www.group-esi.com

Shippings Manual 2026

PROVINCES & PARIS OTHER VENUES

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

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Custom agreement AEO

Member of IATA

Member of IELA

ISO 20121 Certified

I. GENERAL PRESENTATION

ESI is a French company, based in France, and engaged year-round in regular freight forwarding and handling activities for exhibitions worldwide.

COMPANY HEADQUATERS

Zac de la butte aux bergers
12, rue du noyer à la malice
95380 Louvres - France

OFFICE AND WAREHOUSE

Zac de la butte aux bergers
12, rue du noyer à la malice
95380 Louvres - France

ESI is an approved customs broker, **AEO certified** and meets all the obligations imposed for this status by French customs.

ESI has the following equipment, partly owned and partly leased

- Forklifts– Trucks– Trailers – Cranes – Lifts – paletrucks
- And is able to adequately meet the handling requirements on site.

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

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

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.

Please note that detailed pre-alert is absolutely necessary to serve you properly.

CONTACT: EMMANUEL PITCHELU

Emmanuel.pitchelu@group-esi.com

+33 (0)6 8835 5444

On site office : ESI – Parc des expositions de Paris Nord II
Building m0
93420 Villepinte - France

SUSTAINABLE DEVELOPMENT

In 2017, **ESI** was audited and certified in accordance with the requirements of the **ISO 20121** standard for the following activities: Event logistics for trade shows in France and abroad, including packaging, wrapping, warehousing, handling, and transport. In general, ESI's main CSR (Corporate Social Responsibility) objectives remain...

- To ensure the health, safety, and personal development of employees and subcontractors across all ESI activities:
- Involve all employees and subcontractors in the CSR approach:
- Control the environmental impacts caused by event logistics

Certificat FR17/81842582

Le système de management de

ESI

2 rue Meunier
ZA du Moulin
95700 Roissy-en-France
France

a été audité et certifié selon les exigences de

ISO 20121:2012

Pour les activités suivantes

Logistique événementielle pour les salons en France et à l'international incluant le conditionnement, l'emballage, l'entreposage, la manutention et le transport.

Ce certificat est valable du 22 juillet 2017 au 21 juillet 2020
Et reste valide jusqu'à décision satisfaisante à l'issue des audits de suivi
Version 1. Date de première certification juillet 2017

Authorised by

SGS ICS
29, avenue Aristide Briand 94111 Arcueil Cedex France
t +33 (0)1 41 24 87 75 f +33 (0)1 73 01 71 29 www.sgs.com

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This document is issued by the Company subject to its General Conditions of Certification Services accessible at www.sgs.com/terms_and_conditions.htm.

100% of our forklift operators and machinery drivers, both ESI staff and subcontractors, are systematically trained in eco-driving through their initial training and license renewals.

100% of our vehicles with diesel engines comply with EURO 5 or 6 standards.

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1 CONSIGNMENTS DEADLINES

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

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 CONSIGNMENTS 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 : Mob: +33 (0)6 8835 5444 For : name of event / name of exhibitor	
Ports of entry	Sea freight: LE HAVRE other port: contact us	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	

3 DOCUMENTS TO PROVIDE

3.1 European Union (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 European (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	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 : * 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)

- 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)

Remark :

In order for us to provide the proper 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.

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.

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 waranty strip or / and a proper strapping

Examples of poor packaging

bulk,
unstable load

Poorly
wrapped

Poorly
wrapped

The film does not
reach the base of
the pallet

The pallet is
too high

Not wrapped

missing
security band

The pallet is
not fully
wrapped

Examples of correct packaging

5 INSURANCE & RESPONSABILITY

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 case 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.

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