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Shippings Manual

SIAL 2026

Paris Nord II - Villepinte



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 HEADQUARTERS

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



OFFICE AND WAREHOUSE

Parc des expositions de Paris Nord II
Bâtiment Mo
93420 Villepinte - 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 – palet trucks
- And is able to adequately meet the handling requirements on site.



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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.

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

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On site office: ESI – Parc des expositions de Paris Nord II
Building MO
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



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.







Shippings Manual 2026

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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 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

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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 : +33 (0)1 4863 3270 – Mob: +33 (0)6 7504 3557 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	

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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 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.
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)

- 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.

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SPECIAL NOTES FOR FOOD STUFF

**IMPORTANT NOTES**

Dear Clients and Agents,

Imports of food products intended for consumption during the SIAL trade fair are subject to increasingly strict controls. We are observing a continuous reinforcement of inspections by the sanitary authorities.

•Upon arrival of your shipment at the port or airport, a sanitary inspection will be carried out by the authorities. **Any shipment containing food products without the required certificate will be systematically destroyed by customs.**

•Fees will apply.

•**ESI declines all responsibility** in the event of delay or destruction due to incorrect documentation.

•Before any shipment containing food products: please contact us and provide us with the detailed list of products you intend to ship. We will verify the compliance of your documents.

•Please indicate on your pre-shipment notice and on the AWB/Bill of Lading whether the goods require a specific temperature.

•**Do not mix frozen, chilled, and non-frozen products on the same AWB.**

•Chilled or frozen products will be directly transferred to the exhibition site, **starting October 12th**, and stored under temperature-controlled conditions until delivery to the stand.

•To ensure sufficient storage space, please inform us in advance of the weight and volume of the perishable goods you intend to ship.

•For large shipments of perishable goods, we can rent special containers (freezing/refrigerated).

•Any food shipped by courier services (FedEx, DHL, postal services, etc.) will be **systematically refused.**

Required Documents for the Import of Food Products into France

This is a clear and operational summary of the documents required for importing food products into France. Requirements mainly depend on:

- The nature of the product
- Its origin (EU / non-EU)
- Its sanitary status

As France applies European Union regulations, the rules mainly originate from the EU and are enforced by the DGCCRF and the General Directorate for Food (DGAL).

1. Documents Required for ALL Food Products

Regardless of the product:

- Commercial invoice
- Packing list
- Certificate of origin

2. Products of Plant Origin (*fruits, vegetables, cereals, coffee, spices, etc.*)

2.a) Unprocessed Products

(*Examples: fresh fruit, vegetables, rice, wheat, seeds*)

Additional documents:

- Phytosanitary certificate (mandatory for non-EU origin)
- TRACES-NT notification
- Phytosanitary inspection certificate upon arrival
- Certificate of origin (often required)

⚠ Some products are prohibited or restricted depending on the country of origin.

2.b) Processed Products of Plant Origin *(Examples: canned goods, juices, biscuits, sauces)*

- General import documents
- List of ingredients
- Product technical data sheet
- EU-compliant labeling (in French)
- Sanitary certificate may be required depending on the exporting country

3. Products of Animal Origin *(Examples: meat, fish, milk, cheese, eggs, honey)*

This is the most highly regulated category.

Mandatory documents:

- Official sanitary certificate issued by the exporting country
- EU-approved establishment
- TRACES-NT notification
- Veterinary inspection at the Border Control Post (BCP)
- Common Health Entry Document (CHED)

⚠ Without these documents → the goods will be blocked or destroyed.

4. Seafood Products *(Examples: fish, shrimp, tuna, squid)*

In addition to the sanitary certificate:

- Catch certificate (anti-illegal fishing control)
- Authorization of the EU-approved exporting country
- Mandatory veterinary inspection

5. Dairy Products *(Examples: milk, butter, cheese)*

- Sanitary certificate
- Origin from an EU-authorized country
- Systematic import inspection
- TRACES notification

6. High Sanitary Risk Products (*Examples: peanuts, pistachios, sesame, spices, tea*)

Reinforced documentation:

- Analysis certificate (aflatoxins, pesticides, etc.)
- Accredited laboratory report
- Enhanced documentary and physical inspection

7. Organic Products (*Examples: non-EU certified organic products*)

- Organic conformity certificate
- Certificate of Inspection (COI) via TRACES
- EU-recognized certification body

Mandatory Labeling – Must Appear in French

- Product name
- List of ingredients
- Allergens (in bold)
- Net weight
- Best-before date / Use-by date
- Country of origin
- Importer's contact details
- Batch/lot number

Penalties for Non-Compliance

- Customs blockage
- Return or destruction of goods
- Fines
- Suspension of importer approval

Summary Table – DOCUMENTS TO BE PROVIDED IN FRENCH OR WITH FRENCH TRANSLATION

Product Type	Sanitary Certificate	Phytosanitary	TRACES	Laboratory analyses
Processed plant products	No	No	No	Sometime
Meat	Yes	No	Yes	No
Fish	Yes	No	Yes	Yes
Dairy products	Yes	No	Yes	No
High-risk products	No	No	Yes	Yes
Organic products	Sometime	No	Yes	No

Conditioning:

The number of boxes on the health certificates must be the same as the number of boxes sent (ex: if 12 boxes of fish are imported on the health certificate, the number of boxes must be 12. In no case grouped in 2. If grouped in 2 boxes, this must be indicated on the health certificate (12 boxes in 2 boxes of 6)

Each package must be identified in the name of the exhibitor + the address of the stand with the number of packages sent per shipment (1/3, 2/3, 3/3)

Each pallet containing several customers must be identified in pallet number per shipment (same as above) + mention of the detail per customer. For example:

- pallet N ° 1/12 containing
- Customer X package 1/2 and 2/2 Customer Y package 1/3; 2/3; 3/3
- Pallet No. 2/12 containing
- Customer Z package 1/2 and 2/2
- Customer ZA packages 1/4 to 4/4

.....

Please note that any bulk consignment on the same transport document (LCL, TC, or AWB) makes the other consignments consolidated on the same document in solidarity with the others. In case of sanitary control and / or refusal by the French authorities, the complete lot can be sent in destruction.

At the arrival of the goods at Roissy Cdg or Le Havre, the documents are first sent to the health services for documentary control. Only these services are entitled to accept or refuse products or to request a physical inspection of the goods. In case of physical checking the billing, will be done by health document and not by sending. If there are 5 documents on a single package there will be 5 x checks, and invoiced as such.

ESI has no authority to define what can or cannot be imported; only the health services have decision. Documentary checks cannot be requested before goods arrive.

The sanitary documents which will be sent to you in case of control or destruction are issued by a French authority, cannot be questioned and cannot in any case make a complaint. These documents are in French

ESI In no event shall be held liable for delays and / or expenses incurred in connection with these checks.

An amount of 10% of these expenses may be claimed for advance payment of these said sanitary control fees

ALL DOCUMENTS INCLUDED INVOICES MUST BE TRANSLATED IN FRENCH OR ACCOMPANIED BY A FRENCH TRANSLATION.

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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 packaging

bulk, unstable load



Poorly wrapped



Poorly wrapped



The film does not reach the base of the



The pallet is too high



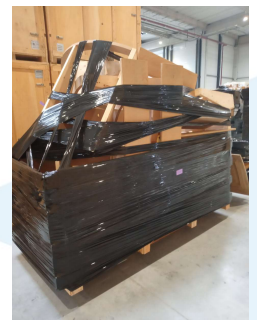
Not wrapped



missing security band



The pallet is not fully wrapped



Examples of correct packaging



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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.

7

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.

8

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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