

EAHP 2012

21-23 March 2012 MiCo

HANDLING TARIFF AND SHIPPING MANUAL

MiCo

For information please contact:

EXPOTRANS SRL
SS 33 Del Sempione 28
20017 Rho MI (Italy)
Tel. +39 02.3666.9600
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1. DOCUMENTS:

- ✓ 1 copy of Commercial Invoice & Packing List
- ✓ 1 copy of Original B/L / AWB
- ✓ 1 copy of Insurance Policy (if insured)
- ✓ 1 copy of container / consolidation manifest

*The following documents must be sent to Expotrans at least **5 (five) working days** prior to the arrival of vessel / aircraft at Milan Airport or Genoa/La Spezia Seaports. Invoices and packing lists must be in Italian or in English.*

Please pay attention to the following points to accurately complete your invoice as per Customs requirements:

- ◆ Customs codes – Please make sure that your invoice has IHS or BTN numbers to identify the exact merchandise you are sending
- ◆ Descriptions – Please use clear and detailed product descriptions to allow us to make a proper Customs entry
- ◆ Serial numbers – Please indicate the serial numbers and model of your goods, if serial numbers are not available please include a picture of the items
- ◆ Quantity – Please list the quantity of each item
- ◆ Weight – Please list the weight and the content of each package
- ◆ Values – Use values that represent fair market value to avoid a possible value adjustment by the Customs. Each invoice will have to show the following sentence “The value shown is true, real and is according to the market value”.
- ◆ Origin of the goods – Please indicate the proper Country of origin of the goods you are sending
- ◆ CIF terms – Please indicate in your invoice that the goods are CIF or C&F, otherwise Customs, in order to determine the value of your goods, may add the transport charges to the declared value
- ◆ Goods to be returned after the fair – Please add the following declaration : “Invoiced goods are for display purposes only during the exhibition and will be re-exported at the end of the show”
- ◆ Literature and give-aways – Such items must be listed on a separate invoice with individual values indicated and must be separately packed. Generally such items are subject to import duties
- ◆ Total amount of single invoices – Be advised that, in case of permanent entry at the end of the show, goods with a value over EUR 10.000,00 can be imported only if sold to an Italian buyer with an Italian VAT ID; otherwise permanent importation will not be allowed and goods will have to be re-exported.

EXPOTRANS cannot make Customs entry on shipments where invoices indicate general descriptions such as “Exhibition goods” or “Stand-fitting materials” or “give-aways”. Nor can EXPOTRANS make entry on invoices that indicate lump sum value only. In these instances entry will be delayed until detailed invoices are received from the shipper.

Please send your pre-alert message with a copy of all documents, before despatching the goods, to our email or to the telefax nr. +39 02.4540.2024

Some commodities are subject to import restrictions by Italian Customs Regulation. Here below you can find a list of the most common items requiring additional documentation, permits or licenses before importation will be allowed. Alcohol products, tobacco, foodstuff, plants and seeds, any item containing leather or animal parts, certain electronic and communication equipments, textile, chemicals, pharmaceutical products, weapons, ammunition and “defence” related items may require additional documentation .

Operational high-tech exhibits for defence purposes including softwares suitable for military applications cannot be imported without a license released by the Italian Ministry of Defence.

Many items such as machinery, toy, optical equipments, etc. cannot be imported without a “conformity declaration” (CE trade mark).

Be very careful in shipping mineral water because the importation must be authorized by the Health Ministry both in Italy and in the sender’s Country. Without providing the proper documentation the entry will not be authorized.

2. ARRIVAL DEADLINES

	port/airport/terminal	goods must be received by
Ocean Freight FCL	Genoa / La Spezia	12 working days before requested delivery date
Ocean Freight LCL	Genoa, Milan	20 working days before requested delivery date
Airfreight	Milan MXP	7 working days before requested delivery date
Truck	Milan warehouse	As per move in/out dates

3. LATE ARRIVAL SURCHARGE

For cargo arriving beyond deadlines, an additional **30%** handling surcharge will be added to cover the additional costs. EXPOTRANS srl will make all reasonable efforts to ensure the delivery before the show opens; however, no guarantees can be given. The surcharge will apply regardless of the delivery date to the show site.

4. CONSIGNMENT INSTRUCTIONS

All documents such as the Bill of Lading and Master Airway Bill must show the consignee as indicated below:

EXPOTRANS SRL
SS 33 Del Sempione 28
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Tel. +39 02.3666.9600 – Fax +39 02.4540.2024

NOTIFY:

Exhibition Name _____
Exhibitor Name _____
Hall / Stand Number _____

Please note: All exhibition goods, dispatched either by seafreight or airfreight, shall be consigned “Freight Prepaid”. A 5% outlay commission will be imposed on all “Freight Collect” consignments.

5. CASE MARKINGS

For easy identification, all packages must be marked as follows:

Name of Exhibitor _____
Hall Number _____
Stand Number _____
Case Number _____
Gross/Net Weight _____
Dimensions _____

6. INSURANCE

Handling is undertaken entirely at the owner’s risk. While EXPOTRANS will do their utmost to ensure the safety of your goods we highly recommend that all exhibitors issue an “All Risk” insurance policy.

FREIGHT AND LOGISTIC TARIFF

1. CUSTOMS CLEARANCE

1.1. CUSTOMS BROKERAGE

To be applied upon import & re-export according to the invoiced value:

INVOICED F.O.B. VALUE	TRANSIT	PERMANENT ENTRY	TEMPORARY ENTRY
UPTO € 5.000	€ 145,00	€ 145,00	€ 145,00
FROM € 5.001 TO € 50.000	€ 218,00	€ 218,00	€ 218,00
OVER € 50.001	€ 275,00 +0,15 % Percentage upon value exceeding € 50.000	€ 275,00 +0,15 % Percentage upon value exceeding € 50.000	€ 275,00 +0,15 % Percentage upon value exceeding € 50.000

1.2. CUSTOMS INSPECTION: € 150,00/customs form (if applicable)

1.3. Bond Fee: Customs bond fee will apply for goods arriving without ATA Carnet: 0,9% upon C.I.F. value (min. charge € 180,00)

1.4. DUTIES/VAT on permanent entries to be billed as per customs receipt +1% (Min. charge € 25,00).

2. FREIGHT HANDLING TARIFF

All third party charges will be billed as per outlay plus disbursement fee of 1% on advanced fund (minimum charge € 25,00)

2.1. INWARD

a. SEAFREIGHT - LCL/FCL Shipments arriving Freight Prepaid at Genoa and La Spezia sea ports

- ◆ Transport from port/consolidator's terminal to exhibition site;
- ◆ Unloading and delivery to booth;

LCL € 70,00/shipment + € 190,00/m³ (min. 3 m³)
LCL € 70,00/ shipment + € 170,00/m³ (min. 7 m³)
LCL over 10 m³ quotation upon request
FCL € 90,00/m³ (min. 25 m³ for 20ft)
FCL € 80,00/m³ (min. 45 m³ for 40ft)

NOT INCLUDED:

- * Detention and demurrage charges levied by shipping line
- * Third party's charges

b. AIRFREIGHT Shipments arriving Freight Prepaid at Milan airports

- ◆ Taking over consignment on arrival;
- ◆ Loading onto transport and delivery to exhibition site
- ◆ Unloading and delivery to booth

€ 140,00/consignment + € 1,60/ch kg. (min. kg. 150)
€ 63,00/consignment + € 1,40/ch kg. (min. kg. 300)
€ 63,00/consignment + € 1,10/ch kg. (min. kg. 500)
For shipment over 1.000 Kg quotation upon request

NOT INCLUDED:

- * Airport storage incurred for reasons beyond our control
- * Third party's charges

c. ROAD FREIGHT

Direct unloading from truck to stand

€ 25,00/m³ (min. € 120,00; max. 450,00 dedicated trailer)

Groupage via our advanced warehouse

- ◆ Taking over consignment on arrival
- ◆ Storage before the show (max. 15 days)
- ◆ Loading onto transport and delivery to fair site
- ◆ Unloading and delivery to booth

Arriving Freight Prepaid at our advanced warehouse

€ 80,00/m³ (min. 2 m³)

NOT INCLUDED:

- * Third party's charges

2.2. OUTWARD

a. LCL and FCL SEAFREIGHT

- ◆ Collection from stand and loading onto transport;
- ◆ Transfer to Italian port/Consolidator's terminal
- ◆ Port/Consolidator handling and taxes

LCL € 70,00/shipment + € 190,00/m³ (min. 3 m³)

LCL € 70,00/shipment + € 170,00/m³ (min. 7 m³)

LCL over 10 m³ quotation upon request

FCL € 90,00/m³ (min. 25 m³ for 20ft)

FCL € 80,00/m³ (min. 45 m³ for 40ft)

NOT INCLUDED:

- * Detention and demurrage charges levied by shipping line
- * Third party's charges

b. AIRFREIGHT

- ◆ Loading onto transport;
- ◆ Delivery to airline;
- ◆ Airport handling and taxes;

€ 140,00/consignment + € 1,60/ch kg. (min. kg. 150)

€ 63,00/consignment + € 1,40/ch kg. (min. kg. 300)

€ 63,00/consignment + € 1,10/ch kg. (min. kg. 500)

For shipment over 1.000 Kg quotation upon request

c. ROAD FREIGHT

Direct reloading from stand to truck

€ 25,00/m³ (min. € 120,00; max. 450,00 dedicated trailer)

Groupage via our advanced warehouse

- ◆ Pick up from stand and delivery to our advanced warehouse
- ◆ Storage after the show (max. 15 days)
- ◆ Loading onto transport

€ 80,00/m³ (min. 2 m³)

3. COLLECTION, STORAGE AND REDELIVERY OF EMPTY CASES

€ 45,00/ m³ (min. 1 m³)

4. HANDLING OF COURIER SHIPMENTS

Receiving of courier shipments at EXPOTRANS OFFICE and delivery to exhibition booth for single shipments not exceeding Kg. 10: **€ 60,00/shipment + € 40,00/Agency Fee**

Please note: Handling and Logistic tariffs are for work performed during regular working time. Overtime work will be surcharged as follow:

MONDAY/FRIDAY	19:00 / 24:00.	+ 25%
MONDAY/ FRIDAY	24:00 / 07:00.	+ 100%
SATURDAY, SUNDAY AND PUBLIC HOLYDAYS	7:00 / 24:00.	+ 25%

Anyway, all services to be provided after 22:00. must be booked by fax before 18:00 on the same day. For more than 15 min. delay the service will be cancelled and 1 hour debited.

SPECIAL ISTRUCTIONS

TARIFF ON-SITE

1. Agency Fees - For every kind of service required

1.1. Logistic Service	€ 40,00
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2. Workers - 2 hours no fraction

2.1 Worker	€ 40,00
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3. Collection, storage and redelivery of empty cases - Rate per cubic meter, no fraction - Min. 1 m³

	€ 45,00
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4. Collection, storage and redelivery Exhibitor's equipment - Per single unit

4.1 Pallet-jack, ladder, toolbox	€ 70,00
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4.2 Electric pallet-jack, scissors lift, genies	€ 160,00
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5. Parcel service - Up to 10 kg

	€ 60,00
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6. Hand trolley (operator not included)

60 minutes, no
fraction

Lump-sum per day

6.1 Hand trolley	€ 12,00	€ 96,00 / day
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6.2 Pallet Jack	€ 25,00	€ 150,00 / day
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The lump-sum is for pallet-jack without operator for 10 working hours between 7:00 and 19:00.

7. Fork lift up to 4 ton – Only for second positioning

7.1 Rate per 30 minutes, no fraction.	€ 49,00 / 30'
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8. Scissor Lift & Cherry Pickers (operator and transport not included)

8.1 Gasoline Cherry Picker (maximum working height 16 m)	€ 315,00 / day
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8.2 Electric Scissor Lift (Maximum working height 10 m)	€ 168,00 / day
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8.3 Transport in and out	€ 315,00
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GENERAL CONDITIONS

- ✓ All rates will be calculated on 1 m³=333 kg volume/weight ratio.
- ✓ All rates are subject to 20% VAT, where applicable.
- ✓ The storage service can be provided only for exhibits and it is strictly related to the build up and break down periods. Long-term warehousing can be provided only upon specific agreement.
- ✓ If for our convenience a higher capacity forklift/crane is used to perform a service instead of the necessary one the tariff applied will remain unchanged as by original request.
- ✓ For temporary import or re-export it's necessary to have a cash deposit or a bank guarantee equal to the amount of duties to be paid.
- ✓ The empty storage service is only intended for empty packing materials. Expotrans will not be responsible for the damage or loss of any material and/or goods left inside.
- ✓ All services must be paid before the end of the exhibition by credit card, cheque or cash unless otherwise agreed. The invoice for the services will be delivered to the booth.
- ✓ Expotrans are a certified agent of ENAC (the Italian Civil Aviation Authority) and are required to guarantee security checks on goods or mail in order to prevent any illicit introduction of arms, explosives and every other object that can interfere with the normal activity of the air traffic.
- ✓ Above rates do not apply to shipments of live animals, dangerous goods, perishable, valuables or any other kind of special cargo

Further services not included in the present Handling and Logistic Tariff will have to be agreed in advance.

BOOKING FORM FOR ON – SITE HANDLING SERVICES

EXHIBITION	HALL	STAND
Exhibitor (Company name)		
VAT number		
Address		
Post code	City	Country
Tel	E-mail	Web site
Company contact person		Tel
Stand contact person		Mobile

***Invoicing details
(if different)***

Company name		
VAT number		
Post code	City	Country
Company contact person	E-mail	Tel

LOGISTIC SERVICES

	DATE	TIME
Direct unloading to stand or reloading from the stand to truck		
Unloading at advanced warehouse, intermediate storage (max 15 days), transport to venue and delivery to client's booth / Collection from client's booth, transport to warehouse, intermediate storage (max 15 days), reloading onto transport		
Workers		
Collection, storage and redelivery of empty cases		
Collection, storage and redelivery Exhibitor's equipment:		
• Pallet-jack, ladder, toolbox		
• Electric pallet-jack, scissors lift, genies		
Other:		

I hereby accept that I have read and understood the above terms and conditions.

Date Signature