday, holiday	Any time	+ 100 %

## 7. PAYMENT TERMS, CONDITIONS & COMMUNICATIONS

Exhibitors using our appointed agents will be invoiced by them for our services.

Exhibitors using other forwarding companies or arranging their transport themselves are requested to send us an advance written order, and to arrange full payment of our charges prior the delivery to stand.

All business is only transacted in accordance with our General Trade Conditions (available upon request) and with the general conditions of "Fédération des Entreprises de Transport et Logistique de France (T.L.F.)" (also available upon request).

### ➤ **Communication:**

**WhatsApp** is an application who convenient for foreign exhibitors and is supposed to facilitate communication.

But .... the information communicated by WhatsApp has no legal value in case of dispute.

In addition, we must manage e-mails, phone calls, office and mobile, SMS, Messenger, Facebook, and WhatsApp. Therefore, loss of communication way and a lot of information lost with this application.

Thank you to communicate by e-mail

**For any further information needed, please contact:**

### **On site office:**

GROUP-ESI

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