

**LOGISTICS FOR FAIRS, CONGRESS, EXHIBITIONS,
TRANSPORT OF WORKS OF ART and REMOVAL**

Shipping instructions

We thank you in advance for your participation in our RSE approach as part of our ISO20121 certification

Introduction:

The following instructions are designed to assist you with the movement of exhibits and stand building Materials.





Failure to comply with these instructions and deadline, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

IMPORTANT NOTE : It is absolutely vital that we receive all shipping pre-alert information and documentation in advance mentioning, export CIPL, shipping details, number of pieces, value, commodity of the goods, weight and dimensions, clearance instructions, hall and stand number and requested date and time of delivery.

Exhibition venue: Villepinte – Paris Nord II

On site office: Parc des expositions de PARIS Nord II – Bâtiment M'0' – 93420 Villepinte
 Tel: +33 (0)1 4863 3270 – Mob: +33 (0)6 7504 3557 – e-mail: emilie.nabais@group-esi.com

1- CONSIGNMENTS DEADLINES

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

2- CONSIGNMENT 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 Weight - Dimensions - N° of parcel
Consigning of shipment (BL or MAWB)	GROUP-ESI ZAC de la butte aux bergers - 12 Avenue du Noyer à la Malice – 95380 Louvres Phone : +33 (0)1 4863 3270 – Mob: +33 (0)6 0774 7862 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 equipment	



LOGISTICS FOR FAIRS, CONGRESS, EXHIBITIONS, TRANSPORT OF WORKS OF ART and REMOVAL



Custom agreement
AEO



Member of IATA



Member of IELA



ISO 20121 Certified

3- NECESSARY DOCUMENTS



3.1 UE 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 UE 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 : * 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
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 CMR)

All invoices must be provided in Excel format and formatted in "Landscape" printing (CIPL sample on request)

All documents must be sent exclusively by email : 1 single email gathering all set of documents is required (AWB, Invoice, etc.)

Kindly do not send multiple reminders and / or numerous documents duplicates : This only creates useless stress and can jeopardize and slow down the file processing

Remark: For goods > 1000kgs and 5cbm : Please provide us in advance with a precise description of your exhibits, in order for us to provide the proper lifting means accordingly.

Any special equipment request (crane, long forks...) must be submitted prior to shipment's departure.



LOGISTICS FOR FAIRS, CONGRESS, EXHIBITIONS, TRANSPORT OF WORKS OF ART and REMOVAL



Custom agreement
AEO



Member of IATA



Member of IELA



ISO 20121 Certified

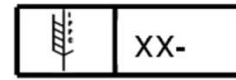
4- PACKING INSTRUCTIONS



Marking: All parcels must show: Name of exhibitor
 Name of the exhibition / Venue
 Stand Number -Hall Number
 N° of Pieces (1/3 – 2/3 – 3/3)

Fumigation: All cargo containing wood entering into EEC country (except Switzerland) must have been fumigated in the country of origin.
 This regulation concerns packages such as crates, pallets, frames, axes, drum, etc...
 To guarantee that the fumigation has been applied, the following information must be marked or stamped on the outside packings:

- IPPC logo
- ISO country code
- Licence N° assigned to the company that fumigated
- Fumigation method (HT or MB treatment used)



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.

Packaging:

- Packages must be fully sealed with security tape
- The pallets must be stable and in good condition
- The heaviest packages must be positioned at the pallet's bottom in order to avoid crushing
- The SCHRINK-WRAP must fully cover the goods
- Goods must be secured with a warranty strip or / and a proper strapping

Examples of poor conditioning

bulk, poorly balanced



Poorly filmed



Poorly filmed



Foot is not filmed



Too high



Not filmed



Unrimmed, no warranty strip



unrimmed, partially unfilmed



LOGISTICS FOR FAIRS, CONGRESS, EXHIBITIONS, TRANSPORT OF WORKS OF ART and REMOVAL



Custom agreement
AEO



Member of IATA



Member of IELA



ISO 20121 Certified

Examples of good conditioning



5- INSURANCE & RESPONSIBILITY

Insurance: Our tariff is calculated on weight/volume basis of your shipment, and not in accordance with the value of exhibits : the insurance coverage is not included in our charges.

It is the exhibitor's responsibility to arrange a specific insurance cover (ou coverage) for the shipping / handling /storage / exhibition of his exhibits.

Responsibility: ESI will not be held for responsible in ase of loss or damage on products or materials left unattended at their stand, inadequately packed, requesting specific handling materials or handling cares without notice.

ESI will not accept any responsibility for delay in customs clearance or late delivery, for any shipment that has not been

consigned as per our instructions, shipped without requested documents, or arriving after our mentioned deadlines.

6- COMMUNICATION

WhatsApp (and a few other social media) can indeed appear as a very convenient way to ease communication with foreign exhibitors or agents.

However, all information forwarded by such applications has no legal value in case of dispute

Therefore , having to deal with these applications on top of day to day e-mails, office and mobile phone calls etc. can easily create useless stress, and loss of information

Consequently we firmly suggest the exclusive use of e-mail communication for all documentation and related actions and a moderate and wise use of WhatsApp while on site at the exhibition.

7- 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 services will only be provided after reception of a duly written order, with a detailed pre-alert, and our opening account form, duly filled up with the necessary invoicing information.

