



SHIPPING MANUAL

55-eme PARIS AIR SHOW

PARIS - Le Bourget – June 16 to 22, 2025

www.group-esi.com





PARIS Air Show

Le Bourget, Paris



INTERNATIONAL PARIS AIR SHOW
LE BOURGET | SALON INTERNATIONAL
DE L'AÉRONAUTIQUE ET DE L'ESPACE
PARIS LE BOURGET

1. CONSIGMENTS DEADLINES FOR EXHIBITS ONLY

		Place of arrival	Receiving deadlines	
Documents		ESI office (e-mail, courier)	Sea : 8 working days prior arrival Road, air : 5 working days prior arrival	
Sea freight		LCL	Marseille sea port	May 20 th 2025
			Le Havre sea port	May 29 st 2025
		FCL	Marseille sea port	May 29 st 2025
			Le Havre sea port	June 6 th 2025
Road freight		Exhibition site	Day of delivery (detailed pre-alert absolutely needed)	
Air freight		ORY airport	7 working days prior delivery on stand	
		<u>CDG airport (recommended)</u>	5 working days prior delivery on stand	

✓ Important notes for any kind of shipment:

For containers arriving too early, demurrage and container detention costs will be invoiced at cost + 10%.

Late arrival surcharge : +20% on handling tariff for arrival after June 8th and +50% on handling tariff for arrival after June 11th. Mentioned deadlines are for exhibits only, please contact us for any stand shipment to be sent for the show.

2. CONSIGMENTS 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 refunded before delivery to the stand.
Parcels marking	All parcels must show: Name of exhibitor PARIS AIR SHOW 2025 – LE BOURGET Stand number - Hall number
Consignee for shipment (BL or MAWB)	E.S.I. 12 avenue du Noyer à la Malice 95380 Louvres – France Attn : ESI IMPORT SERVICE PAS'2025 - Phone : +33(0)6. 5027 9056 @MAIL: parisairshow@group-esi.com Notify: Paris Air Show 2025 / name of exhibitor/Hall n° / Stand n°
Consignee for road and courier shipments sent directly to LE BOURGET	E.S.I. Paris Air Show 2025 – Parc Des Expositions du Bourget PORTE L1- Village des Manutentionnaires 93 500 LE BOURGET – France Attn : ESI IMPORT SERVICE PAS'2025 - Phone : +33(0)6. 5027 9056 @MAIL : parisairshow@group-esi.com Notify : Paris Air Show 2025 / name of exhibitor/Hall n° / Stand n°
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.



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3. DOCUMENTS TO PROVIDE

3.1. U.E. COUNTRIES

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

3.2. NON EU.E. COUNTRIES

Documents requested	Remarks
Packing list	Mentioning: number of parcels, weights and dimensions, contents. This document is absolutely requested.
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• itemized & total value CIF terms• country of origin• "temporary" or "permanent" 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)

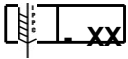
✓ **Important note:** In order we can provide the most suitable handling equipment, please send us in advance full description of your material in excess of 1000 kg and 5 cbm. Any need for special equipment (crane, long forks, etc...) must be advised in advance, prior-shipment arrival.



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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 packing: <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) 

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 exhibit: 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.
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.

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).



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TARIFF

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1. ADMINISTRATION FEES

Consignment service charges	
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From 15.05 to 05.06.25 : 21.00 € / file - From 06.06 to 30.06.25 : 26.50 € / file

2. CUSTOMS CLEARANCE (non E.E.C. countries)

With ATA carnet	230.00 EUR per carnet (inbound or outbound)
With invoice	230.00 EUR per formality (inbound or outbound) + 0.30 % bond fees on CIF Value (minimum: 30.00 EUR)
Cancellation of temporary import	230.00 EUR For exhibits temporary import and not re-exported (total or partial conversion)
Duties and taxes for permanent 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) Minimum 80.00 EUR.

3. TRANSPORT AND HANDLING CHARGES

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

Including:

- All operations from "place of arrival" up to FOT (FREE ON TRUCK) LE BOURGET. Extra charges will apply for unloading/reloading or delivery/collection on the stands

Excluding:

- T.H.C. at port of arrival (must be prepaid)
- Administration fees/customs clearance charges
- Delivery to showsite or collection from showsite over working hours and working days (please refer to overtime surcharges paragraph)
- (*) Onsite handling for unloading, reloading (see paragraph 5.1.), delivery and/or collections onto the stands
- Unpacking, repacking
- Transfer charges for shipments received through 3rd party (consolidator): these charges will be re-billed at cost + 10%
- Grounding of containers
- Demurrage and detention costs for containers arriving too early

3.1 SHIPMENTS ARRIVING BY SEA FROM ARRIVAL LE HAVRE PORT TO BOARD OF STAND

Chargeable weight 1cbm = 300 Kg (whichever is greater)

	Place of arrival	Volume	RATE PER HOUSE BL/PER EXHIBITOR/PER SHIPMENT (per CBM or 300 kg, whichever is greater)	
LCL shipment	Le Havre (recommended)	Up to 1 cbm	720.00 EUR	Lumpsum
		From 1 to 2 cbm	810.00 EUR	Lumpsum
		From 2 to 3 cbm	970.00 EUR	Lumpsum
		From 3 to 4 cbm	315.00 EUR/per CBM or per 300 kg	MINIMUM OF CHARGES 1380.00 EUR
		From 4 to 5 cbm	285.00 EUR/ per CBM or per 300 kg	MINIMUM OF CHARGES 1200.00 EUR
		From 5 to 6 cbm	270.00 EUR/ per CBM or per 300 kg	MINIMUM OF CHARGES 1640.00 EUR
		From 6 to 7 cbm	260.00 EUR/ per CBM or per 300 kg	MINIMUM OF CHARGES 1820.00 EUR
		From 7 to 8 cbm	250.00 EUR/ per CBM or per 300 kg	MINIMUM OF CHARGES 2050.00 EUR
		From 8 to 9 cbm	250.00 EUR/ per CBM or per 300 kg	MINIMUM OF CHARGES 2230.00 EUR
		From 9 to 10 cbm	245.00 EUR/ per CBM or per 300 kg	MINIMUM OF CHARGES 2450.00 EUR
		Over 10 cbm	On request	
			Marseille	Any volume
FCL shipment	Le Havre (recommended)	20' dry container	1 540.00 EUR***	
		40' dry container		
		40' H.C container	1 800.00 EUR***	
	Marseille	Any container	On request	
<i>Those rates do not include the unloading/reloading; delivery/collection onto the stands. Please refer to the official onsite handling tariff (see paragraph 5.1.). Any other charges(port fees, demurrage, port storage, 3rd party consolidator agent) are not included and will be billed accordingly.</i>				

✓ **Important note:** containers loaded with loose standfitting will be quoted separately – above tariff cannot be applied for such shipment. Those rates do not include the unloading/reloading; delivery/collection onto the stands.

Please refer to the official onsite handling tariff (see paragraph 5.1.).

*** 2hours waiting time are free of charge for 20'DC and 3hours are free of charge for 40'DC/40'HC. Any additional hour waiting time will be charged 90€/per extra hour ***

Containers grounding

Containers are un-stuffed as soon as they are delivered at show site and 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 EUR	600.00 EUR
Grounding of loaded container	720.00 EUR	1 190.00 EUR

Return trucking to Le Havre port (only if unloading not done the same day of the container delivery)	830.00 EUR	830.00 EUR

3.2 SHIPMENTS ARRIVING BY AIR FROM ARRIVAL PARIS AIRPORTS UP TO BOARD OF STAND

Chargeable weight: 1 cbm = 166 kg

Transfer's FEES CHARGES: per shipment:

Up to 200 kg: 153.00 EUR

From 201 to 1000 kg: 172.00 EUR

From 1001 to 2000 kg: 215.00 EUR

Over 2000 Kg: on request

Place of arrival	Chargeable weight Based on actual or volumetric weight (Whichever is greater)	RATE PER AWB/HOUSE AWB PER EXHIBITOR/PER SHIPMENT
CDG airport (recommended)	Up to 150 kg	530.00 EUR
	From 151 to 300 kg	640.00 EUR
	From 301 to 500 kg	710.00 EUR
	From 501 to 600 kg	820.00 EUR
	From 601 to 700 kg	910.00 EUR
	From 701 to 800 kg	1 000.00 EUR
	From 801 to 900 kg	1 230.00 EUR
	From 901 to 1000 kg	1 380.00 EUR
	From 1001 to 1100 kg	1 560.00 EUR
	From 1101 to 2000 kg	1 720.00 EUR
	From 2001 to 3000 kg	2 310.00 EUR
	Over 3000 kg	0.95 EUR / kg WITH A MINIMUM OF CHARGE OF 2 540.00 EUR
ORY airport	Any weight	1.40 EUR / kg WITH A MINIMUM OF CHARGE OF 490.00 EUR

3.3 SHIPMENTS ARRIVING BY ROAD DIRECTLY AT LE BOURGET

Chargeable volume / weight: 1 cbm = 300 kg

Place of arrival	Tariff
F.O.T show site, includes Reception show site, unloading, delivery to stand on working days	Please refer to the official onsite handling tariff (see paragraph 5.1.)

3.4 SHIPMENTS ARRIVING BY COURRIER (FEDEX, DHL, TNT) DIRECTLY AT ESI ONSITE OFFICE IN LEBOURGET

Small carton or envelope to be delivered on stand (up to 30 kg). Shipment pre-alert is absolutely requested: transport information, cargo details, delivery instructions, contact name of exhibitors' representative on stand, return shipment instructions.

Place of arrival	Tariff	
ESI Show office	145.00 EUR	Per shipment

4. STORAGE OF EMPTY PACKAGES

Collection on stand, storage, redelivery of empties

Please refer to the official onsite handling tariff
(see paragraph 5.1.)



Important notes :

- . 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 and extra charge will occur as per the official onsite handling tariff.
 - 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. OFFICIAL ON-SITE HANDLING CHARGES (unpacking, set-up, repacking)

5.1 HANDLING EQUIPMENTS & MANPOWER RATES PER EXHIBITOR/PER STAND FROM ARRIVAL FOT ESI ONSITE WAREHOUSE UP TO THE STAND AND VICE-VERSA (1st time spotting only)

SIAE handling hub price list Including Receipt, unloading at the onsite SIAE handling hub, control, intermediate storage, delivery onto the stand, empties collection/delivery, or collection at the stand and delivery at the onsite SIAE handling hub, intermediate storage, loading onto truck.	Total volume < 5 cbm	218,00 € ht per cbm
	From 5 cbm to 10cbm	196,00 € ht per cbm
	From 10cbm to 20cbm	174,00 € ht per cbm
	<i>If empties handling/storage services are not required, 25% discount will be granted.</i> Minimum charges: 2,5 cbm	
Direct unloading from truck to stand and vice versa Including escort to the unloading area, direct offloading from truck and delivery to the stand including escort to the loading area , collection onto the stand and direct loading onto the truck Those rates are not valid for containers handling (20' and 40') Those rates do not include the empties handling and storage	All delivery less than 5 m3 need to be unload in platform	
	From 5 to 10 cbm : 27.00 € / cbm minimum: 185.50 € Over 10 cbm: <ul style="list-style-type: none"> • Shipment fully palletized or in crate: Lumpsum 385.00 € • Shipment partially palletized or in crate: Lumpsum 495.00 € • Shipment entirely in bulk: Lumpsum 650.00 € 	

*if a specific value is not declared by the customer, the cover cannot go beyond the general terms and conditions

5.2 HANDLING EQUIPMENTS & MANPOWER RATES PER EXHIBITOR/PER STAND (IN CASE OF EXTRA HANDLING AFTER DELIVERY IN THE STAND OR BEFORE COLLECTION IN THE STAND)

RENTAL OF LIFTING EQUIPMENTS with skilled driver	From 15.05 up to 05.06.2025		From 06.06 up to 30.06.2025	
	From June 23, 2025		Night of June 22, 2025	
	Per hour	Min charge	Per hour	Min charge
* Forklift from 1 to 3 T	95,00	64,00 €	105,00 €	80,00 €
Forklift 4 to 5 T (or with jib)	115,00 €	70,00 €	140,00 €	90,00 €
* Forklift 7 to 8 T	175,00 €	90,00 €	190,00 €	100,00 €
Forklift 12 to 16 T	245,00 €	4 hours	270,00 €	4 hours
Crane from 30 to 35 T	320,00 €	4 hours	335,00 €	4 hours
Crane 50 T	350,00 €	4 hours	380,00 €	4 hours
Slingman	55,00 €	4 hours	60,00 €	4 hours
Rental of Cherry Picker or Platform with skilled driver	Without driver		With driver	
	Min charge 4 hours		Min charge 8 hours	
Telescopic cherry picker 12 to 14 meters	230,00 € / ½ day 314,00 € / day		529,00 € / ½ day 722,00 € / day	
Telescopic cherry picker 14 to 16 meters	308,00 € / ½ day 392,00 € / day		708,00 € / ½ day 901,00 € / day	
platform 8 meters ONLY Without driver	246,00 € / ½ day		565,00 € / day	
Platform 12 meters ONLY Without driver	300,00 € / ½ day		690,00 € / day	
Rental of Cherry Picker or Platform <u>without</u> skilled driver	Delivery / collection of cherry Picker or platform on basis of Forklift per hour			
Empty storage during the event	From 22.05 to 04.06.2025		From 05.06 to 26.06.2025	
(pickup, storage and re-delivery)	Per cubic meter indivisible	Min charge	Per cubic meter indivisible	Min charge
From 1 to 20 cubic meters	62,00 €	2 Cbm	70,00 €	2 Cbm
From 21 to 50 cubic meters	58,00 €		65,00 €	
From 51 to 99 cubic meters	54,00 €		60,00 €	
Over 100 cubic meters	50,00 €		55,00 €	
Full material storage (before, during and/or after the show)	Per cubic meter indivisible	Min charge	Per cubic meter indivisible	Min charge
From 1 to 20 cubic meters	67,00 €	2 Cbm	72,00 €	2 Cbm
From 21 to 50 cubic meters	63,00 €		67,00 €	
From 51 to 99 cubic meters	59,00 €		62,00 €	
Over 100 cubic meters	55,00 €		57,00 €	
File fees	From 05.05 up to 04.06.2025		From 05.06 to 02.07.2025	
	21,00 €	Per file	26,50 €	Per file

5.3 OVERTIME SURCHARGE

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

OVERTIME	From 7 AM to 10 PM (after 7PM and 6 PM on Sunday and Bank Holidays, you need to get a special approval from the show organizer, S.I.A.E.)	After 10 P.M. (you need to get a special approval from the show organizer, S.I.A.E)
Week days	From 7 AM to 6 PM : normal tariff	Tariff + 75%
	From 6 PM to 10 PM : tariff + 30%	
Saturday	From 7 AM to 6 PM : tariff + 30%	Tariff + 80%
	From 6 PM to 10 PM : Tariff +35%	
Sunday and Bank Holidays	From 7 AM to 6 PM : Tariff + 70%	Tariff + 80%
	From 6 PM to 10 PM : Tariff + 75 %	

Discount granted on onsite handling rate only for lifting operation and not on rental of lifting equipment with driver	% Discount
For 2 consecutive hours	0%
For 4 consecutive hours	10%
For 8 consecutive hours	15%

- ✔ **Important remarks:** discounts are applicable on the published onsite handling rate and are based on the hours of work per operation, per exhibitor and per stand. Consecutive hours could not be combined with several working operations even if for the same or different exhibitor/stand builder

6. PAYMENT TERMS & CONDITIONS

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