

F R E E M A N



OFFICIAL SHIPPING MANUAL



INTERNATIONAL COUNCIL
of OPHTHALMOLOGY

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International Council of Ophthalmology

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INTERNATIONAL COUNCIL *of* OPHTHALMOLOGY

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1. SERVICES

Dear Exhibitor / Contractor

Please read this relevant information carefully concerning logistics at WORLD OPHTHALMOLOGY CONGRESS and Spanish customs regulations, in order to ensure smooth delivery of your items to your booth.

Exhibition Freightage GSM have been appointed as the sole official freight forwarder and onsite handling contractor for WORLD OPHTHALMOLOGY CONGRESS 2018



- International Freight forwarding – Worldwide
- Offloading and re-loading of vehicles onsite
- Deliveries and collections to / from stand
- Intermediate Warehousing
- Collection, storage and re-delivery of empty crates
- Customs Formalities
- Collections from Port / Airport
- EF-GSM onsite management team
- International transport (Sea, Road, Air, Express)
- Repacking service and man power supply
- Courier receipt and delivery
- Insurance (Upon request)

2. CONSIGNMENT OF SHIPMENT & DEADLINES

2.1 AIRFREIGHT



Your shipment should arrive at BCN, Barcelona airport no later than 7 working days before desired delivery date to stand.

Consignee Instructions:

RESA EXPO LOGISTICS

For World Ophthalmology 2018

Exhibitor name / Stand no.

C/Botánica, Entrada Nr. 4 – FIRA GRAN VIA

08908 - Barcelona

Notify: Resa Expo Logistics

Tel +34 93 233 47 43

Please send your shipments prepaid, on own Master Airwaybill,
Consigned to above mentioned address.

3 Original invoices should be attached to the Master Airwaybill

Please send pre advices to us at least 2 days prior to arrival in Barcelona

By fax or email to +44(0)1732886689: steve@ef-gsm.com and daniel@ef-gsm.com

- Copy of Airwaybill/ Flight details
- Copy of invoice/ packing list
- Forwarding and handling order form

2.2 SEAFREIGHT



Your shipment should arrive at Barcelona Seaport no later than 10 working days before desired delivery date to stand.

Consignee Instructions:

RESA EXPO LOGISTICS

For World Ophthalmology 2018

Exhibitor name / Stand no.

C/Botánica, Entrada Nr. 4 - FIRA GRAN VIA

08908 - Barcelona

Notify: Resa Expo Logistics

Tel +34 93 233 47 43

Please send your shipments prepaid, on own Ocean Bill of Lading,
Consigned to above mentioned address.

3 Original invoices should be attached to the Ocean Bill of Lading.

Please send pre advices to us at least 2 days prior to arrival in Barcelona

By fax or email to +44(0) 1732886689, steve@ef-gsm.com and daniel@ef-gsm.com

- Copy of Bill of Lading/ Vessel details
- Copy of invoice/ packing list
- Forwarding and handling order form

2.3 ROADFREIGHT (NON COURIER SHIPMENTS)



All exhibit material / shipments / excluding full trailer loads of stand material must make use of the advance receiving warehouse. Shipments should arrive in the warehouse 3 days before required delivery date.

Warehouse address:

EF-GSM / RESA EXPO LOGISTICS
For World Ophthalmology 2018
Exhibitor name / Stand no.
C/Botánica, Entrada Nr. 4 - FIRA GRAN VIA
08908 - Barcelona

Notify: Resa Expo Logistics
Tel +34 93 233 47 43

Please send pre advices to us at least 2 days prior to arrival in Barcelona
By fax or email to +44(0)1732886689, steve@ef-gsm.com and daniel@ef-gsm.com

- Details of Transport Company
- Copy of CMR
- Forwarding and handling order form

2.4 DIRECT FULL TRAILER LOADS



Trailers should arrive directly at Gran Via Fairgrounds in Barcelona in accordance with the official Build-up dates and times.

Truck Waiting Area:

RESA EXPO LOGISTICS
Sot del Migdia – Truck Waiting Area
Carrer del Foc, s/n
E – 08004 Barcelona Spain
Notify: World Ophthalmology 2018 / Exhibitors Name
Hall / Stand Number.

All incoming vehicles are requested to register at the marshaling area called “El Sot del Migdia”, next to the exhibition area. Vehicles will wait until space is cleared at the offloading/reloading areas.

Pre advices for direct trucks should be sent in advance by fax to +44(0)1732886689
steve@ef-gsm.com and daniel@ef-gsm.com

- Truck details (Truck no, Haulier)
- Arrival date and time



2.5 COURIER



Please note, we do not recommend sending your shipment via Courier, especially from outside the EU, due to the difficulty of customs clearance. We would suggest you contact us and we can put you in touch with a recommended partner in your country.

However if you intend sending your shipment via courier please follow advice below. All shipments are recommended to be delivered to our advance receiving warehouse. Please complete the attached service order form and return it to Steve Turner of EF-GSM on fax no: +44(0)173288668 or email: steve@ef-gsm.com and daniel@ef-gsm.com

Courier Delivery Warehouse Address **(Available from 01/06/2018)**

EF-GSM / RESA EXPO LOGISTICS
For World Ophthalmology 2018
Exhibitor / Stand no.
C/Botánica, Entrada 4 - Fira Gran Vía
08908 - Barcelona

Contact:

Resa Expo Logistics
Tel. +34 93 233 47 43

Case Marking

Name of Exhibitor
World Ophthalmology 2018
Hall and Stand no.
EF-GSM / FREEMAN
HALL 7 – GRAN VIA

Box 1 of ... / 2 of ... / 3 of ... etc.

Non EU Courier Shipments requiring Customs Clearance:

Shipments must be sent DDP (delivered duty paid / duties and taxes paid by the sender) and should be delivered to the above Barcelona warehouse address free of all charges. Please be aware that most courier shipments from outside the EU cannot be cleared automatically by the courier companies and they will require a Spanish importer of record. If we are requested to provide this service it will be charged at € 125.00 per clearance. If we are requested to arrange full customs clearance this will be charged in accordance with the official tariff.

Return Instructions:

If you intend returning your shipment via courier you must advise the shipping manager at the shipping desk within your exhibition hall. Shipping desks can be located on the attached map. The shipping manager will go through return instructions with you and give you labels to attach to your shipment. Handling charges will need to be settled prior to your courier collecting from the warehouse.

3. DOCUMENTATION REQUIRED FOR CUSTOMS CLEARANCE

For shipments outside the EU, the following documents are required:

- 3 original invoices should be attached to the Air waybill/ Ocean Bill of Lading / CMR
- Packing list in English showing number of units/ weights/ sizes / total number of boxes / values/ full description of items including serial numbers, model and customs codes (Brussels nomenclature).
- Please issue separate invoices for temporary and permanent importations. These must also be packed separately.
- Please state on the invoice "Samples not for sale, value for statistical purposes"
- Invoices must be addressed to :

World Ophthalmology 2018 c/o EF-GSM / RESA
Name of Exhibitor / Hall & Booth No.
FIRA GRAN VIA
08908 - Barcelona

- If necessary – Certificate of Origin
- The flight details, plus a copy of Air Waybill and commercial invoice/packing list should be sent to EF-GSM at least 2 days prior to arrival in Barcelona.

Temporary Import Entries

- All exhibits / material entered under temporary importation are subject to control and examination by Spanish Customs for Inwards and Outward movements.
- Shipments cleared under temporary import **must** be exported within 14 days.
- Only EF-GSM / Resa are allowed to return the shipment back to destination Airport – we cannot hand over to 3rd parties after the event.
- Goods under temporary bond cannot be sold during the show, any sale operation must be reported to Spanish Customs Authorities, otherwise heavy penalties might incur.
Please contact EF-GSM in case you intend to sell any temporary goods.
- The re-export weight for temporary shipments must match the same as the import.
Penalties will be incurred for change in weight.
- It is imperative that Permanent and Temporary Items are PACKED separately.

Permanent Import Entries

- We can clear on a definitive basis consumable materials such as brochures, giveaways and other promotional materials. No Promotional Items can be cleared as temporary import, and returned to Origin by EF-GSM. Please do not send Equipment destined to return after the event by courier company.
- EF-GSM / RESA will stand as importer of record for promotional items and giveaway, we reserve the right to not stand as importer of record if the items are undervalued or deemed as equipment to return.
- Shipments must have realistic values declared on the customs invoices.

Restricted Products

- The following products are restricted and need special requirements and health certificates: Pharmaceutical products, Any kind of food stuff and beverage (candies for giveaways are also considered foodstuffs by customs) and creams for skin use.
We recommend NOT shipping this kind of items, to avoid have your shipment stopped by customs

4. FURTHER INFORMATION

Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that EF-GSM Limited do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. EF-GSM Limited is not liable for any losses, theft or pilferage.

Late arrival surcharges

Any shipments arriving after our deadlines will be subject to a late arrival surcharge of an additional 30% of our official tariff.

Any shipment delivered to stand once the event has started will be subject to a special handling surcharge of an additional 50% of our official tariff.

Worldwide Network

Our recommended the agent used in your country is a specialist in exhibition freight forwarding, offering you professional advice on the preparation of your shipment. Through the "DOOR TO STAND" service, you will get an all-in package that covers all the steps from your domicile to the venue and vice versa, until your items are returned back after the event. The list of our agents worldwide is available on request.

5. ACCEPTED METHODS OF PAYMENT

Please note that we do not extend credit terms for services performed. Invoices raised are for immediate settlement by the following methods.

- Bank Transfer
- Credit Card: we accept Visa, MasterCard and American Express.
- Cash: All major currencies accepted.

6. BASIC CONDITIONS OF CONTRACT

All work undertaken is subject to the BIFA, British International Freight Forwarders terms and conditions, newest edition, and the EF-GSM Ltd liability policy, in conjunction with the conditions and rates for trade fair transportation.

The liability of EF-GSM Ltd / RESA ceases with delivery and commences with collection of freight at the exhibition stand, not considered with the exhibitor's absence from the stand. It is the exhibitor's responsibility to ensure the security of material until collected from the stand by EF-GSM / RESA

No unauthorized credit will be accepted. Our invoices will be due immediately after issue without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay charges prior to the start of the event, on-site during the event or before return shipping of their exhibits. All charges levied will be in accordance with the official exhibition tariff.

7. OFFICIAL SHIPPING TARIFF


INBOUND TARIFF:

PACKAGE RATES FROM ARRIVAL PORT TO DELIVERED SHOW DOC

SEA FREIGHT SHIPMENTS	
From free arrival BCN Seaport to delivered exhibition doc.	
LCL per CBM (Min 2 CBM)	EUR € 140.00
FCL 20' Container	EUR € 1540.00
FCL 40' Container	EUR € 1912.00
FCL 40' HC Container	EUR € 2272.00
Please note that each container will have 1 Forklift and 2x labour to offload for 4 hours only, therefore if further labour is required to offload the container the charge will be in addition to the above tariff.	
File and Admin fee (Per shipment)	EUR € 60.00
Port charges as per receipt +15%	

AIRFREIGHT SHIPMENTS	
From arrival BCN Airport to delivered exhibition doc (Per kg).	EUR € 1.00
Minimum 250kgs / shipment (1m3 = 167kgs)	
File and Admin fee (Per shipment)	EUR € 60.00

ROADFREIGHT SHIPMENTS	
From free arrival BCN exhibition warehouse to delivered exhibition doc (Per M3)	EUR € 80.00
Minimum 2m3 / shipment (1m3 = 333kgs)	
File and Admin fee (Per shipment)	EUR € 60.00

COUIRER SHIPMENTS    	
From free arrival BCN exhibition warehouse to delivered exhibition doc (Per Shipment) Up to 50kgs (1m3 = 167kgs)	EUR € 152.00
(Over 50kgs will be charged at the Road freight tariff)	
Use of VAT Number / Importer of Record Fee (applicable for non-EU shipments)	EUR € 125.00
File and Admin fee (Per shipment)	EUR € 60.00

~ THE REVERSE IS APPLIED FOR THE RETURN MOVEMENT ~

OFFICIAL SHIPPING TARIFF

INBOUND CUSTOMS CLEARANCE

Permanent Import Clearance (Excludes duties and taxes @ cost + 15%)	
Up to CIF Value €5000	EUR € 225.00
Up to CIF Value €15,000	EUR € 365.00
Over CIF Value €15,000	EUR € 445.00
ATA Carnet Clearance	EUR € 190.00
Temporary Import Clearance	
Up to CIF Value €10,000	EUR € 260.00
Up to CIF Value €25,000	EUR € 420.00
Up to CIF Value €50,000	EUR € 545.00
Up to CIF Value €100,000	EUR € 1%
Over CIF Value €100,000	EUR € 1.20%
Transit document up to Fairground	EUR € 100.00

OUTBOUND CUSTOMS CLEARANCE

Export Clearance with commercial invoice	EUR € 265.00
ATA Carnet Clearance	EUR € 190.00
Temporary Export Clearance	
Up to CIF Value €10,000	EUR € 260.00
Up to CIF Value €25,000	EUR € 365.00
Up to CIF Value €50,000	EUR € 545.00
Up to CIF Value €100,000	EUR € 1%
Over CIF Value €100,000	EUR € 1.20%
Transit document from Fairground	EUR € 100.00
AWB Fee (Per AWB)	EUR € 45.00

SITE MATERIAL HANDLING CHARGES

INBOUND

FROM SHOW DOC TO DELIVERED BOOTH / STAND		
LCL per CBM (Min 2 CBM)	EUR €	45.50
FCL 20' Container	EUR €	500.50
FCL 40' Container	EUR €	621.40
FCL 40' HC Container	EUR €	738.40
AIRFREIGHT(Per kg)		
Minimum 250kgs / shipment (1m3 = 167kgs)	EUR €	0.429
ROADFREIGHT(Per M3)		
Minimum 2m3 / shipment (1m3 = 333kgs)	EUR €	26.00
COURIER (Per SHIPMENT / Up to 50kgs) (1m3 = 167kgs)	EUR €	49.40
(Over 50kgs will be charged at the Road freight tariff)		
Unloading Direct Truck - Full or Partial Load	EUR €	1066.00

OUTBOUND

FROM BOOTH / STAND TO DELIVERED SHOW DOC		
LCL per CBM (Min 2 CBM)	EUR €	45.50
FCL 20' Container	EUR €	500.50
FCL 40' Container	EUR €	621.40
FCL 40' HC Container	EUR €	738.40
AIRFREIGHT(Per kg)		
Minimum 250kgs / shipment (1m3 = 167kgs)	EUR €	0.429
ROADFREIGHT(Per M3)		
Minimum 2m3 / shipment (1m3 = 333kgs)	EUR €	26.00
COURIER (Per SHIPMENT / Up to 50kgs) (1m3 = 167kgs)	EUR €	49.40
(Over 50kgs will be charged at the Road freight tariff)		
Reloading Direct Truck - Full or Partial Load	EUR €	1066.00

EMPTY CASE STORAGE

Empty Case Storage (Minimum 2 cubic metres) (Removal, storage and return of empty cases.)	EUR €	84.50
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7. OFFICIAL TARIFF EXCLUSIONS

Excluded on all rates are:

- VAT (For EC countries only)
- Full risk insurance
- Storage charges at airports, ports and road terminals
- Deconsolidation fees, courier fees or any other fees charges by 3rd parties
- Express collection or deliveries with dedicated vehicles
- Payment of import duties & taxes, to be charged as per outlay +15% surcharge as advanced payment fee
- Customs inspection when requested
- Late arrival surcharges for shipments arriving after deadlines, 30% on top of published rates.
- Deliveries to stand once the show has started will be subject to an additional 50% on top of published rates.

EF-GSM FORWARDING SERVICES ORDER FORM FOR WORLD OPHTHALMOLOGY

Please send this form to Steve Turner and Dan Stearman of EF-GSM Ltd on fax no.: +44(0)1732886689 or email: steve@ef-gsm.com and daniel@ef-gsm.com

COMPANY DETAILS:

Company Name:	
Address:	
Zip Code /Post Code :	Country:
Tel:	VAT No.
Fax:	E-mail:

DELIVERY DETAILS:

Exhibitor name:		Contact name:	
Hall / Stand no:		Contact mobile:	
Delivery Date to Stand: (This must be completed)			

SERVICE OPTIONS (Please (X) which of the below services you require):

1. DOOR TO STAND We require EF-GSM or partner office to arrange collection from my premises, arrange all customs clearances to delivered stand. <input type="checkbox"/> Please contact me regarding my shipment	2. FROM ARRIVAL AIRPORT / PORT TO STAND: Our own freight forwarder will get the goods to Barcelona airport or port and we will require Customs clearance, collection from port / airport and delivery to stand. <i>(See tariff for costings)</i> <input type="checkbox"/> Please ensure you complete your shipment details below.
3. FROM ADVANCE WAREHOUSE TO STAND: We will use our own freight forwarder/courier company and will deliver to the advance warehouse, already customs cleared and duties paid. We require EF-GSM/ RESA to transport goods from the warehouse to stand. <i>(See tariff for costings)</i> <input type="checkbox"/> Please ensure you complete your shipment details below.	4. EMPTY CASE STORAGE We require EF-GSM to remove our empty cases from our stand, and returned at the end of the event. <i>(See tariff for costings)</i> <input type="checkbox"/> Please ensure you complete your shipment details below. **Please note there will be a delay at the end of the show whilst packages are re-delivered to stands. Bear this in mind when booking return flights from the show**

APPROXIMATE SHIPMENT DETAILS (To be completed if using options 2 and 3 only):

Name of own Freight Forwarder / Courier company:			
AWB / Waybill no:			
Estimated date goods due to arrive at: Airport / Port / Warehouse:			
Nº of pieces:	Weight:	kgs.	Type of goods:
Value:	Dimensions:		

All work is undertaken under BIFA (2005 Edition) trading terms and conditions, copy on request. All charges for the above services will be charged as per the official tariff. All charges must be settled in full prior to delivery unless otherwise agreed.

9. ONSITE OFFICE MAP

