CEVA Showfreight

International Shipping Instructions and Tariff

EWEA
17th – 20th November 2015
Porte de Versailles, Paris, France

International / Freight Enquiries / Onsite handling:
mark.jackson@cevalogistics.com
+44 (0) 121 782 8888
Shipping Instructions

Introduction

CEVA Showfreight are appointed by EWEA as the sole official logistics contractor at EWEA 2015. This puts us in the unique position of being the only authorised company to operate forklift trucks and cranes inside the halls at the Porte de Versailles.

Tenancy Dates and Deadlines

Deliveries / Collections are to be made to/from the Porte de Versailles strictly on the dates below only:

- **Build Up**: 14th – 16th November 2015
- **Show Open**: 17th – 20th November 2015
- **Breakdown**: 20th – 21st November 2015

Breakdown will end on 21st November 2015. Any shipments remaining in the exhibition halls will be transferred to our warehouse at the exhibitors / contractors cost.

To avoid delays and to ensure your shipment can be delivered on the required date please ensure that shipments arrive no later than the dates below. Shipments arriving after the dates below will incur a 25% late arrival surcharge.

<table>
<thead>
<tr>
<th>09th November 2015</th>
<th>Airfreight at Paris, Charles de Gaulle (CDG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCL: 07th November 2015</td>
<td>Oceanfreight at Le Havre</td>
</tr>
<tr>
<td>LCL: 02nd November 2015</td>
<td></td>
</tr>
</tbody>
</table>

Pre Alerts and Documentation

ALL shipments must be pre-booked and paid for in advance of build up. Failure to pre-book your shipment could result in delays when arriving onsite at the Porte de Versailles.

For shipments originating from outside of the European Union we require a proforma invoice detailing each item with descriptions of values and a packing list with specifications of weights and measurements. This invoice should be addressed to your stand at the event. Copies of invoices can be emailed to mark.jackson@cevalogistics.com for approval. Values declared must be true and realistic otherwise the shipment may be held with customs.
Shipping Instructions

Wood Packing Material

All wood packing materials entering the EU must be in conformity with the international phyto-sanitary standard ISPM-15. In short this means only wood, free of bark, correctly treated and showing the IPPC stamp will be accepted into the EU.

Airfreight Shipments

Please route all shipments to Charles de Gaulle (CDG) with direct air waybills and consign your MAWB as follows:

**Consignee:**
CEVA Showfreight  
c/o Clamageran Foirexpo  
Parc des Expositions  
Porte de Versailles  
75015 Paris, France

**Notify:**
EWEA 2015  
Exhibitor Name  
Hall/Stand Number  
Attn: Mark Jackson

Please email advance copies of the air waybill and invoices to mark.jackson@cevalogistics.com

Oceanfreight Shipments

All Oceanfreight shipments must be pre-paid through to delivery to the Porte de Versailles. It is the shippers responsibility to ensure that all charges are pre-paid in the country of origin to include deliver to the exhibition site.

CEVA Showfreight will not be held responsible for shipments delayed due to not being paid through to the Porte de Versailles. Our suggested deadlines for your shipment arriving into Paris for subsequent delivery to your stand are as follows:

- **Oceanfreight (Le Havre)**
  - FCL: 07th November
  - LCL: 02nd November

Any shipments not properly paid through to delivery to Porte de Versailles risk being delayed, any additional costs passed on to CEVA will be forwarded to the exhibitor at cost plus 5%.

Please route all shipments via Le Havre port and consign your Bill of Lading as follows:

**CEVA Showfreight**  
c/o Clamageran Foirexpo  
Parc des Expositions  
Porte de Versailles  
75015 Paris, France  
Attn: Mark Jackson

Please email advance copies of Bill of Lading and invoices to mark.jackson@cevalogistics.com

Export Oceanfreight handling charges are available on request.
Shipping Instructions

Roadfreight Shipments

All goods must be clearly marked with EWEA 2015 and the Exhibitor Name and Stand Number.

All deliveries must enter through Entrance Gate D and then through Gate H. (Terrace H – Batiment des Transitaires)

Deliveries are to be consigned and addressed as follows:

CEVA Showfreight
Exhibitor Name / Hall & Stand Number
EWEA 2015
c/o Clamageran Foirexpo
Parc des Expositions
Porte de Versailles
75015 Paris, France

Shipments must not arrive at the Porte de Versailles before official tenancy which is 14th November 2015. CEVA cannot be responsible for shipments arriving before this date and additional 3rd party costs will apply.

Courier Shipments

Exhibitors should note that courier companies will not enter the halls to deliver packages directly to stands at EWEA 2015. To assist with deliveries by courier companies we have a courier reception warehouse. Please ensure your shipment is sent to the address below:

CEVA Showfreight / Clamageran Foirexpo
Exhibitor Name / Hall & Stand Number
EWEA 2015
Parc des Expositions
Porte de Versailles
75015 Paris, France

Please note that ALL shipments will be left at our reception point for collection by exhibitors/contractors unless we have written instructions from you to deliver to your stand.

For those exhibitors that wish to use our services for delivery to stand they should send a full pre-alert with a copy of courier consignment note to mark.jackson@cevalogistics.com. All shipments that are to be delivered to stand must be pre-booked and prepaid.

Costs as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive at onsite warehouse, storage and delivery to stand</td>
<td>€140.00 up to 50kgs</td>
</tr>
<tr>
<td></td>
<td>Above 50kgs as per tariff</td>
</tr>
<tr>
<td>Transfer from stand to onsite warehouse, re-load to courier vehicle</td>
<td>€140.00 up to 50kgs</td>
</tr>
<tr>
<td></td>
<td>Above 50kgs as per tariff</td>
</tr>
</tbody>
</table>

Any shipments that are sent via courier service from outside the EU will be subject to customs clearance on-site at the Porte de Versailles and will be charged at our official handling rates which appear later in the document.

No shipments that are customs cleared by CEVA Showfreight will be delivered to stand without advance payment. High value shipments that arrive via a courier service must have the import duty and VAT to be paid to CEVA Showfreight on deposit.

Any such high value shipments that must be re-exported after EWEA 2015 will not be sent through a courier service, CEVA Showfreight will only route customs controlled shipments via standard airfreight services.
Shipping Instructions

Payment of Charges

Unless freight is routed via one of our appointed agents or you currently have an account with CEVA Showfreight we require full payment of our charges prior to your shipments being delivered to your stand.

Empty cases stored during the exhibition will not be returned to the stand until full payment is received. Subsequently return shipments will not be despatched from Paris until all outstanding charges have been paid.

Payment can be made on-site in our office by cash or credit card. Payment by credit card may carry a handling surcharge.

National Westminster Bank  
Birmingham City Branch  
1st Phillips Place  
Birmingham  
B3 2PP

Account Name:  
Account Number: 71793674  
Sort Code: 60 – 02 – 35  
IBAN: GB57 NWBK 6002 3571 7936 74  
BIC (Swift): NWBK GB 2L

Insurance

Unless specifically insured CEVA Showfreight is not responsible for any loss, pilferage or damage whilst goods are left unattended on your stand.

We will endeavour to deliver / collect your goods to/from your stand when requested, however this cannot be guaranteed. We therefore strongly recommend that your shipment is fully insured for all risks to include transit to and from the exhibition and also during build-up, open period and break-down.

Transit Insurance can be provided upon request, please contact the mark.jackson@cevalogistics.com
International Freight Tariff

Airfreight Handling

From free arrival Charles de Gaulle (CGD), Inward airport handling and transportation up to onsite warehouse (1cbm = 167kgs)  
Price on Application

Customs Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs Clearance</td>
<td></td>
</tr>
<tr>
<td>Temporary</td>
<td>€150.00 per 3 tariff headings</td>
</tr>
<tr>
<td>Permanent</td>
<td>€150.00 per 3 tariff headings</td>
</tr>
<tr>
<td>Consumable</td>
<td>€150.00 per 3 tariff headings</td>
</tr>
<tr>
<td>Bond fee for temporary importation</td>
<td>2% of value – Minimum €80.00 (per customs entry)</td>
</tr>
<tr>
<td>Advance Funds Fee</td>
<td>10% of funds advanced (Minimum €40.00)</td>
</tr>
</tbody>
</table>

Direct Deliveries

From free arrival Porte de Versailles on truck to delivery to exhibition stand excluding customs clearance

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unloading direct from vehicle to stand</td>
<td>€15.00 per 1 cubic metre</td>
</tr>
<tr>
<td>Unloading and loading via on-site warehouse</td>
<td>€30.00 per 1 cubic metre</td>
</tr>
<tr>
<td>Reloading from stand direct to vehicle</td>
<td>€15.00 per 1 cubic metre</td>
</tr>
<tr>
<td>Reloading from stand to vehicle via onsite warehouse</td>
<td>€30.00 per 1 cubic metre</td>
</tr>
</tbody>
</table>

Onsite Services

The following discounts apply to any orders above 40cbm from one stand

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orders Between 41cbm – 60cbm</td>
<td>€39.00 per cbm</td>
</tr>
<tr>
<td>Orders Between 61cbm – 80cbm</td>
<td>€38.00 per cbm</td>
</tr>
<tr>
<td>Orders over 80cbm</td>
<td>€37.00 per cbm</td>
</tr>
<tr>
<td>Agency, Attendance and Onsite Supervision Fees*</td>
<td>€60.00 per consignment / order</td>
</tr>
<tr>
<td>Bank Admin Fee (if applicable)</td>
<td>€17.00 per consignment</td>
</tr>
</tbody>
</table>

*This fee will not be added to invoices under €100.00

Items in Bold carry a 50% surcharge if carried out before 0800 or after 1800 on weekdays, or at weekend.  
For Airfreight purposes 167 kgs is equal to 1 cubic metre.
Freight, Lifting and Storage

Order Form

Please indicate below the services which you require from the official Freight and Lifting Contractor

Exhibitor: .................................................. Site Contact: ..................................................
Hall/Stand: .................................................. Mobile #: ..................................................

1 Unloading from vehicle direct to stand @ €15.00 per 1 cbm

Pieces/Weight/Volume: .................................................. Date/Time: .................................................. €

2 Reloading to vehicle direct from stand @ €15.00 per 1 cbm

Pieces/Weight/Volume: .................................................. Date/Time: .................................................. €

3 Receiving at Porte de Versailles warehouse and delivery to stand @ €30.00 per cbm

Pieces/Weight/Volume: .................................................. Date/Time: .................................................. €

4 Removal, storage and re-delivery of empty cases @ €40.00 per cbm (minimum 2 cbm).

Pieces/Weight/Volume: .................................................. Date/Time: .................................................. €

5 Agency, Attendance and On-site supervision fees

Pieces/Weight/Volume: .................................................. Date/Time: .................................................. € 60.00

Sub Total: €

25% Late booking Fee: €

VAT @ 20%: €

Bank Admin Fee: € 17.00

Total: €

BOOKING DEADLINE DATE

3rd October 2015

All orders received after the deadline date will incur a late booking surcharge of 25% Credit card payments are subject to an additional 5% surcharge.

CEVA Showfreight cannot accept any responsibility for freight left unattended on stands at any time during build-up or break-down period of an exhibition.

Please indicate below any special services or equipment you may need from the official Freight and Lifting Contractor

1 Transport - Collection and Re-delivery of freight from your premises

Location: ..................................................

2 International Shipments - Please return for Shipping Instructions or Agent Details

Country: ..................................................

Full Remittance is required with the return of this form

1 I/we enclose full payment by cheque (cheques are to be made payable to CEVA Showfreight)

Master / Visa: .................................................. C.V.V. number (last 3 digits only)

Expires: ..................................................

2 I hereby authorise you to debit my credit card for the full amount plus the relevant surcharge maximum 5%

Signature: .................................................. Date: ..................................................

3 CEVA Showfreight Account - Please provide:

Account Number: .................................................. Company Reg Number: ..................................................

Please complete your Invoice address:

Address: .................................................. Contact: ..................................................

Postcode: .................................................. Telephone: ..................................................

Telephone: .................................................. Email: ..................................................

Fax: .................................................. VAT #: ..................................................

Please return to:

Mark Jackson, CEVA Showfreight, Unit 3a Exhibition Way, NEC Birmingham, B40 1PJ, England, United Kingdom

Telephone: +44 121 782 8888 / Fax: +44 121 782 2875 / Email: mark.jackson@cevalogistics.com

Surcharges (min 50%) apply to all work before 8am, after 6pm, weekends, bank holidays and any dates out of tenancy. All work is subject to our terms and conditions.
5.2 If it is provided in the Specification that the Company is to be responsible for loading, unloading, assembly and/or disassembly of any exhibit, stand or other item at or for an Exhibition, the Customer warrants that:

5.1 it is either the owner or the authorised agent of the Owner of the goods or organiser of an Exhibition in each case with the authority of the owner to accept these Conditions on the owner's behalf

4.2 The Company shall be entitled to retain all commission paid to it as a result of acting as agent for the Company

4.1 The Company shall have the right to do all things necessary or incidental to procure the provision of the Services to the Customer including entering into contracts on behalf of the Customer, so as to bind the Customer by such acts and contracts in all aspects

4. THE COMPANY ACTING AS AGENT FOR THE CUSTOMER

directly between the Customer and the other party

3.2.9 the insufficient or incorrect labelling or addressing of the Consignment by the Customer

3.2.7 any inherent liability to wastage in bulk or weight, latent defect or inherent defect vice or natural deterioration of the goods

3.2.4 rebellion, insurrection, military or usurped power or confiscation, requisition, destruction of or damage to property or under the order of any governmental or public or local authority

3.2.2 the Company's refusal to accept the Goods for transportation from one address to another address

3.1 Carriage by road is governed by the Uniform Rules Concerning the Contract for the International Carriage of Goods by Road (CMR) and Appendix B to this Convention, the Uniform Rules Concerning the Contract for the International Carriage of Goods by Rail (CIM) and the Convention on the Contract for the International Carriage of Goods by Road (1961) as amended by the Vienna Protocol and the RD 941/1992

3. Carriage by sea is governed by the Consolidated Voluntary Certain-Rules of use relating to the carriage of goods by sea, 1962

2. The Company shall not be liable to the Customer or be deemed to be in breach of these Conditions by reason of any... or failure to perform, any of the Services or any part thereof if the delay or failure was due to any cause beyond the Company’s reasonable control.

1.5 The Company shall not be responsible for any fulfilment of customs formalities and/or payment of costs in respect thereof. Nevertheless, to the extent that the Company may voluntarily assist in the fulfilment of customs formalities, such assistance will be rendered at the sole risk and responsibility of the Customer, irretrievably in the Company’s favour and, if not performed, the Customer or any other person

1.4 The Company is not responsible for the performance of any consignment if it is not in the opinion of the Company that the consignment has been satisfactorily packaged, shrink wrapped, adequately described and inventoried.

1.3 The Company is entitled to do all things necessary or incidental to procure the provision of the Services to the Customer acting as agent for the Customer and shall not be liable for any costs, expenses or losses incurred in relation to such acts and contracts.

1. MONETARY LIMIT OF LIABILITY OF THE COMPANY AS THE CARRIER

8.1 The Company shall not be liable to the Customer for any loss of profit, loss of revenue, loss of business opportunities, or any financial or economic loss for any direct or indirect or consequential loss or damage

8.2 The Company is not a common Carrier and the Company reserves the right to refuse the carriage of any goods at its discretion

7.2.1 suspend the provision of any further Services to the Customer

7.2.1 any event of war, hostilities, insurrection, armed conflict or any other state of a similar nature

7.1 The Company shall be entitled to refuse to carry any goods for which it is not able or not willing to accept any liability.

7.1 The Company shall not be under any obligation to effect a separate insurance on each consignment but may declare it on any general policy. Notwithstanding that the premium on the policy may not be the same as that charged by the Company to the Customer, the Company shall have no liability for any act or omission of the Customer in relation to the insurance

7.4 The Company may declare the Price plus applicable Value Added Tax in accordance with the payment schedule set out in the Contract, otherwise an immediate receipt of invoice. Payment shall be made without deduction and shall not be withheld or deferred on account of any claim, cancellation or return. Default interest (if any), VAT and other related charges are payable by the Customer in advance of the Company having to make payment of the same.

7.3 The Company shall not be liable to the Customer for any loss or damage arising from the failure of the Customer to comply with this requirement

7.2.1 any event of war, hostilities, insurrection, armed conflict or any other state of a similar nature

7.2.1 any event of war, hostilities, insurrection, armed conflict or any other state of a similar nature

6. INSPECTION OF CONSIGNMENT BY THE COMPANY

6.4 The Customer shall at all times give reasonable access to the Company to inspect and take samples of the Consignment and/or to arrange to carry out any inspection in relation thereto

6.3.5 VAT, where applicable

6.3.4 all reasonable costs and expenses incurred in relation to the sale of the goods

6.3.1 any outstanding costs incurred by the Company in providing the Services

6.1.3 any other costs associated with the failure to deliver the goods (for example, storage charges)

6.1.2 non-recoverable costs and expenses incurred in relation to the sale of the goods

6.1.1 non-recoverable VAT, where applicable

5.5 The Company is not responsible for any fulfilment of customs formalities and/or payment of costs in respect thereof. Nevertheless, to the extent that the Company may voluntarily assist in the fulfilment of customs formalities, such assistance will be rendered at the sole risk and responsibility of the Customer, irretrievably in the Company’s favour and, if not performed, the Customer or any other person

5.4 The Customer is not responsible for the performance of any consignment if it is not in the opinion of the Company that the consignment has been satisfactorily packaged, shrink wrapped, adequately described and inventoried.

5.3 If the packaging of the consignment has been undertaken by a party other than the company the Customer warrants that:

5.1 The Customer shall ensure that each Consignment will be properly and securely packaged, fit for transportation and inclusive of all relevant rules and regulations of the origin and destination countries and in accordance with carrier requirements.

5.2 If the packaging of the consignment has been undertaken by a party other than the Customer the Customer warrants that:

5.1 The Customer shall ensure that each Consignment will be properly and securely packaged, fit for transportation and inclusive of all relevant rules and regulations of the origin and destination countries and in accordance with carrier requirements.

5. The Customer is responsible to provide or arrange for the provision of all power or labour required in addition to the Company’s employees to load or unload the Consignment. The Company shall have no liability for any act or omission of the Customer in relation to the Company’s request for power or labour or in relation to any costs or charges in respect of such request for power or labour

4.2 The Company shall be entitled to retain all commission paid to it as a result of acting as agent for the Company

4.1 The Company shall have the right to do all things necessary or incidental to procure the provision of the Services to the Customer including entering into contracts on behalf of the Customer, so as to bind the Customer by such acts and contracts in all aspects

4. The Company acting as agent for the Customer

3.2.9 the insufficient or incorrect labelling or addressing of the Consignment by the Customer

3.2.7 any inherent liability to wastage in bulk or weight, latent defect or inherent defect vice or natural deterioration of the goods

3.2.4 rebellion, insurrection, military or usurped power or confiscation, requisition, destruction of or damage to property or under the order of any governmental or public or local authority

3.1 Carriage by road is governed by the Uniform Rules Concerning the Contract for the International Carriage of Goods by Road (CMR) and Appendix B to this Convention, the Uniform Rules Concerning the Contract for the International Carriage of Goods by Rail (CIM) and the Convention on the Contract for the International Carriage of Goods by Road (1961) as amended by the Vienna Protocol and the RD 941/1992

2. The Company shall not be liable to the Customer for any loss of profit, loss of revenue, loss of business opportunities, or any financial or economic loss for any direct or indirect or consequential loss or damage

2.1 the Customer shall give written notice to the Company if it has reason to believe that any reasonable condition or rule is not properly confirmed in writing

2.0.1.4 the insufficient or incorrect labelling or addressing of the Consignment by the Customer

2.0.1.3 any inherent liability to wastage in bulk or weight, latent defect or inherent defect vice or natural deterioration of the goods

2.0.1.2 rebellion, insurrection, military or usurped power or confiscation, requisition, destruction of or damage to property or under the order of any governmental or public or local authority

2.0.1.1 any event of war, hostilities, insurrection, armed conflict or any other state of a similar nature

1. MONETARY LIMIT OF LIABILITY OF THE COMPANY AS THE CARRIER

1. the Customer shall give written notice to the Company if it has reason to believe that any reasonable condition or rule is not properly confirmed in writing

1.0.1.4 the insufficient or incorrect labelling or addressing of the Consignment by the Customer

1.0.1.3 any inherent liability to wastage in bulk or weight, latent defect or inherent defect vice or natural deterioration of the goods

1.0.1.2 rebellion, insurrection, military or usurped power or confiscation, requisition, destruction of or damage to property or under the order of any governmental or public or local authority

1.0.1.1 any event of war, hostilities, insurrection, armed conflict or any other state of a similar nature

0. CONTRACT means this contract for the provision of the Services.

0. “Consignment” means the goods whether in bulk or in one or more packages accepted by the Company for transportation from one address to another address.

0. “Company” means CEVA Logistics Limited trading as CEVA Showfreight.

0. In these Terms and Conditions:

0. “Specification” means the written specification for services, if any, agreed between the parties and attached to these Conditions in relation to an Exhibition which shall form part of the Contract.

0. “Goods” means all items which are the subject of the Company’s obligations under this Contract.

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