CEVA Showfreight

EWEA Offshore 2015
10th – 12th March 2015
Bella Center, Copenhagen, Denmark

www.cevalogistics.com
Shipping Instructions

Introduction

CEVA Showfreight are appointed by EWEA as the sole official logistics contractor at Offshore 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 Bella Center.

Tenancy Dates and Deadlines

Deliveries / Collections are to be made to/from the Bella Center strictly on the dates below only:

- Build Up: 7th – 9th March
- Show Open: 10th – 12th March
- Breakdown: 12th – 13th March

Breakdown will end on 13th March 2000hrs. 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.

- Airfreight at Copenhagen International Airport (CPH): 27th February
- Oceanfreight at Copenhagen: FCL 27th February, LCL 20th February

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 Bella Center.

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 Copenhagen International Airport (CPH) with direct air waybills and consign your MAWB as follows:

Consignee:
DSV Air & Sea A/S
Kornmarksvej 1
DK-2605 – Brondby

Notify:
CEVA Showfreight / DSV Solutions AS
Bella Center
Center Boulevard 5
DK-2300 Copenhagen S

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 Bella Center. 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 Bella Center. Our suggested deadlines for your shipment arriving into Copenhagen for subsequent delivery to your stand are as follows:

Oceanfreight (Copenhagen)    FCL 27th February
                             LCL 20th February
Shipping Instructions

Oceanfreight Shipments

Any shipments not properly paid through to delivery to Copenhagen 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 Copenhagen port and consign your Bill of Lading as follows:

CEVA Showfreight
c/o Exhibitor Name and Hall/Stand Number
EWEA Offshore 2015
Bella Center
Center Boulevard 5
DK-2300 Copenhagen S
(T) +44 (0) 121 782 8888
(F) +44 (0) 121 782 2875

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

Export Oceanfreight handling charges are available on request.

Roadfreight Shipments

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

Deliveries are to be consigned and addressed as follows

CEVA Showfreight
Exhibitor Name / Hall Number / Stand Number
EWEA Offshore 2015
Bella Center
Center Boulevard 5
DK-2300 Copenhagen S

Shipments must not arrival at the Bella Center before official tenancy which is 7th March 2015. CEVA cannot be responsible for shipments arriving before this date and additional 3rd party costs will apply.
Exhibitors should note that courier companies will not enter the halls to deliver packages directly to stands at Offshore 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 / DSV Solutions  
Exhibitor Name / Hall and Stand Number  
Bella Center  
Center Boulevard 5  
DK-2300 Copenhagen S

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:

**Receive at onsite warehouse, storage and delivery to stand**  
€140.00 up to 50kgs  
Shipments above 50kgs as per tariff

**Transfer from stand to onsite warehouse, re-load to courier vehicle**  
€140.00 up to 50kgs  
Shipments above 50kgs as per tariff

Any shipments that are sent via courier service from outside the EU will be subject to customs clearance on-site at the Bella Center 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 Offshore 2015 will not be sent through a courier service, CEVA Showfreight will only route customs controlled shipments via standard airfreight services.
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 Copenhagen 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.

Bank transfers can also be made in advance to our bank account detailed below:

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

Account Name: CEVA Showfreight
Account Number: 71793674
Sort Code: 60-02-35
IBAN: GB57 NWBK 6002 3571 7936 74
BIC (Swift) NWBKGB2L

Insurance of your goods

Unless specifically insured CEVA Showfreight is not responsible for any loss, pilferage or damage whilst your 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 on request please contact mark.jackson@cevalogistics.com
Handling Tariff

International Freight Tariff

1. Airfreight Handling
From free arrival Copenhagen International Airport (CPH), Inward airport handling and transportation up to onsite warehouse (1cbm = 167kgs) Price on Application

2. Customs Charges
Customs clearance
Temporary €150.00 per 3 tariff headings
Permanent €150.00 per 3 tariff headings
Consumable €150.00 per 3 tariff headings

Bond fee for temporary importation 2% of value – Minimum €80.00 (per customs entry)
Advance Funds Fee 10% of funds advanced (Minimum €40.00)

3. Direct Deliveries
From free arrival Bella Center on truck to delivery to exhibition stand excluding customs clearance

Unloading direct from vehicle to stand €15.00 per 1 cubic metre
Unloading and loading via on-site warehouse €30.00 per 1 cubic metre
Reloading from stand direct to vehicle €15.00 per 1 cubic metre
Reloading from stand to vehicle via on-site warehouse €30.00 per 1 cubic metre

4. Onsite Services
Collection, Storage and Redelivery of empty cases €40.00 per cbm (Minimum 2 cbm per order)

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

- Orders between 41cbm – 60cbm €39.00 per cbm
- Orders between 61 cbm – 80cbm €38.00 per cbm
- Orders over 80 cbm €37.00 per cbm
- Agency, Attendance and On-site Supervision Fees* €60.00 per consignment/order
- Bank Admin Fee (if applicable) €17.00 per consignment

*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

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

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

<table>
<thead>
<tr>
<th></th>
<th>Pieces/Weight/Volume</th>
<th>Date/Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unloading from vehicle direct to stand @ €15.00 per 1 cbm</td>
<td></td>
<td>€</td>
</tr>
<tr>
<td>2</td>
<td>Reloading to vehicle direct from stand @ €15.00 per 1 cbm</td>
<td></td>
<td>€</td>
</tr>
<tr>
<td>3</td>
<td>Receiving at Bella Center warehouse and delivery to stand @ €30.00 per cbm</td>
<td></td>
<td>€</td>
</tr>
<tr>
<td>4</td>
<td>Removal, storage and re-delivery of empty cases @ €40.00 per cbm (minimum 2 cbm).</td>
<td></td>
<td>€</td>
</tr>
<tr>
<td>5</td>
<td>Agency, Attendance and On-site supervision fees</td>
<td></td>
<td>€ 60.00</td>
</tr>
</tbody>
</table>

Sub Total €
25% Late booking Fee €
VAT @ 20% €
Bank Admin Fee € 17.00
Total €

BOOKING DEADLINE DATE

25th February 2015

All orders received after the deadline date will incur a late booking surcharge of 25%

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

<p>| | |</p>
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| 1 | Transport - Collection and Re-delivery of freight from your premises Locaton ..........................................................
| 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)

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

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

3 CEVA Showfreight Account - Please provide:

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

Please complete your Invoice address:

Address
Postcode
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.
CEVA Showfreight

TERMS AND CONDITIONS

1. DEFINITIONS

(a) These Terms and Conditions

(b) CEVA Logistics Limited trading as CEVA Showfreight

(c) "Consignee" means the goods whether in bulk or in one or more packages accepted by the Company for transportation from one address to another address

(d) "Customer" means the party requesting the Company to provide the Services

(e) "Conditions" means these standard terms and conditions

(f) "Consignor" means the Consignee to whom Services are to be provided

(g) "Costs" means the written specification for services, if any, agreed between the parties and attached to these Conditions in relation to an Exhibition and which shall form part of the Contract

2. BASIS OF THE CONTRACT

(a) The company shall not be liable for the provision of the Services only under these Conditions

(b) These Terms and Conditions shall be deemed to form part of any specification in writing that is entered into between duly authorized representatives of the Company and Customer

(c) No agent or employee other than a director or secretary of the Company has authority to make any representation or give any warranty about the Company's business or services

(d) The Customer's work or enquiry shall not be binding unless it is confirmed in writing. In entering into this Contract the Customer acknowledges that it does not rely on, and waives any rights in respect of, any representation or warranty not properly confirmed in writing

3. PROVISION OF THE SERVICES

(a) The Company shall provide the services at its absolute discretion for the benefit of the Customer and the Customer shall indemnify the Company against all claims arising from the Company's provision of the Services

(b) The Company shall in all cases provide services in accordance with these Terms and Conditions and the Company's Standard Procedures

(c) This Contract contains the entire agreement between the parties regarding the subject matter hereof

4. THE COMPANY ACTING AS AGENT FOR THE CUSTOMER

(a) The Customer shall have the right to undertake all necessary inspections of the Consignment prior to or during loading-unloading or during transit. Such inspections may include without limitation physical inspection of the goods and inspection by electronic methods including x-ray

(b) The Company shall have the right to undertake all reasonable inspections of the Consignment in accordance with the Company's Standard Procedures

5. PRICE AND PAYMENT

(a) The Customer shall pay the price plus applicable Value Added Tax in accordance with the payment schedule set out in the Contract

(b) The Company shall, at the discretion of the Company, raise any invoice for all or any part of the Services with payment to be made within 30 days from the date of the invoice

6. LIMITATION OF LIABILITY

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

7. INSPECTION OF CONSIGNMENT BY THE COMPANY

(a) The Customer shall give prior written notice to the Company if it has reason to believe that any part of the Services has not been carried out in accordance with these Terms and Conditions

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

8. Easy claims

(a) The Company shall be entitled to debit to the Customer's account the cost of any goods at the discretion of the Company

(b) The cost of any goods at the discretion of the Company

(c) The Company shall be entitled to debit to the Customer's account the cost of any goods at the discretion of the Company

(d) The Company shall be entitled to debit to the Customer's account the cost of any goods at the discretion of the Company

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(y) The Company shall be entitled to debit to the Customer's account the cost of any goods at the discretion of the Company

(z) The Company shall be entitled to debit to the Customer's account the cost of any goods at the discretion of the Company

{A Division of CEVA Logistics Limited}