

ECOC 2014 Cannes, France

SHIPPING INSTRUCTIONS

1. Contact details

Your contacts at GT Exhibitions Ltd. for this event are Matt Cross and Steve Andrews, both can be contacted on tel. +44 (0)1376 567567 or via email: -

Matt Cross - mattcross@gtexhibitions.com

Steve Andrews - steveandrews@gtexhibitions.com

They will be happy to assist you with any questions you have regarding shipping items to the event. We strongly recommend that anyone wishing to ship items from outside the EU contact us in advance to discuss the best method of shipping.

2. Introduction / Important information

The event takes place at the Palais des Festivals et des Congres, Cannes from the 22nd -24th September 2014. Due to limited space and restricted access at the venue, any vehicle over 3.5 ton must first report to the registration parking area before going to the loading/unloading area at the Palais des Festivals. The address of the parking area is: -

ECOC 2014
Parking de Regulation
Avenue Pierre De Coubertin
06150 Cannes La Bocca

If you require our assistance to unload your items and deliver them to your stand, please complete our order form and tick box 4.

Please note, if you do not require our assistance for unloading you should have a member of staff on-site to receive and sign for the goods. The organiser nor the venue can sign for goods on your behalf.

Alternatively goods can be sent to our advance warehouse, already Customs cleared (address is shown below in paragraph 3a). We will transfer the goods to the Palais and deliver them to your stand. You are not required to be present during delivery if you choose this option.

For any International exhibitors wishing to send goods by air we can arrange Customs clearance (if necessary) and transport from the airport to our advance warehouse, details of consignee address for the airway bill can be found in paragraph 3c. If you are using this service, please pass this information onto your freight forwarder.

Any participants sending goods directly to the venue or to the advance warehouse, from outside the EU, should ensure their freight forwarder/courier can Customs clear the goods into France. Any shipments that get stuck in French Customs that require our assistance will be charged accordingly.

3. Ship to addresses, Consignee details and arrival dates

a) Advance warehouse shipments

All shipments must be sent to the following address, to arrive latest Thursday 18th September: -

GT Exhibitions Ltd
c/o Martini Technotrans
1235 Chemin des Combes
FR-06600 Antibes
France
Attn. Sophie LEBARON / Tel. +33 4 92 59 27 27
For: ECOC 2014 / *Exhibitor name & Stand No.*

It is important that both the paperwork and freight clearly show ECOC 2014, Cannes, exhibitor name & stand no.

b) Shipments direct to the venue

Shipments sent directly to the venue must only arrive during the official move-in times, which are: -

- Friday 19th September, from 0800 to 2100hrs (space only stands)
- Saturday 20th September, from 0800 to 2100hrs (space only stands)
- Sunday 21st September, from 0800 to 1700hrs (shell scheme & space only stands)

Vehicles 3.5 ton and under can go directly to the Palais and access via the Croisette Boulevard at Barriere Mace.

Vehicles over 3.5 ton should go to the parking registration area as shown in paragraph 2.

The driver should be aware of the exhibitor name & stand no. they are delivering on behalf of.

c) Airfreight shipments

Airfreight shipments must be sent freight pre-paid to **Nice Airport** only, no later than the 14th September, on its own master airway bill consigned to: -

Martini Technotrans
Aeroport Nice Cote d'Azur
Zone de Fret
FR-06281 NICE

Notify Party: -

Exhibitor Name / Stand No.
c/o ECOC 2014

d) Sea Freight shipments

Sea Freight shipments should be sent freight pre-paid to Marseille Port, consigned as follows: -

Martini Technotrans
1235 Chemin des Combes
FR-06600 Antibes
Ctc. Eric Folco
Exhibitor Name..../Stand No.....
c/o ECOC 2014

LCL shipments should arrive latest 5th September.
FCL shipments should arrive latest 9th September.

Please arrange express Bill of Lading.

Any shipments arriving before or after the above dates will be subject to additional charges.

4. Pre-alert / Documentation Requirements

Once your goods have been despatched, if you require any of our services please let us have a short pre-alert with details of the number of pieces, weight and volume being sent. Please also advise the name of the courier/freight forwarder used, estimated date of arrival and any tracking numbers.

For shipments sent by air or sea, please let us have a copy airway bill/Bill of Lading prior to arrival and for non-EU shipments a copy of the commercial invoice/packing list in English, with a full detailed description of the contents, Customs HS/tariff codes, quantity of each item and value of each item. Invoices should be addressed as follows: -

Exhibitor's Name
Hall/Stand Number
ECOC 2014
Palais des Festival et des Congres
Cannes
France

All pre-alerts should be emailed to mattcross@gtexhibitions.com or steveandrews@gtexhibitions.com.

Please note, certain commodities such as foodstuffs, cotton products, pharmaceutical products, some telecommunication and military items will be subject to import licence requirements. Please contact us 2 months before the show if sending any of the above items.

Failure to pre-advise us of your shipment means we are unaware it exists and cannot be held responsible for non/late delivery.

5. Courier Companies

We cannot emphasise strongly enough that exhibitors from outside the EU should not send their goods via courier companies (Fedex, UPS, DHL, etc.). The only commodity that should be sent via this method is printed matter, with a low value (\$25 or less) declared on the waybill. Courier shipments must be sent pre-paid, including local duties & taxes. Any duties & taxes that are outlaid on your behalf will be billed onto you plus an outlay fee (see our tariff for charges).

Couriers may seem the cheapest option but this is a false economy as often they cannot Customs clear the goods into France (in particular goods for temporary import) and we have to intervene.

We suggest that goods are sent to our advance warehouse and NEVER direct to the stand, unless you have a member of staff on-site to receive them on the date of delivery. The address can be found in Paragraph 3A. All courier shipments must be received at our warehouse before the 19th September 2014. Shipments arriving after this date will be subject to additional charges.

It is vital that the waybill mentions ECOC 2014, your company name and stand number. It is also imperative that you send us a pre-advice of your shipment with a copy of the courier's waybill and Customs invoice if originated from outside the EU. Failure to pre-advise us means we are unaware your shipment exists and subsequently cannot be held responsible if it is not delivered to your stand.

Non-EU exhibitors should be aware that if their courier company cannot clear the goods through French Customs they will deliver to our advance warehouse on a Customs "transit form" that will need to be cleared with French Customs by us. This can be very expensive as they raise one transit form per box you send and a Customs clearance fee will be charged per box. We will require payment of all charges prior to delivery to your stand.

6. Packing Materials/Markings

All wooden packing materials entering EU ports will need to conform to the international phyto-sanitary standard, ISPM-15. This means only wood which is free of bark, correctly treated and showing the IPPC stamp will be accepted.

All packages should be clearly marked as follows: -

Exhibitor Name
C/o ECOC 2014
Cannes
France
Stand No. _____

And marked 1 of _ , 2 of _ , etc.

Labels will be available on-site for any return shipments.

7. Empty case storage

It is forbidden to store your empty packages behind your stand. We can arrange to take away your empty materials, store them and return them at the close of the event.

We will issue you with labels to place onto your boxes, once they are empty. You should clearly write your Company name and stand no. on the labels to ensure no problems in returning your boxes to you. The empty cases will be returned to you as quickly as possible at the close of the show.

8. Breakdown

Vehicles will not be given access to unload empties or reload until 1730hrs on Wednesday 24th September. Again, vehicles over 3.5 ton should report to the parking registration area in La Bocca, where they will be until space to reload is available.

All goods must be removed from the halls by 1500hrs on Thursday 25th September. Any items remaining after this time will be removed from site and taken back to our warehouse facility in Antibes. Any charges will be charged to the exhibitor concerned. The exhibitor may also incur penalty charges from the venue.

9. Insurance

We are not responsible for any loss, pilferage or damage whilst goods are left unattended on your stand.

The handling of goods is carried out at the exhibitor/contractor's risk. We, therefore strongly recommend that all exhibitors arrange insurance cover to include transit to and from the exhibition, whilst on display and in storage.

10. Payment

Unless agreed in advance payment for all services must be made prior to, or during the show. We accept three methods of payment, which are: -

- i. Bank Transfer - Bank details can be sent on request.
- ii. Credit Card - We can accept payment by credit card. Please inform us of card details in advance. Credit card transactions are subject to a 4% fee.
- iii. Cash - All major currencies accepted.

All work carried out according to our standard trading conditions, which can be supplied on request.