

OFFICIAL SHIPPING GUIDELINES



2nd to 4th October 2018, Barcelona, Spain

Presented by



1) Introduction

GT Exhibitions Ltd kindly request for you to read these shipping instructions and guidelines very carefully concerning freight logistics to the Medlab Europe 2018 exhibition being held at the Fira Gran Via, Barcelona, Spain. This is essential in order to avoid any problems or delays with clearance, handling and transportation of your goods.

We will be pleased to assist you with any questions that you may have.

GT Exhibitions ME

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Contact:

www.gtexhibitions.com

Tybano Gowray	tybanogowray@gtexhibitions.com
George Nassif	georgenassif@gtexhibitions.com
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*All business transacted in accordance with our General Trading Conditions, copy is available upon request.
Business with third parties is made by the company as an agent of the company.*

2) Consignee Instructions

Kindly arrange to ship all shipments “**Freight Pre-paid**” consigned as mentioned below:

Consignments being sent to Barcelona (BCN Airport or Barcelona Seaport)

Consignee : Resa Expo Logistics / Medlab Europe 2018
For: (Exhibitor’s Name / Booth number)
C/Botanica – Entrada Nr. 4 – Fira Gran Via,
08908 – L’Hospitalet

Notify Party : Same as consignee

Note: -

The air waybill/sea waybill/bill of lading/truck waybill must clearly mention “**In transit to Barcelona, Spain for the Medlab Europe 2018 exhibition, for re-export at the end of the exhibition**”.

The total number of pieces, total gross weight & total volume of the freight must be clearly indicated on the waybill and the same details must match 100% to the commercial invoice.

Important Note: -

We cannot clear cargo that has not been consigned in the above manner.

Please refer to documents section (Air / Sea waybill / CMR) for added information that needs to be stated. Separate house waybills must be issued for each individual exhibitor, when consolidated.

Temporary and Permanent goods must be packed separately in different boxes.

Failing which will cause serious delays with the clearance and will invite fines and additional surcharges.

Please ensure you send a full pre-alert to GT Exhibitions Ltd.

Attn: Tybano Gowray or George Nassif or Michael Tremain by email:

tybanogowray@gtexhibitions.com / georgenassif@gtexhibitions.com / michaeltremain@gtexhibitions.com

3) Cargo Arrival Deadlines and Port of Destination

- | | |
|---|--|
| ○ Sea freight arrival at Barcelona Seaport (LCL) | 12 working days prior to exhibitor move-in date |
| ○ Sea freight arrival at Barcelona Seaport (FCL) | 7 working days prior to exhibitor move-in date |
| ○ Airfreight arrival at Barcelona BCN Airport | 5 working days prior to exhibitor move-in date |
| ○ Road freight arrival to Barcelona Warehouse | 5 working days prior to exhibitor move-in date |
| ○ Courier shipment arrival at Barcelona warehouse | 5 working days prior to exhibitor move-in date |

We strongly recommend that you ship on a direct service to the Barcelona air/sea port in order to avoid delays in trans-shipment, etc.

Direct truck deliveries to the venue must be accordingly to the official dates of the event and must be reconfirmed with GT Exhibitions

GT Exhibitions cannot be held responsible for the late or non-delivery of goods, including additional surcharges incurred for shipments that fail to comply with the above mentioned arrival deadlines. Cargo arriving after the deadline dates as mentioned above will be subject to a minimum **50% late arrival surcharge** on the handling tariff.

4) Shipping Documentation

Documentation Required

The following documents are required for the temporary import clearance of goods in the UAE.

Shipments arriving by Sea freight / Air freight / Road freight / Courier freight: -

- a. Proforma / Commercial Invoice & Packing List: **2 Originals** and 3 Copies
- b. ATA Carnet (if used for shipping) **1 Original** and 3 Copies
- c. Bill of Lading / Air waybill / CMR/ Truck waybill **1 Original** and 3 Copies
For Sea freight a copy of the Express Release Waybill will suffice
- d. H.S. Code Summary Sheet: For shipments with more than three (3) HS Codes

Bill of lading / Air waybills / Truck waybills

Must be consigned as per instructions mentioned above (see section 2) in the name of "Resa Expo Logistic / Medlab Europe 2018" only, failing which we will not be able to process the Customs clearance.

Commercial Invoice/Packing List

Please ensure the commercial invoice issued complies to the below requirements:

- The document must be duly typed in English
- Must be printed on shipper's letter head along with an authorized signature. The document must be headed "Proforma/Commercial invoice".
- Temporary and permanent goods must be packed and invoiced separately
- Must be addressed/consigned as follows:

Resa Expo Logistics / Medlab Europe 2018
For: (Exhibitor's Name / Booth number)
C/Botanica – Entrada Nr. 4 – Fira Gran Via,
08908 – L'Hospitalet,
Barcelona, Spain.
- The Invoice must clearly indicate a detailed description along with the serial number, weight, country of origin, model And HS Customs Tariff code and value (in US\$) for each individual item
- The invoice and packing list must also clearly mention the total CIF value of the goods, total number of packages, the total gross weight and volume of the consignment. The packing details (number of pieces, gross weight and volume) must match 100% to the details declared on the air/sea/truck waybill
- The invoice clearly mention the number of units per each item / values / full description of items in English.
- The packing list must indicate individual weight and dimensions of each package in the shipment. Along with the total number of boxes/pallets, gross weight and dimensions.

- For goods such as machinery and electrical items, the serial number, make and model must be listed in the commercial invoice
- The Commercial invoice must have the following declaration clearly stated in its contents “We hereby guarantee that this is a true and correct invoice, and that the goods referred to are of the origin, manufacture and production of **(Country...)**”
- In case of shipments with multiple HS codes you must provide a data sheet clearly listing the items with their individual description, weight, quantity, Country of origin, value and corresponding HS codes

ATA Carnet

We strongly recommend using the ATA Carnet for temporary importation. Using ATA Carnets in Europe reduces cost and also speeds up customs procedures.

The requirements for processing importation using the ATA Carnet system is mentioned below:

- All equipment (each and every item) which you are intending to ship under the ATA Carnet system must have engraved serial/identification numbers clearly visible. The same serial/identification numbers must also be mentioned in the ATA Carnet and Commercial Invoice and must match 100%.
- An invoice will need to be attached along with the ATA Carnet, as required by Customs for import. The weight of the shipment on import must match exactly on re-export.
- Customs will check each item/piece of equipment during examination and if the numbers cannot be found or do not correlate to what is mentioned in the documents, the temporary importation of the shipment will/may be rejected and the ATA carnet will not be used or stamped
- The ATA Carnet number must be clearly mentioned on the air or sea waybill
- Cargo and exhibits being shipped under ATA Carnet cannot be combined with any other permanent or temporary import goods not included in the ATA Carnet. This must be shipped on an individual and separate waybill. **Only 1 x ATA Carnet should be sent per waybill.**
- It should clearly mention the returning destination for the freight out of Spain

The cargo details, piece count, weights and values mentioned on the Carnet should match 100% to the details mentioned on the air or sea waybill.

Important: Documents failing to meet the above requirements will result in Customs fines and possible delays.

For All Shipments

The original shipping documents must be sent to GT Exhibitions, Dubai office 10 days prior to the arrival of the vessel if sent by sea freight or attached to the original air waybill if the goods are sent by air.

A full pre-advice, with copy of all the above mentioned documents, should be sent to GT Exhibitions prior to dispatch for pre-approval.

6) Restricted Cargo

Spanish Customs regulations impose some restrictions on the importation of certain commodities into the country. If you are not sure if your product falls under this category, this can be checked and confirmed with the relevant Spanish Embassy or Consulate at origin. We can also assist you in this matter.

Listed below are a few main restrictions and cannot be shipped to the event in any case:

- Importation of products such as medicines, pharmaceutical products, food items, beverages, live plants/flowers, protected species, wireless/radio, telecommunication /defence equipment and radioactive materials of hazardous nature, Cosmetics, Hazardous/Class rated cargo, etc. may have restrictions for importation into the UAE.
- Importation of textiles products are restricted depending on the country of origin.
- Importation of exhibits such as weapons, ammunition, explosives or any other military equipment is strictly forbidden for import.

Please do not include any of these items in your shipment to avoid having your shipment stuck at customs and in some cases confiscated along with imposing heavy fines.

How ever some commodities can be imported after obtaining prior approvals and special permissions from the necessary ministries. Import permissions are solely subject to approvals from the respective authorities and ministries and such goods must be shipped only after receipt of these import permits and our confirmation. Additional charges are applicable to secure such permissions and can be quoted upon request.

If you intend to ship any such items, please contact GT Exhibitions at least 90 days prior to shipping. Please do not ship any such items without prior approval and go ahead from GT Exhibitions Ltd.

7) Packing and Case Marking

Exhibits and cargo should be well packed and designed with internal padding and battens, suitable to the nature of the goods and the mode of transportation intended. The packaging should be able to withstand the entire journey, in case of temporary import the return journey also.

It should be capable of easy unpacking and re-packing, the use of screws and clips is highly recommended instead of nails which can damage the packaging.

All packages, shipped using any mode of transport, must be clearly marked for identification on arrival showing the below information:

Name of Exhibitor: _____
Stand & Hall Number: _____
Name of the Show: Medlab Europe 2018
C/o Resa Expo Logistic / GT Exhibitions Ltd
Dimensions: _____Gross/Net Weight: _____
Case Number: _____(i.e. 1 of 3, 2 of 3, etc)_____

8) Courier shipments, Digital Videos, CD-ROMs and Films

Courier companies generally cannot clear exhibits and equipment being sent for exhibitions. Courier shipments are normally held with Customs when the volume or value is high. We therefore recommend you contact your courier company and ensure they are able to Customs clear and handle exhibition goods. In such cases we will try to assist but cannot be held responsible for late or non-delivery.

Please DO NOT send courier shipments addressed direct to your hall or stand/booth number. The exhibition hall is not a permanent warehouse and therefore courier deliveries will be refused, unless the shipment is delivered during the tenancy period and the customer is present at the booth to receive the parcels from the courier company direct.

We strongly recommend sending your courier shipments to our warehouse in Barcelona, we can receive it on your behalf against a service fee as quoted in the tariff and arrange delivery of the parcels to your stand accordingly.

All courier shipments above a certain weight (approx 10 Kg) and value (approx USD 40) cannot be cleared automatically by the courier companies and require a Spanish importer to register the goods importation. We can assist in such cases and provide the required VAT registration details to customs on your behalf against a service fee as quoted in the tariff.

Such shipments must be accompanied along with a proforma/commercial invoice with a complete description of the items being shipped. However please bear in mind that courier shipments must not include products such as medicines and pharmaceutical products, foodstuff, beverages, cosmetics, live animals or plants, any protected species and other restricted products.

Courier shipments should be sent and addressed as follows: -

Resa Expo Logistics / Medlab Europe 2018
For: (Exhibitor's Name / Booth number)
C/Botanica – Entrada Nr. 4 – Fira Gran Via,
08908 – L'Hospitalet,
Barcelona, Spain.
Attn: Jorge Reina
Tel: +34 93 2631894

A commercial invoice must accompany all courier shipments and a full pre-advice including a copy of the export courier waybill must be sent to GT Exhibitions Ltd.

Attn: Tybano Gowray or George Nassif or Michael Tremain by email:
tybanogowray@gtexhibitions.com / georgenassif@gtexhibitions.com /
michaeltremain@gtexhibitions.com

Shipments that require an advanced payment of Customs Duty or any freight charges will be refused, unless agreed in advance. Courier shipments must therefore be sent on a delivered Duty paid basis. All films, videos, slides, DVD and CD's are subject to censorship, we request one copy of each DVD/CD-ROM to be couriered to us at least 30 days prior to the event for censorship processing. Clearance of such items is solely subject to approval of the relevant government authorities.

9) Customs Clearance Information Temporary and Permanent Importation and Customs Duty

Permanent Import Clearance

Permanent Importation can be done only for goods to be consumed during the exhibition, such as consumables, office material, giveaways, catalogues, etc.

Any permanent entry is subject to payment of import duties and taxes, which is computed based on the CIF (CIF Value = declared value + Freight cost + Insurance cost) value of the goods as assessed by Spanish customs.

Temporary Import Clearance

Temporary import is allowed either with an ATA Carnet or a temporary import bond (TIB) lodged with Spanish Customs.

Goods returning to origin after the show must be processed through a temporary entry at customs, in order to avoid the payment of duties and taxes. The Spanish Customs Authorities, permit exhibits to be imported into Spain on temporary import basis. To enable us to clear the exhibits under bond on temporary import basis, please adhere to all instructions in this Shipping Manual.

As Spanish Authorities subscribe to the ATA Carnet System, you are advised to do so to expedite temporary import Customs clearance.

Certain commodities like foodstuffs, medication, electrical goods and certain rubber products are restricted from importation or require special permits for import into Spain. If you are not sure, please check with us prior to shipment to ensure we have the correct documentation as required by the Spanish Authorities

ATA Carnet

Exhibitors are strongly advised to ship their exhibition goods using the ATA Carnet System in order to shorten the processing time of documents for temporary importation.

Temporary Import Bond (TIB)

We can facilitate a TIB subject to a TIB Fee (Non Refundable) as quoted in the tariff.

Temporary importation of goods is solely subject to the approval by the applicable Customs authorities.

If Customs reject the application for clearance on a temporary importation basis, the goods will have to be imported permanently and the assessed customs duty will be applicable. All Customs Duty assessments are solely up to the discretion of Spanish customs, who can re-evaluate the value declared on the commercial invoices, in which case the duty is calculated and outlaid based on this revised value.

Temporary import goods are not permitted to leave the exhibition site during or after the exhibition until the necessary customs releases have been obtained as these are subject to control and examination by Spanish customs.

Goods under temporary import entry cannot be sold during the show and any sale operation must be reported to Spanish customs authorities, failing which will invite heavy penalties and fines.

In the event that an exhibitor would like to dispose/sell his goods during the exhibition, please contact GT Exhibitions in advance in order for us to check on possible options and advise procedures that need to be adhered too.

Temporary and Permanent materials must be packed separately, in different boxes and the supported by a separate invoice.

All Customs Duty (part or full) applicable on shipments being sent to Barcelona, Spain will be for the account of the respective freight agent/contractor or exhibitor as assessed by the Customs Authority. **An outlay fee of 15 %** of the outlaid Customs duty amount will be charged additionally towards this service.

All stand materials that are to be disposed at the end of the exhibition must be done under Customs supervision.

10) Insurance and Basic conditions on Contract

You are strongly recommended to check with your all risk Insurer that you are fully covered for all the work we may undertake on your behalf and to advise them of our conditions. As our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor/client to arrange a Full Marine (Transport) Insurance covering transport of your goods from your domicile to the exhibition, Whilst on display, in storage and the return of the same back to your domicile at the end of the show, including the period your exhibits/goods are handled by GT Exhibitions Ltd. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits/goods sold locally during the exhibition.

GT Exhibitions Ltd will not accept any liability towards any loss/damage of your exhibits/goods.

The liability of GT Exhibitions ceases with the delivery and starts with the collection of the freight at the exhibition stand. It's the exhibitors responsibility to ensure the security of his material until it is collected from the stand by GT Exhibitions.

Please note that GT Exhibitions do not insure goods automatically unless asked to do so in writing and on a case to case basis.

All work carried out is subject to GT Exhibitions standard terms and conditions of trading, copies of which are available upon request.

11) Return Shipping

Full return shipping instructions must be given, in writing, to GT Exhibitions on-site staff during the show.

If requirements change after receipt of your return instructions, all updated requests must be submitted in writing. Additional costs may be incurred and charged accordingly. All return shipments are sent on a freight pre-paid basis. For any bookings made directly with airlines or shipping lines, an administration fee will be levied.

Bookings for FCL (full container loads) shipments must be given in writing by latest the opening day of the show. This then allows us sufficient time to make the necessary booking with the shipping line. For any FCL bookings received after this date, the goods will have to be taken back to a warehouse in Dubai for loading and extra costs will be incurred.

We normally do not allow the handover of goods to another agent for return shipping, as the goods are under our temporary bond and the process can be very complicated and time consuming. If a shipment has to be handed over to another local freight agent for them to export out of the UAE we will require a security cheque from that agent for the full duty amount. Once the agent completes the export formalities correctly, fulfilling all the Customs requirements and after we have obtained the refund for the duties, the security cheque will be returned to the local agent. A handover fee will be applicable.

12) Special Handling

For any box or crate, which exceeds more than 2 tons per piece or with dimensions that exceed 2m x 2m x 1.5m (LxWxH), where special handling is required, we request exhibitors/clients to contact us, providing a detailed description of the goods in order for us to check and quote our handling charges on a case by case basis. For manpower or any equipment, which may be required to assist exhibitors, additional cost will be quoted upon request.

13) Terms of Payment

Inward: Upon uplift of goods, prior to delivery to stand.
Outward: Upon presentation of invoice/prior to delivery of shipments.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset. Personal or foreign cheques are not accepted. Payment can be made by cash, credit card – subject to additional charges, Bank draft or telegraphic transfer to our account, details as follows: -

Payable to :

Beneficiary Name: GT Exhibitions M.E. FZ LLC.
Bank Name: Emirates NBD
Branch : Al Barsha Branch (Branch Code -1379), Dubai
Account No. (USD): 1024514753102
IBAN No: AE600260001024514753102
Swift Code: EBILAEAD

(Remitting bank charges are to be borne by the respective agent/exhibitor)