

eHealth Week 2016

8-10 June

Beurs van Berlage, Amsterdam

Shipping Guidelines

INTRODUCTION

The following instructions are to assist all exhibitors / contractors with the smooth flow of freight to and from events at Beurs van Berlage.

SHOW CONTACT

You can contact our team for all your enquiries on the following lines of communication

Email:

Vivian.brodigan@interflow.ie

beverley.marchi@interflow.ie

Tel: +353 (0) 1 6853845

DELIVERIES TO BEURS VAN BERLAGE 2016

In order to avoid waiting time and problems accessing the site, Interflow will be operating an advance warehouse facility. All goods can be consolidated at this point and transferred to the stand. As the official agent, we will have priority access during the build up and break down periods to the halls. This will ensure timely delivery to your stand. We strongly recommend that you make use of the advance warehouse facility.

CONSIGNING OF SHIPMENTS

All shipments arriving at our advance depot must be sent with a pre-advice to the above contact details.

Advance warehouse delivery address:

SHIPMENTS VIA WAREHOUSE & AIRFREIGHT & SEAFREIGHT

Consignee:

Interflow Logistics
c/o Fairexx Logistics for Exhibitions BV
De Trompet 2650
1967 DD Heemskerk
The Netherlands
Phone +31 251 250060

Notify:

Fairexx Logistics for Exhibitions BV
Phone 0251 250060 / E-mail: info@fairexx.nl
Name of event: eHealth Week 2016
Name of exhibitor: Stand number:

* when sent by airfreight send on direct awb to avoid 3rd party costs *

*** Please ensure that each item is clearly labelled with your company name, hall and stand number. As per attached label sample.

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.

DIRECT DELIVERIES

Do not send shipments in advance. If you wish to have a consignment delivered directly by an independent forwarder to your stand, please ensure that somebody from your organisation is present to accept your delivery on build up day.

Consignee:

Interflow Logistics
Beurs van Berlage / HIMSS (including stand number or name)
Beursstraat opposite nr 7
1012 JT Amsterdam
The Netherlands. Ph: 0031610919070

FREIGHT ARRIVAL DATES AT TERMINAL AND WAREHOUSE

	port/airport/terminal	goods must be received by
Ocean Freight FCL	ROTTERDAM	25/5/2016 AT THE PORT OF ROTTERDAM
Ocean Freight LCL	ROTTERDAM	22/5/2016 AT THE PORT OF ROTTERDAM
Airfreight	AMSTERDAM	29/5/2016 AT AMSTERDAM, SCHIPOL AIRPORT
Truck	1967 DD Heemskerk	2/6/2016 FOR EU....31/5/2016FOR NON EU
Truck direct deliveries	AMSTERDAM	As per move in/out dates

For cargo arriving beyond deadlines, an additional 30% handling surcharge will be added to cover the additional costs. INTERFLOW 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.

LOCAL AGENTS

Interflow Logistics Ltd. has a global network of partners and freight agents to assist the exhibitors with Shipping to and from the event. The agent's contact details are available upon request and we strongly recommend that you use one of these specialised agents. They will be able to assist you with all shipping queries & quotations.

Exhibitors / contractors using their own shipping company must ensure a pre-advice detailing all the necessary information is sent to us in advance of the goods arriving. This will ensure speedy customs clearance and avoid high storage charges being incurred by airlines and shipping lines.

COURIER SHIPMENTS

Any shipments that are sent should be on a delivery duty paid (DDP) basis i.e customs cleared and all charges including taxes and duties billed to the shipper. Please consign all your courier shipments to the advance warehouse address. Interflow Logistics cannot be held responsible for any consignments addressed directly to your stand.

CUSTOMS CLEARANCE

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 HTC 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 TW : “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

INTERFLOW cannot make Customs entry on shipments where invoices indicate general descriptions such as “Exhibition goods” or “Stand-fitting materials” or “give-aways”. Nor can INTERFLOW 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.

DOCUMENTATION

- ✓ 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

CASE MARKINGS

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

1. eHealth Week 2016
2. Name of exhibitor
3. Stand number
4. Package nr. 1 of ... / 2 of / 3 of ... etc
- 5.

PACKING

We advise strong, bolted, wooden crates or cases for exhibits and displays.

Furthermore, we recommend “pallet size” cartons for all loose materials and that the pallet is sealed with plastic wrapping film. Heavy equipment must be placed on skids and provided with lifting or hoisting resources (hoist bolts, skids which can be handled by forklifts etc).

All wooden packaging coming from outside the EU must conform to current regulations – the following information must be marked or stamped on the consignment:

ISPM15 Logo

ISO Country Code

Licence number assigned to the company that performed the fumigation

Fumigation method (HT or MB treatment used)

ON SITE HANDLING

For all orders for on-site services, we must have the following details before any work is carried out:

- Dimensions and Total gross weight
- Weight of the heaviest piece
- Type of equipment / manpower required (crane, fork truck, labour etc..)

Please contact us via the methods stated on page 3 to make your booking

EMPTY CASE STORAGE

Interflow Logistics Ltd. will operate a system for the return of the empty case storage:

Storage: To be returned within 4 hours of allowed access into the halls

INSURANCE

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, whilst there and / or in storage and also in transit to other destinations.

Interflow Logistics Ltd can insure your goods for you but this is on a request basis.

*****PLEASE REQUEST COPY OF THE SHIPPING & HANDLING TARIFF*****

GENERAL CONDITIONS

- ✓ Rates will be calculated on 1 cbm=167kg volume/weight ratio for air freight and 1 cbm=333kg for road freight.
- ✓ Rates are applicable to single unit not exceeding one of the following dimensions cm 350x200x200(h) and 2.000 kg of gross weight.
- ✓ All rates are subject to 23% VAT, where applicable.
- ✓ Interflow will provide storage of shipments 10 days before and 10 days after the show. Long-term warehousing can be provided only upon specific agreement.
- ✓ The empty storage service is only intended for empty packing materials. Interflow will not be responsible for the damage or loss of any material and/or goods left inside.
- ✓ Above rates are for shipments handled in accordance with our shipping instruction and deadlines.
- ✓ Interflow are not responsible for goods left unattended at the stand at the closing of the event.
- ✓ 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.
- ✓ Above rates do not apply to shipments of live animals, dangerous goods, perishable, valuables or any other kind of special cargo.
- ✓ Third party charges, demurrage, detention or storage charges, incurred for reasons beyond our control will be billed as per outlay + 10%.
- ✓ Issuing of various certificates (CITES, Phytosanitary, Sanitary, Fumigation) will be billed as per outlay + 10% (minimum charge EUR 25,00).

BOOKING FORM

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
Freight forwarding		
Advance warehouse to stand		
Direct Offload/reload to stand		
Return to advance warehouse		
Collection, storage and redelivery of empty cases		
On-site labour		
Return freight		

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




Date

Signature

DEBIT/CREDIT CARD AUTHORISATION

WE GLADLY ACCEPT



FOR DEBIT/CREDIT CARD PAYMENT ONLY: Please complete the form below and mail or e-mail to:									
Interflow Logistics Ltd. Suite 304 The Crescent Building, Northwood Business Park, Santry, Dublin 9, Ireland					EMAIL: gwangim@interflow.ie Attention: Ima Dolan				
PAYMENT TYPE									
	Card number:	4							
	Card number:	5							
	Card number:	3							
Expiration Date: mm/yy			/			CVV Code:			
Authorized amount:		€	Shipment Reference Number:						

☐ I hereby authorise you to debit my credit card for the full amount plus 5% surcharge

CARDHOLDER INFORMATION

Print Name (exactly as show on card):

Phone Number:

E-MAIL:

CC Billing Address and VAT Number:

Company Name:

Cardholder Signature: _____

I hereby promise to pay the authorized amount shown above to Interflow Logistics Ltd

All business of interflow Logistics LTD. is transacted under the current edition of the Standard Trading Conditions of the Irish International Freight Association.