



International Shipping Instructions and Tariff

on the occasion of the 27th ECNP Congress 2014

18 - 21 October 2014

Berlin, Germany

CityCube Berlin

MAKING BUSINESS FLOW



Shipping Instructions

Introduction

CEVA Showfreight are again bringing their exhibition site logistics and forwarding skills to ECNP as the sole officially appointed freight and lifting contractor on the occasion of the 27th ECNP Congress. This puts us in the unique position of being the only authorized company able to operate forklift trucks at the CityCube Berlin.

Tenancy Dates

Build up **16th – 18th October 2014**
Show open **18th – 21st October 2014**
Breakdown **21st – 22nd October 2014**

Break-down period will end at 16:00 hours on Wednesday 22nd October 2014. Any shipments that remain in the exhibition halls after this date / time, will be transferred to our offsite warehouse at the exhibitor /contractors cost.

Shipping deadlines

Road freight shipments to advanced warehouse : **Monday 13th October 2014**
Courier shipments to advanced warehouse : **Monday 13th October 2014**
Airfreight shipments : **Monday 13th October 2014**
Logistics Order form, pre alerts and documentation : **Wednesday 8th October 2014**

To ensure your shipment can be delivered on the required date please follow the deadlines listed.

Shipments arriving after the above dates will incur a late arrival surcharge as per tariff (25%).

Pre-Alerts and Documentation

All shipments must be pre-booked and paid for with CEVA Showfreight in advance of the build-up period. Failure to pre-book your shipment could result in delays when arriving on-site at the CityCube Berlin.

For shipments originating outside of the European Union we require a proforma invoice detailing each item with descriptions of values and a packing list with specifications of weights and measurements. This invoice should be addressed to your stand on the occasion of the 27th ECNP Congress 2014. Copies of invoices can be emailed to nadja.wever@cevalogistics.com for approval. The declared values must be true and realistic otherwise the shipment may be held with customs.

All shipments must be pre-advised to CEVA Showfreight with customs and transport documents on/before Wednesday 8th October.

Please email your pre-alert to nadja.wever@cevalogistics.com

Air/Road/Courier shipments

Please consign AWB's and CMR's as follows:

Consignee CEVA Showfreight / Agility Logistics GmbH/ ECNP 2014
 Company name, Stand no.....
 27th ECNP Congress 2014
 Jafféstrasse 2
 14055 Berlin
 Germany

Notify CEVA Showfreight
 Tel: +31 (0)6 83628592
 nadja.wever@cevalogistics.com

Due to the limited space available for offloading/reloading off vehicles, direct access to the venue with trucks is restricted and needs to be reconfirmed with CEVA Showfreight.

Please note: Courier companies such as **TNT, UPS, FEDEX** and **DHL** deliver door to door, and **do not** deliver the goods to the stand. To make sure your shipment will be delivered to your stand in time and cleared customs we advise you to address your shipment to CEVA Showfreight as per above instruction.

Shipping Instructions

Storage

CEVA Showfreight can offer you as an exhibitor a number of storage facilities; before, during and after the event. Our storage tariff for empty packing material includes the collection from your stand, transport to our warehouse and the return delivery to your stand.

Shipment labels

We strongly advise to label each piece of your shipment as follows:

CEVA Showfreight / Agility Logistics GmbH
27th ECNP Congress 2014
Company name, Stand no.....
Jafféstrasse 2
14055 Berlin
Germany
Contact: Nadja Wever
Tel.: +31 (0)6 83628592

CEVA Showfreight has provided shipping labels for its clients which will be send upon request

Contact details

For further information about our services or questions regarding our instructions and tariff, please feel free to contact our dedicated team, we'll gladly be at your service.

CEVA Showfreight
Folkstoneweg 182
1118 LN Schiphol
The Netherlands
Telephone: +31 (0)88 0283183
E-mail: nadja.wever@cevalogistics.com

International Freight Tariff

1. Inbound (1 cbm = 300 kg / 1 Ldm = 4 cbm)

Unloading from Vehicle to Stand	€ 20.00 per cbm / minimum 7 cbm
Direct unloading Half Trailer Load	€ 550.00 per trailer
Direct unloading Full Trailer Load	€ 950.00 per trailer
Unloading via Warehouse	€ 60.00 per cbm / minimum 3 cbm
Courier – Receipt, Registration, Delivery to Stand up to 50 kg	€ 65.00 minimum

2. Airfreight Handling (1 cbm = 167 kg)

From free arrival TXL Berlin Airport, inward handling and transportation up to advance warehouse	€ 1.40 per kg
Minimum 250 kg	€ 350.00

3. Customs

Inbound Customs Clearance ATA	€ 170.00 per shipment
Customs Entry Handling Fee	€ 210.00 per shipment
Import Bond Fee	1.50 % of bonded value / Minimum € 180.00
Permanent Import	€ 165.00 per shipment
Duties and VAT	at cost
Advanced Fee on Import Duties and VAT	10% / Minimum € 40.00
Re-Export Customs Clearance ATA	€ 170.00 per shipment
Export Customs Declaration	€ 210.00 per shipment
Use Agent Tax Number	€ 55.00 per shipment
Customs Examination	€ 210.00 per shipment

4. Empties

Storage of Empty Packing Materials - Normal Priority	€ 58.00 per cbm / minimum 3 cbm
Storage of Empty Packing Materials - High Priority	€ 76.00 per cbm / minimum 3 cbm
Storage of Empty Packing Materials - Full goods	€ 76.00 per cbm / minimum 3 cbm

5. Outbound

Reloading from Stand to Vehicle	€ 20.00 per cbm / minimum 7 cbm
Direct reloading Half Trailer Load	€ 550.00 per trailer
Direct reloading Full Trailer Load	€ 950.00 per trailer
Reloading via Warehouse	€ 60.00 per cbm / minimum 3 cbm

6. Others

Hire of Labour	€ 45.00 per hour / minimum of 4 hours
Agency, Attendance and On-site Supervision Fees	€ 60.00 per consignment / order

Working hours / days – overtime surcharges

Normal Working Days / Hours	Monday – Friday, 08:00 – 17:00 hours
After Normal Working Days / Hours	50% surcharge
Weekends / Public Holidays	50% surcharge

International Freight Tariff

7. Liability

CEVA Showfreight is a trade name of CEVA Logistics Netherlands BV which is registered under Chamber of Commerce number 16066165. On all our transactions are applicable the CEVA Showfreight Conditions and the General conditions of the Federation of Dutch Forwarding Agent's (FENEX) deposited at Registry of the District Court at Amsterdam, Arnhem, Breda and Rotterdam. A copy of the FENEX conditions is attached. We express the fact that your goods are not automatically insured by us.

Please take into consideration that the liability of CEVA Showfreight is limited. We cannot be held responsible for goods left unattended at your stand. We therefore advise that you to insure your goods for the duration of the show.

8. General conditions

- All prices are excluded 21% VAT.
- Please note that we will charge a 25% surcharge on the handling tariff for all goods arriving after the ultimate arrival dates.
- No credit is given. We advise you to use one of our appointed agents in your country to avoid any credit issues. Please ask us for your reliable partner in your country.
- Credit card transactions will be charged with a 5% surcharge on the total invoice amount (incl. VAT and duties)
- 10% advanced fund commission on all third party costs made by CEVA Showfreight will be forwarded to you.
- The above tariff is based upon current economic conditions (rates of exchange, fuel prices etc.) and maybe subject to alteration.
- This tariff is only valid for on the occasion of the 27th ECNP Congress 2014 held at the CityCube Berlin, Germany.
- For work carried out after normal working hours a 50% surcharge applies.
- Invoices will be send per exhibitor/per shipment
- We advise you to use one of our appointed agents in your country to avoid any credit issues. Please ask us for your reliable partner in your country.
- CEVA Showfreight accepts no responsibility for loss or damage to any goods left unattended at any time.

Orderform Logistic Services

CEVA Showfreight are appointed by ECNP as the sole official logistics contractor on the occasion of the 27th ECNP Congress 2014. CEVA will provide road/sea/air transportation, customs clearance, onsite handling and assistance, as well as empty case storage.

For a full quotation please complete and return this order form using the details below.

Orders need to be placed on or before Wednesday 8th October 2014, orders placed after this deadline will be subjected to a 25% surcharge on the handling tariff.

Your company details:

Company name : _____

Contact person : _____

Address : _____

Zip code/City : _____

Country : _____

VAT number : _____ Stand number: _____

Telephone number : _____

Mobile number : _____

Fax number : _____

E-mail address : _____

Shipping details:

Please indicate the service you require: **Dedicated Transport / Groupage / Onsite handling only** (please circle)

Description plt/crate/etc.	Number of pc.	Length in cm	Width in cm	Height in cm	Weight in kgs	Value in EUR	Courier tracking nr.

Orderform Logistic Services

Services:

- | | | | |
|--|-----------|---|-------------------|
| <input type="checkbox"/> Unloading from Vehicle to Stand | Date/time | : | _____ |
| <input type="checkbox"/> Unloading via Warehouse | Date/time | : | _____ |
| <input type="checkbox"/> Courier shipments | Date/time | : | _____ |
| <input type="checkbox"/> Storage empty packing material | Volume | : | _____ cubic meter |
| <input type="checkbox"/> Storage empty packing material – Priority | Volume | : | _____ cubic meter |
| <input type="checkbox"/> Storage empty packing material – Full goods | Volume | : | _____ cubic meter |
| <input type="checkbox"/> Reloading from Stand to Vehicle | Date/time | : | _____ |
| <input type="checkbox"/> Reloading via Warehouse | Date/time | : | _____ |
| <input type="checkbox"/> Other services | | | _____ |

Payment:

Creditcard details:

- American Express
- Visa Card
- Eurocard Mastercard

Card holder : _____

Card number : _____

Valid till : _____ Security code: _____

Signature:

Date:

* Your signature for reading and accepting our (enclosed) conditions and liability.

Should you use one of our appointed agents to ship and handle your exhibits, you do not need to fill out and return this form to CEVA Showfreight.

CEVA Showfreight only accepts completely filled out and signed order forms.

Should you not fill out your VAT number, then CEVA Showfreight is not able to reverse the VAT and is forced to send you the invoice with 21% VAT for companies within the European Union.

All shipments will need to be paid prior to the last day of the show.

Nadja Wever
CEVA Showfreight
Tel: +31 (0)88 028 3100
Mobile Phone: +31 (0)6 83628592
Email: nadja.wever@cevalogistics.com

Terms and Conditions

CEVA Logistics Netherlands B.V.
Showfreight

CONDITIONS

The latest version of the Dutch Forwarding Conditions ("Fenex Conditions") as filed by the Netherlands Association for Forwarding and Logistics (Fenex) at the office of the District Court in Amsterdam, Arnhem, Breda and Rotterdam applies to all activities of Showfreight. The Fenex Conditions do not cover every aspect of the full service package of CEVA Showfreight and, therefore, additional conditions shall apply in these cases. The most relevant articles of the Fenex Conditions (abridged) and the additional Conditions of CEVA Showfreight are listed below. The full text of the Fenex Conditions can be provided on request.

CONDITIONS OF CEVA SHOWFREIGHT

A. General

1. Definitions:

CEVA Showfreight (part of CEVA Logistics Netherlands B.V.): hereafter also called "CEVA Showfreight", provides logistics services for trade fairs, exhibitions and events on the instruction of trade fair organizers, stand builders, exhibitors, etc.

Client: a company or organization that has instructed CEVA Showfreight to perform work.

Exhibitor: a company or organization that takes part in a trade fair, exhibition or event.

Stand builder: builds a stand on the instructions of an exhibitor, and, if requested, sets up the display.

Hall lessor/manager: the owner of a hall complex who leases exhibition space to a trade fair organizer or trade fair exhibitors.

Trade fair organizer: a company or organization that organizes events and exhibitions in hall complexes and that is not the owner of the hall complex.

2. CEVA Showfreight shall be present on location during the normal working hours and days. At its discretion, CEVA Showfreight may perform work at different times, subject to a surcharge. All additional costs related to the work performed outside of the normal working hours, such as travelling time and waiting time, shall be charged to the client on the basis of the actual costs incurred.

3. If the client requests materials not present at the trade fair location, these materials can be provided on request if available. The client shall be charged for the cost of delivery and removal and the daily rental charge.

4. If, after written confirmation of an order, the client chooses not to make use of the services, CEVA Showfreight reserves the right to charge the client a maximum of 50% of the order value.

B. Representative

Unless agreed otherwise, any person who instructs CEVA Showfreight to carry out activities will be deemed to be the authorized representative of the exhibitor / stand builder / organizer for whom the services are being provided. This representative declares that he/she agrees with both the Fenex Conditions and the Conditions of CEVA Showfreight. Unless agreed otherwise, CEVA Showfreight will deem this representative to be the person authorized to give instructions and directions while the work is being performed.

C. Provision of services

1. The client shall bear the expense and the risk of the work performed by CEVA Showfreight.

2. If goods are addressed to CEVA Showfreight, CEVA Showfreight will deem this to be an order and shall handle/deliver the goods accordingly (after payment in cash where deemed necessary). The costs of this service will be charged to the exhibitor / stand builder / organizer.

3. CEVA Showfreight reserves the right to suspend the activities, such as loading and unloading, if:

a. it is not clear on whose instructions the work is being performed;

b. the shipment details are unclear and/or incomplete;

c. the goods are in such a condition that further handling of these goods could result in damage / further damage to goods and/or third parties and/or cause injury to persons;

d. the material required is not available;

e. this has resulted or could result in damage of any nature;

f. the instructions of CEVA Showfreight personnel have not been correctly followed;

g. the location at which the work is to be performed is not accessible or not available.

D. Client's responsibilities

1. Goods are not insured, client needs to arrange a (transport) insurance by himself

2. The client is responsible for the situation in and around the stand that will enable CEVA Showfreight to perform the work at the agreed times.

3. The exhibitor/stand builder shall be present to provide guidance and instructions while the work is being performed.

4. The client is responsible for providing written instructions on the work that is to be performed.

E. Responsibilities/liability of CEVA Showfreight

1. Unless agreed otherwise, CEVA Showfreight shall deliver goods directly to the stand, after which the exhibitor / stand builder shall bear the expense and risk of these goods.

2. CEVA Showfreight shall under no circumstances be held liable for damage to or loss of goods left unattended in trade fair halls and/or stand locations.

3. CEVA Showfreight is not liable for the contents of the parcels.

4. CEVA Showfreight is not liable for the number of parcels loaded from the stand or placed in storage.

5. CEVA Showfreight is not liable for damage or loss arising from incorrect labeling of the goods that are to be transported or loaded under the direction of CEVA Showfreight.

6. Unless agreed otherwise, CEVA Showfreight is not liable for the incorrect loading of the goods in the absence of the client.

7. CEVA Showfreight is not liable for damage arising from the use of unsuitable transport equipment by the client.

8. CEVA Showfreight is not liable for damage that arises as the result of improper stowage if the client or a party acting on the client's behalf or another interested party has not provided instructions or has provided inadequate instructions and if CEVA Showfreight has not been informed of the objections to the manner of stowage in writing at the time of the performance of the work.

9. CEVA Showfreight is not liable for damage that arises as the result of the breakdown of hoists, lifting equipment or other equipment, unless the equipment belongs to CEVA Showfreight and it can be shown that the equipment was not in proper working order or did not meet government requirements or, in the absence of government requirements, did not meet the requirements that could reasonably be expected.

10. CEVA Showfreight is not liable for loss or damage caused by another party working on the grounds of the trade fair, whether or not under the orders of the hall managers or trade fair organizers.

11. CEVA Showfreight shall only consider claims if the damage is reported to the office immediately when it occurs, but in any case before the goods leave the grounds of the trade fair so that CEVA Showfreight has the opportunity to record that damage and have a professional assessment made if it deems this necessary.

F. Instructions of hall managers/trade fair organizers

1. Handling of the participants' goods and packaging, such as internal transport and storage on the instructions of hall managers, trade fair organizers or other interested parties, shall be charged to the stand builder / exhibitor.

2. Costs for the activities arising from changes to the construction and dismantling times, location, etc. shall be charged to the stand builder / exhibitor.

Terms and Conditions

G. Storage of packaging

1. CEVA Showfreight is not liable for the nature, quality or quantity of packaging material collected from the stand during the set up of a trade fair.
2. CEVA Showfreight reserves the right to, upon completion of the work order, store the packaging material at a site to be selected by CEVA Showfreight. The location of this site will not affect the application of the packaging surcharges.
3. When placing the order, it must be made clear whether and to what extent the packaging will be empty or full.
4. CEVA Showfreight provides no guarantee for the time at which the packaging will be returned to the stand.
5. Packaging is usually stored in areas that cannot be securely locked; CEVA Showfreight is not liable for damage or loss that may arise as a consequence.
6. The packaging storage area is not accessible to the client.
7. At the end of the trade fair, the packaging will be brought back to the stand, at which time the responsibility for the packaging will transfer to the exhibitor.

H. Storage

1. CEVA Showfreight is not liable for the nature, quality or quantity of goods that the client has requested CEVA Showfreight to place into storage.
2. If stored goods damage the property of third parties or materials or buildings, the costs arising from this damage will be charged to the client.
3. The storage area will be accessible during normal working hours; access will be provided upon approval of and under the supervision of a CEVA Showfreight employee.
4. Entering the storage area is at the visitor's own risk. Visitors to the storage area must respect all CEVA Showfreight instructions and regulations.
5. The client shall bear the costs related to the supervision of the visit to the storage area.
6. The client is liable for any direct or indirect damage caused by the client or any person falling under the client's responsibility.

DUTCH FORWARDING CONDITIONS, GENERAL CONDITIONS OF THE FENEX (Netherlands Association for Forwarding and Logistics)

Filed at the office of the District Court in Amsterdam, Arnhem, Breda and Rotterdam on 1 July 2004.

Liability

Article 11.

1. All operations and activities will be at the client's expense and risk.
2. Without prejudice to the provisions of Article 16, the forwarder shall not be liable for any damage whatsoever, unless the client can prove that the damage has been caused by fault or negligence on the part of the forwarder or any subordinate of the forwarder.
3. The forwarder's liability will in all cases be limited to 10,000 SDRs per event or series of events with one and the same cause of damage, subject to the proviso that in the event of damage, loss of value or loss of the goods comprised in the order, the liability will be limited to 4 SDRs per kilogram of the gross weight of damaged or lost goods, with a maximum of 4,000 SDR per consignment.
4. A claim may never exceed the value stated on the invoice, in default whereof the market value at the time when the damaged occurred shall apply. The forwarder is not liable for lost profit, consequential loss, or intangible loss.
5. If, during the performance of the order, damage occurs for which the forwarder is not liable, the forwarder shall make efforts to recover the client's damage from the party that is liable for the damage. The forwarder shall be entitled to charge the client for the related costs. If requested, the forwarder shall waive his claims against third parties engaged by him for the purpose of carrying out the order in favor of the client.
6. The client is liable to the forwarder for any damage arising as a consequence of the goods or the nature of the goods and the packaging thereof, incorrectness, inaccuracy or incompleteness of instructions, failure to deliver the goods at the appointed time and place, as well as the failure to supply documents and/or instructions at the appointed time, and fault or negligence in general on the part of the client, any subordinate of the client or a third party called in or engaged by the client.
7. The client shall indemnify the forwarder against third-party claims relating to the damage referred to in paragraph 6, including claims by any subordinate of the forwarder or the client.
8. Even when all-in or flat rates have been agreed, the forwarder, not acting as a carrier, shall be liable under the present conditions and not as a carrier.

Article 12.

1. Force majeure shall be understood to include all circumstances which the forwarder could not reasonably avoid and the consequences of which the forwarder could not reasonably prevent.

Article 13.

1. In the event of force majeure, the contract will remain in force; the forwarder's obligations will however be suspended for the duration of the event of force majeure.
2. All additional costs resulting from the event of force majeure, such as carriage and storage charges, warehouse or yard hire, demurrage for vessels or trucks, insurance, removal, etc. shall be borne by the client and paid to the forwarder upon first request.

Article 14.

1. A statement on the part of the client for the time of delivery shall not, on its own, bind the forwarder.
2. Unless agreed otherwise in writing, the forwarder provides no guarantee as to the time of arrival.

Article 24.

1. These general conditions may be cited as the "Dutch Forwarding Conditions". In the case that the English translation differs from the Dutch text, the latter will prevail.

FENEX (Netherlands Association for Forwarding and Logistics)
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Havennummer 2801, 3195 ND Pernis-Rt
PO Box 54200, 3008 JE Rotterdam
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