



# SHIPPING MANUAL

DHL Trade Fairs & Events (UK) Limited has been appointed as the official freight forwarder and on site logistics contractor. Below you will find information on the services we offer and guidance as to how we dispatch shipments to the event.

Our company can supply first class transport services to and from the venue by road, air and express. You will have the knowledge that all your requirements will be carried out by the official contractor who is aware of all requirements and present on site throughout the event period.

At the venue we carry out any lifting requirements to and from the stand, supplying storage for both empty packaging as well as full goods storage with access and supply during the show.

## 1. ESSENTIAL DATES

EXHIBITION - BUILD-UP	23 – 25 March 2014
EXHIBITION - OPENING HOURS	26 - 28 March 2014
EXHIBITION - DISMANTLING	28 <sup>th</sup> March 2014 until midnight

## 2. PRE-ADVISE / ORDER FORM

DEADLINE ORDER FORM	28 February 2014
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**ALL PRE-ADVISES INCL. A FULL SET OF DOCUMENTS MUST BE SENT TO:**

DHL Trade Fairs & Events (UK) Ltd  
ATTN: Mr. Horst Froehling E-Mail: [horst@dhl-exh.com](mailto:horst@dhl-exh.com)

## 3. TRANSPORT-INSTRUCTIONS

### 3.1 AIRFREIGHT

#### CONSIGNEE AIRWAYBILL (AWB)

RESA EXPO  
C/Ciencias – Entrada No.1 – FIRA GRAN VIA  
08908 Hospitalet ( Barcelona ) SPAIN  
EAHD 2013 Exhibitor Name ..... Stand Nr.....

AIRPORT OF DESTINATION	Barcelona
DEADLINE of ARRIVAL	17 March 2014

**ALL SHIPMENTS MUST BE SENT "FREIGHT PREPAID"**



### 3.2

### ROAD FREIGHT

#### DIRECT TRUCKS

Due to the limited space available for offloading/reloading vehicles direct access to the venue with trucks is restricted and needs to be confirmed with our company. Please contact us and we will give you a booking confirmation and access plan showing how to access the unloading area.

#### Via HOLDING WAREHOUSE Barcelona

You can ship your shipment to our holding warehouse where we receive it store it and arrange transfer to venue and lifting to your stand. The address of our warehouse is:

RESA EXPO  
c/o EAHP 2013 Name of Exhibitor and Stand Number  
C/Botanica, Entrada 4 FIRA GRAN VIA  
08908 Hospitalet ( Barcelona)

*All charges for this service as per official tariff of the event.*

### 3.3

### EXPRESS / COURIER SHIPMENTS

If your company consigns shipments by express/courier services, please note that courier companies usually fail to deliver during the build-up period of an exhibition and also the organizer cannot accept delivery on the exhibitor's behalf. In order that these shipments still reach you on the stand we recommend that all shipments to be dispatched to arrive at our local warehouse. See above.

### 4.

### CUSTOMS DOCUMENTATION AND PROCEDURES

For **NON-EU Shipments** we strongly recommend to use CARNET ATA.  
Temporary import bond facilities are also available.

### 5.

### CASE MARKING AND PACKING

We cannot put too much emphasis on the importance of all packing being of the highest standard. All cases and packages should be constructed to withstand extensive handling and where required repacking, we would advise against the use of cardboard cartons and strongly recommend that bolted returnable type cases are used.

While initially they may be expensive we know from experience that short cuts can prove to be false economy.

All cases must be clearly marked on at least two sides with EAHP 2014. Your name and Stand Number.



## 6. ON-SITE HANDLING TARIFF

### **SEE ATTACHMENT**

Unless freight is routed via one of our appointed agents we will require payment off all charges, as advised by us, prior to the start of the exhibition. Personal or foreign cheques are not acceptable. Settlement can be made by either bank-transfer or credit card on-site (MASTERCARD/VISA).

## 7. INSURANCE & LIABILITY

We operate exclusively in accordance with the latest version of the British International Freight Association General Terms and Conditions of Trading. These limit the legal liability for damage to goods in certain circumstances whilst in the care of a forwarder. The forwarders custody liability ends with the delivery of the consignment to the exhibitor's stand even if the exhibitor or his representative is not present. For the return transport the liability begins with the collection from the stand and, even if the transport documents handed over to the forwarder before.

We can supply you with a full quote for transport insurance cover upon request.

## YOUR LOGISTICS PARTNERS FOR EAHP 2014

**DHL Trade Fairs & Events (UK) Ltd**  
Unit 17 & 21 2nd Exhibition Avenue  
Birmingham B40 1PJ  
United Kingdom

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PHONE: 0044 121 782 4626

**Contact: Mr. Horst Froehling**

E-Mail: [horst@dhl-exh.com](mailto:horst@dhl-exh.com)

ESSA

Member  
2013