



12, avenue du Noyer à la malice
95380 Louvres - France
Web site : www.group-esi.com
Phone : 33.7.8767.9668 - e-mail : gaelle.bastaraud@group-esi.com
Phone : 33.7.8876.5703 - e-mail : elodie.carneiro@group-esi.com

**logistics
for
events**

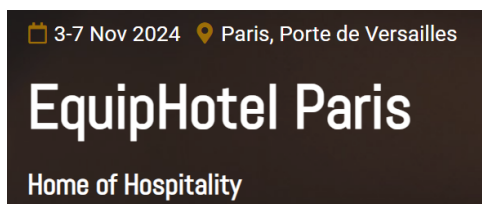
SHIPPING MANUAL 2024

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, courrier, 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	From 15 to 12 working days prior delivery From 13 to 10 working days prior delivery
Road freight		Marseille sea port Le Havre sea port	From 10 to 7 working days prior delivery From 8 to 5 working days prior delivery
Air freight		ESI warehouse Exhibition site	2 working days prior delivery Day of delivery (detailed pre-alert absolutely needed !)
		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



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	Name of exhibition & venue Stand number - Hall number Weight - Dimensions - N° of parcel
Consigning of shipment (BL or MAWB)	GROUP-ESI 12, avenue du Noyer à la malice 95380 Louvres - France Phone : 33.1.3992.8788 - Fax : 33.1.3988.9827 For : name of event / name of exhibitor
Ports of entry	Sea freight : LE HAVRE Air freight : CDG
Insurance	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	For exhibits to be totally re-exported only 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"> • item number • serial / model number for devices • full and clear description of products • itemised & total value CIF terms • country of origin • "temporary" or "definitive" import in France



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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

Packing materials	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.
Marking	All parcels must show: Name of exhibitor Name of exhibition & venue Stand number - Hall number Weight - Dimensions - N° of parcel
Fumigation	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"> • IPPC logo • ISO country code • Licence number assigned to the company that fumigated • Fumigation method (HT or MB treatment used) <div style="text-align: right;"> </div>

5. INSURANCE & RESPONSIBILITY

Insurance	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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Responsibility	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).

For any question, precision or more information, please contact:

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