



12, avenue du Noyer à la malice  
95380 Louvres - France  
Web site : [www.group-esi.com](http://www.group-esi.com)  
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# SHIPPING MANUAL 2024

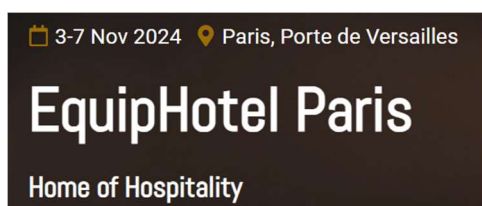
## Exhibition venue : Paris – Porte de Versailles

On site office : Parc des expositions de la porte de Versailles -Bâtiment des transitaires- F-75015 – Paris

### In full accordance with our ISO20121 2020 policy

We highly recommend the use of our advanced warehouse system

(Reception and consolidation of exhibitor's goods in our logistics platform prior to delivery to the show)  
No waiting time for your transporters, total compliance with the delivery deadlines to your stand, less vehicles  
around the exhibition sites, Co2 reduction



## 1. CONSIGMENTS DEADLINES

		Place of arrival	Receiving deadlines
Documents		ESI office (e-mail, courier, fax)	Sea : 5 working days prior arrival Road, air : 3 working days prior arrival
Sea freight		LCL	Marseille sea port Le Havre sea port
		FCL	Marseille sea port Le Havre sea port
Road freight		ESI warehouse Exhibition site	From 15 to 12 working days prior delivery From 13 to 10 working days prior delivery From 10 to 7 working days prior delivery From 8 to 5 working days prior delivery 2 working days prior delivery Day of delivery (detailed pre-alert absolutely needed !)
Air freight		ORY airport CDG airport (recommended)	4 working days prior delivery 3 working days prior delivery

Notes : For containers arriving too early, demurrage and container detention costs will be invoiced at cost + 10%.  
Late arrival surcharge : +20% on handling tariff

## 2. CONSIGMENT INSTRUCTIONS

Freight charges	All cargo must be forwarded to us FREIGHT PREPAID. Shipments received freight collect will be subject to an additional 10% charge, and will have to be reimbursed before delivery to the stand.
Parcels marking	All parcels must show : Name of exhibitor Name of exhibition & venue Stand number - Hall number



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	Weight - Dimensions - N° of parcel
<b>Consigning of shipment (BL or MAWB)</b>	<b>GROUP-ESI</b> 12, avenue du Noyer à la malice 95380 Louvres - France <b>Phone : 33.1.3992.8788 - Fax : 33.1.3988.9827</b> <b>For : name of event / name of exhibitor</b>
<b>Ports of entry</b>	Sea freight : LE HAVRE      Air freight : CDG
<b>Insurance</b>	It is the shipper's responsibility to arrange insurance cover for exhibition whilst in transit, storage, and on-site for the duration of the exhibition and return. ESI Will not accept any responsibility for loss or damage to the exhibitor's equipments

*Please note that detailed pre-alert is absolutely requested, in order to serve you properly.*

### 3. DOCUMENTS TO PROVIDE

#### 3.1. E.E.C. COUNTRY

Documents requested	Remarks
Packing list	Mentioning : number of parcels, weights and dimensions, contents. This document is absolutely requested. Additional 5% cost will be charged for shipments arriving without this document.
Insurance certificate	1 copy
Shipping documents	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 the CMR)

#### 3.2. NON E.E.C. COUNTRY

Documents requested	Remarks
Packing list	Mentioning : number of parcels, weights and dimensions, contents. This document is absolutely requested. Additional 5% cost will be charged for shipments arriving without this document.
ATA Carnet	<u>For exhibits to be totally re-exported only</u> The description of goods must be written in French or English. You must join a power of attorney allowing E.S.I. to effect procedure under your name.
Commercial invoice	Separate invoices must be issued for definitive import / temporary import. They must mention : <ul style="list-style-type: none"> <li>• item number</li> <li>• serial / model number for devices</li> <li>• full and clear description of products</li> <li>• itemised &amp; total value CIF terms</li> <li>• country of origin</li> <li>• "temporary" or "definitive" import in France</li> </ul>
Insurance certificate	1 copy



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Shipping documents	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)
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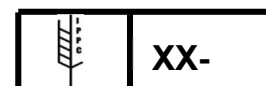
**Remark :** In order we can provide fitted handling equipment, please send us in advance full description of your material in excess of 1000 kg and 5 m3.

Any need for special equipment (crane, long forks, etc...) must be advised in advance, prior arrival of shipment.

- Invoices must be sent to us in Excel format and formatted for "Landscape" printing (CIPL model on request)
- Sending documents by email: 1 single email grouping all documents (AWB, Invoice, etc.)
- No sending of duplicate notices (in the event of a reminder for example)

#### 4. PACKING INSTRUCTIONS

<b>Packing materials</b>	Please use packages strong enough to avoid damage during transportation, unloading, unpacking, storage, reloading, etc... Packing in cartons is not considered suitable for repeated handling, especially for valuable or fragile equipment. 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.
<b>Marking</b>	All parcels must show: Name of exhibitor Name of exhibition & venue Stand number - Hall number Weight - Dimensions - N° of parcel
<b>Fumigation</b>	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 : <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>



#### 5. INSURANCE & RESPONSIBILITY

<b>Insurance</b>	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
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<b>Responsibility</b>	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. 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.
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## 6. PAYMENT TERMS & CONDITIONS

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 on 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).

# TARIFF 2024

## Exhibition venue : Paris – Porte de Versailles

On site office : Parc des expositions de la porte de Versailles -Bâtiment des transitaires- F-75015 – Paris

### 1. ADMINISTRATION FEES

Consignment service charges	55.00 Euros per consignment
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### 2. CUSTOMS CLEARANCE (non E.E.C. countries)

With ATA carnet	240.00 Euros per carnet (inbound or outbound)
With invoice	240.00 Euros per formality (inbound or outbound) + 0.20 % bond fees on CIF Value (minimum : 30.00 euros)
Cancellation of temporary import	240.00 Euros For exhibits temporary import and not re-exported (total or partial conversion)
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. TRANSPORT & HANDLING CHARGES

Inward or outward tariff for parcels not exceeding 2000 kg or oversized (for heavy or voluminous pieces, please ask for special quotation).

**Including :**



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- 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)
- Customs formalities and administration fees ( see chapter 1 & 2 )
- 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 (*Additional lifting on booth if necessary see chapter 5.1 (forklift + driver)*)
- Grounding of containers
- Demurrage and detention costs for containers arriving too early

### 3.1 SHIPMENTS ARRIVING BY SEA

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

	Place of arrival	Volume	Tariff	
LCL shipment	Le Havre (recommended)	Up to 1 m3	850.00 Euros	Lumpsum
		Between 1 and 2 m3	950.00 Euros	Lumpsum
		Between 2 and 3 m3	1 100.00 Euros	Lumpsum
		Over 3 m3	195.00 Euros	Per additional m3
	Marseille	Any volume	On request	
FCL shipment	Le Havre (recommended)	20' dry container	2 500.00 Euros	Lumpsum
		40' dry container	3 400.00 Euros	Lumpsum
		40' H.C. container	3 800.00 Euros	Lumpsum
	Marseille	Any container	Le Havre + 40 %	

**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 exhibits, but not oversized or heavy-weight parcels).

If containers need to be grounded, or if they are loaded with oversize or heavy parcels, following charges will be applied :

	20 ' container	40' container
Grounding of empty container	350.00 Euros	600.00 Euros



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Grounding of loaded container	690.00 Euros	1 200.00 Euros
Return trucking to Le Havre port, about	690.00 Euros	740.00 Euros

### 3.2 SHIPMENTS ARRIVING BY AIR

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

Chargeable weight : 1 m3 = 167 kg

Place of arrival	Chargeable weight	Tariff	minimum
CDG airport (recommended)	Up to 500 kg	1.00 Euro / kg	420.00 euros
	From 501 to 1000 kg	0.90 Euro / additional kg	
	Over 1000 kg	0.70 Euro / additional kg	
ORY airport	Any weight	1.60 Euro / kg	580.00 Euros

### 3.3 SHIPMENTS ARRIVING BY ROAD

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

Chargeable volume / weight : 1 m3 = 300 kg

Place of arrival	Volume	Tariff	minimum
ESI warehouse (advance deliveries) <i>Our rates include reception, intermediate storage up to 15 days + trucking to show site and delivery to stand</i>	Up to 5 m3	96.00 Euros / m3 or 300 kg	300.00 Euros
	Over 5 m3	75.00 Euros / additional m3 or 300 kg	
F.O.T show site, includes Reception show site, unloading, delivery to stand on working days <i>This tariff not applicable to containers</i>	Up to 5 m3	37.00 Euros / m3 or 300 kg	150.00 Euros
	Over 5 m3	25.00 Euros / additional m3 or 300 kg	
	Full semi-trailer	Fully palletised or crated cargo : please refer to point 5.1 & 5.2 Partially palletised or crated + loose cargo : 730.00 Euros Loose cargo ( like stand fittings ) : 1 100.00 Euros	

### 3.4 SHIPMENTS ARRIVING BY COURRIER (Fedex, UPS, TNT ...)

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

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

Place of arrival / departure	Tariff (inbound or outbound)
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ESI warehouse	230.00 Euros	Per shipment
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#### Important notice for courier:

- 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 Courier shipment 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.

#### Parcels to be returned by courier :

If you arrange return transport by courier service with your account number from our warehouse, please make sure to provide Commercial invoice & packing list to the shipping company, and order them to collect with appropriate labels. As our services are not used for return shipment, ESI is not involved in the transport operations.

If you order return transport by courier service with your account number, and if we are supposed to arrange collection, labelling, issuing of invoice, **we shall bill an additional fee of 45.00 euros per shipment.**



#### **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 prealert is absolutely requested : transport information, cargo details, delivery instructions, contact name of exhibitors' representative on stand, return shipment instructions.**

## **4. STORAGE OF EMPTY PACKAGES**

Collection on stand, storage, redelivery of empties	78.00 Euros / m3	(minimum 2 m3)
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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 to storage, any exhibitor asking for a return on his stand, or asking access to empty storage area (for items forgotten inside) will assume the corresponding expenses.

## 5. MANPOWER & ON-SITE HANDLING CHARGES

### 5.1 HANDLING EQUIPMENTS & MANPOWER

Rental	Capacity	Price per hour	minimum
Forklift + driver	3 tons	160.00 Euros	90.00 Euros
	3 to 5 tons	200.00 Euros	200.00 Euros
Crane	20 to 30 tons	Quoted on request	
	30 to 50 tons	“”	
Pallet-truck alone (a deposit of 300.00 € will be required)		25.00 Euros	
Workman		55.00 Euros	4 hours

#### IMPORTANT NOTE :

Any order for providing lifting equipment or manpower must be confirmed at least 3 opening days in advance, otherwise, we cannot guarantee the availability of requested services.

### 5.2 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 22.00 pm to 08.00 am	+ 100 %
Saturday	From 8.00 am to 6.00 pm	+ 50 %
	After 6.00 pm	+ 100 %
Sunday, holiday	Any time	+ 100 %

## 6. PAYMENT TERMS, CONDITIONS and communication

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 on 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).

#### Any order must mention :

- Name & full address of the company to be billed
- VAT registration number for U.A. companies





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**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 question, request for special quotation, pre-alert, please contact :**

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