

# SHIPPING INSTRUCTIONS



Exhibition name	ESCRS Winter Meeting 2023	Our Show reference	VIL23A01
Venue	Tivoli Marina, Vilamoura	Sales Contact	Mark Saxton
Exhibition Dates	10 <sup>th</sup> to 12 <sup>th</sup> March 2023	Operations Contact	Chris Torr

## CARGO DEADLINE DATES

Mode of transport	Arrival point	Deadline date <sup>(1)</sup>	Type of Cargo <sup>(2)</sup>
Air freight	Lisbon airport (LIS)	02 <sup>nd</sup> March 2023	EU & Non EU Cargo
Road freight / Courier	Alverca warehouse	06 <sup>th</sup> March 2023	EU Cargo / DDP terms
Direct delivery	Tivoli Marina	08 <sup>th</sup> March 2023 (0800-1800) 09 <sup>th</sup> March 2023 (0800-1800) <b>Official build-up period <sup>(3)</sup></b>	EU cargo

<sup>(1)</sup> Please remember that the dates shown above represent that last date for receiving cargo at the arrival point. Please allow time for transit from the point of origin to the arrival point indicated

<sup>(2)</sup> Dates provided are for "General Cargo" that can be described as non-restricted, non-hazardous. If you have any items such as pharmaceutical products, food and drink or any items that need to be submitted for inspection (such as local health authorities), please notify us in advance so that we can provide deadline dates for your exhibits.

<sup>(3)</sup> Current times for official Build-up are based on current dates issued by show management.

## CONSIGNEE & DELIVERY INSTRUCTIONS SEAFREIGHT & AIRFREIGHT

Shipments arriving by **AIR** from outside the European Union must be cleared for either **temporary** or **permanent importation** at the first point of arrival (sea port or airport) as the exhibition venue is not a customs bonded area.

It is important that all documents are emailed to [escrs@gbhforwarding.com](mailto:escrs@gbhforwarding.com), PRIOR TO SHIPMENT, for approval. Please refer to **Documentary Instructions** section on page 5 of these instructions.

Consignee (for Sea and Air freight shipments)	Notify Party
MERKUR EXPO LOGISTICS FOR ESCRS WINTER MEETING 2023 RUA QUINTA DO PINHEIRO, NO 1 2615-184 ALVERCA – PORTUGAL NIF 513 844 287 <EXHIBITOR NAME & STAND NUMBER>	ESCRS WINTER MEETING 2023 <EXHIBITOR NAME & STAND NUMBER>

**This information should only be shown if we are performing customs clearance. If clearance is being arranged by your forwarder, your forwarder must be shown as the importer. We must arrange customs clearance if consigned as above.**

## ADVANCE RECEIVING WAREHOUSE EUROPEAN ROAD FREIGHT / COURIER

Shipments arriving by **ROAD** from within the European Union should be delivered to the Alverca receiving warehouse located at the following address

Please ensure that we are notified of your delivery PRIOR TO SHIPMENT, so that we can alert the warehouse to expect your shipment.

Consignee & Delivery Address (for Road shipments)	Notify Party
MERKUR EXPO LOGISTICS FOR ESCRS WINTER MEETING 2023 RUA QUINTA DO PINHEIRO, NO 1 2615-184 ALVERCA – PORTUGAL NIF	ESCRS WINTER MEETING 2023 <EXHIBITOR NAME & STAND NUMBER>

**Please email customs documents to [escrs@gbhforwarding.com](mailto:escrs@gbhforwarding.com), prior to shipment, for approval.  
Information on customs documentation can be found at the end of these instructions.**

**CMR & DELIVERY INSTRUCTIONS** **DIRECT DELIVERY**

Shipments arriving by road direct to Tivoli Marina in Vilamoura will only be accepted during the official build-up period. Shipments arriving earlier than the official build-up period will be refused.

All vehicles will need to book in with GBH Exhibition Forwarding IN ADVANCE to ensure that lifting equipment is ordered and a time slot allocated.

Consignee for CMR & Delivery Note	Contact details
CENTRO DE CONGRESSOS DO ALGARVE MARINA DE VILAMOURA 8125-901 QUARTEIRA PORTUGAL <EXHIBITOR NAME & STAND NUMBER> C/O GBH EXHIBITION FORWARDING LTD	On site contact details will be provided once your delivery has been booked in.

**PACKING & LABELLING**

Please ensure that your goods are adequately packed for export shipment. It is your responsibility as the shipper of the cargo to ensure it is packed and secured in such a manner as to withstand transportation and handling to destination.

Please remember that Exhibition venues, no matter how secure they may appear, are ideal for casual or spontaneous thieves. When packing your shipment, consider how valuable and desirable your display and stand materials may be and ensure that valuable TV monitors, computers and other similar items are securely crated and not easily identifiable.

While everyone concerned will take every possible precaution when handling your shipment, it is inevitable that at some point your cargo will be subject to some degree of stress. Sudden movements in vehicles while in transit as well as loading and unloading operations are all unavoidable and should also be considered when packing.

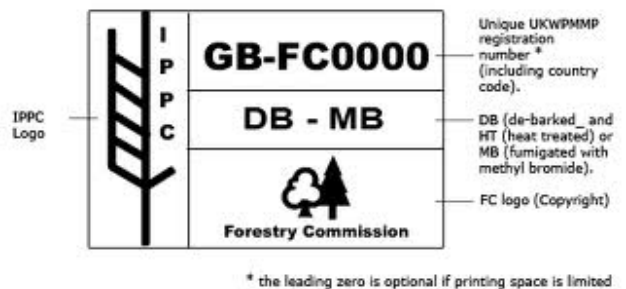
Ensure that all items are clearly marked with your company name & stand number, exhibition name, exhibition venue, number of pieces, sizes and weight. A label template is available on request.

**Access to the exhibition floor is via a freight lift only – estimated measurements of the freight lift are 2.30 m x 1.10m x 1.70m (LWH) maximum weight 1500kilos.**

**WOOD PACKAGING MATERIALS (ISPM15 REGULATIONS)**

All Wood Packaging Materials (WPM) must conform to ISPM15 regulations and have been treated to prevent the spread of disease and insects that negatively affect plants and ecosystems.

The regulations cover all packing materials such as pallets, crates, cases and dunnage. All WPM should be manufactured from wood that has been debarked and then heat-treated or fumigated with methyl bromide and stamped or branded with a mark of compliance. Please see the example to the right.



**ALL RISKS INSURANCE**

**Please be aware that your goods are carried and handled entirely at owners' risk.**

Please do not assume that your cargo is automatically covered. We strongly recommend that you arrange for your goods to be covered for all risks insurance from the moment your goods leave your works until they reach the final destination after the show has closed. **It is the responsibility of the owner of the exhibits or the exhibitor to ensure that cargo is adequately covered.**

We suggest that you consult your own insurers and verify that you are suitably covered. You may find that your shipment is covered by an existing policy or can be included on an existing policy for a small charge.

## PRE-SHOW CARGO HANDLING VIA WAREHOUSE

All shipments arriving at our warehouse will be held in storage and transferred to your stand during the official build-up period. Please therefore ensure that all packages are clearly marked with the Exhibition name, exhibitor name & stand number.

If your stand is part of the "Shell-Scheme" delivery cannot commence until the stand has been built.

If your shipment arrives during the official build-up period and your stand is built, we will deliver direct to the stand. If your stand is not built, it will be placed into storage and delivered at the first available opportunity.

## COURIER SHIPMENTS (UPS, FEDEX, ETC.)

We do not recommend sending your exhibits via courier direct to your stand at the exhibition or to the general address for the venue. **We recommend that courier shipments are sent to our Alverca warehouse on a DDP basis.**

Shipments arriving from outside the European Union are subject to import tax (VAT) and it is usual for the importer (not the overseas exporter) to pay the import tax and showing their VAT Registration number. This requires prior consent from the importer and will often delay clearance as the courier company may ask the importing agent to process customs clearance formalities. Please therefore note that customs clearance and VAT registration number fees will apply.

**If you have no alternative and must send materials using a courier company, it is important that we are notified in advance and are provided with a copy of the waybill and any tracking numbers as well as copies of any commercial invoices you provide to the courier company**

## EUROPEAN IMPORT RESTRICTIONS

At present, import restrictions apply to a wide variety of products and materials. This applies to such items as textile products, foodstuffs, beverages, weapons, pharmaceutical and medical products, plus many more. The inclusion of such items will inevitably cause delays unless they are an integral part of your product. We therefore encourage you not to ship such products unless they are the products you wish to exhibit. Please remember to supply us with your detailed documentation **PRIOR TO SHIPMENT** so that any such items can be excluded from your shipment or the relevant documents obtained to allow clearance on arrival.

It must be assumed that you as an existing or potential exporter to the European Union, you are aware of the import regulations governing the products you wish to exhibit. GBH cannot be held responsible for the failure to provide documentation that may be requested by any Governmental body (Customs, health departments, etc.) at the time of importation.

## REMOVAL, STORAGE & RETURN OF EMPTY PACKING

On your request, any empty packing materials you have for storage during the show will be removed from your stand during build-up and returned in the evening of the last day of the show.

In most instances, a representative will call by your stand and discuss your requirements for storage. If, for any reason, no one visits you during the build-up period **please do not assume that empty cases, cartons or pallets will be taken away automatically.** Please visit our service desk, call one of our on-site representatives, or call our office in Sheffield and someone will provide you with labels to place on your empty packing materials.

Please rest assured that every effort will be made to return your packing materials as promptly as possible, after the show has closed. Because of the high volume of empties, we are unable to provide you with any guarantee on what time they will be returned to your stand. The process of returning empties generally begins within an hour of the show closing and continues throughout the afternoon.

## STORAGE & DELIVERY OF CONSUMABLE MATERIALS

If you are running equipment during the show, processing consumable materials for demonstration or have large quantities of product or promotional gifts for distribution, it is very likely that you will be unable to store all of the items on your stand. In such cases, we ask that you contact us to see that this service is available to you at pre-set times during the show or on an ad hoc basis.

**Do not store any consumable items or un-used equipment with your empties. All such items should be stored in secure areas and handled accordingly. Once items are placed into empties storage, under no circumstances can they be retrieved until after the show has closed.**

## ADDITIONAL LIFTING & HANDLING

Our basic services will allow for your cargo to be offloaded from the delivering vehicle and placed on, or as close as possible to, the designated stand. Once this operation has been performed labour is available to assist you with unpacking and positioning on your stand. This service is commonly referred to as "Second lifts".

**Please note that forklifts are not permitted to operate within the venue**

Any second lifts you require can be booked in advance with our office in Sheffield or directly with our local representative when you arrive on-site. However, please note that the later you make a booking for lifting services, the longer you may have to wait for equipment to become available.

## RETURN HANDLING & SHIPPING INSTRUCTIONS

It is important that we are informed of your requirements before the close of the show. In most instances, a representative will visit you on your stand. Occasionally, it is not possible for a representative to visit you on the show floor because of the high number of exhibitors that need to be visited. You are asked to visit us at our service desk (details of which will be advised in advance of the show) **NO LATER THAN** the morning of the last day of the show if no one has visited you on your stand.

If you require any items forwarded to any onward destination by a **specific date**, please notify us of this requirement prior to the export shipment when we will endeavour to ensure that this requirement is complied with. However, we must emphasise that under the rates offered, any additional expenses incurred through returning goods on a **special basis** to meet deadlines may incur additional charges.

Any items that have been sold or will remain in the European Union after the show **MUST** be presented to customs after the show so that the customs clearance formalities for permanent importation can be completed. Under no circumstances must you allow any potential buyer to take any such items direct from the stand.

## POST-SHOW CARGO HANDLING

**The exhibition halls must be cleared by 22.00hrs on Sunday 12<sup>th</sup> March 2023.**

We will provide you with lifting and handling assistance on-site in accordance with the instructions we receive from you. Any cargo that remains in the hall after the official breakdown period has finished will be removed at the exhibitors' expense and placed into storage. The exhibitor concerned will be notified and the cargo will be held in storage pending instruction.

## IMPORTANT TERMS & CONDITIONS

We draw your attention to the fact that our liability and that of our agents' ceases once the cargo has been delivered to your stand, irrespective of whether the exhibitor or an appointed agent is or is not on the stand to receive and sign for the cargo.

Liability for return transport commences with collection of the exhibits from the exhibition stand, even if the shipping documents were handed in at the forwarding agents office or to a representative prior to collection. Whilst every effort will be made to clear the goods from the show venue as speedily as possible upon closure of the exhibition, we cannot accept responsibility for any goods left on the booth without the supervision of your stand personnel.

GBH Exhibition Forwarding Limited is a freight forwarder and all business undertaken is in accordance with the trading conditions of the British International Freight Association (current edition) Details of which can be found on our website and a copy are available on request. Our company does not operate its own vehicles, containers, aircraft or vessels. Where carriage is undertaken by these modes of transport, the carriage will be subject to the terms or conditions or obligations of that carrier.

In the event of any disputes concerning alleged carriers liability in connection with loss, damage, delays, etc., necessitating insurance claims, there shall be no right of set off against outstanding moneys due to GBH Exhibition Forwarding Limited for the services rendered.

## DOCUMENTARY REQUIREMENTS

Each shipment must be accompanied by a full set of documents according to the mode of transport being used:  
 It is important that we receive 1 PDF copy of each required document **PRIOR TO SHIPMENT**. We can then ensure that documentation is correct and any adjustments can be made before the cargo is shipped to avoid any delays on arrival.

<b>AIR FREIGHT (Non-EU Cargo)</b>		
Master Air Waybill (MAWB)	2 copies	AWB should be consigned as per instruction on page 1
Commercial invoice	3 copies	It is possible to combine the Commercial invoice and the Packing list into a single document. Templates are available on request
Packing List	3 copies (if available)	
ATA Carnet	1 original	ATA Carnets are accepted and should be used for exhibits and stand materials that will be re-exported after the show.

<b>ROAD FREIGHT (Non-EU Cargo)</b>		
CMR note	1 copy	CMR notes should be consigned as detailed on page 2
T1 form (C88)	1 set	Goods arriving under transit from outside the EU for final clearance in Portugal must be issued with a T1 document.
Commercial invoice	3 copies	It is possible to combine the Commercial invoice and the Packing list into a single document. Templates are available on request
Packing List	3 copies (if available)	
ATA Carnet	1 original	ATA Carnets are accepted and can be used for exhibits and stand materials that will be re-exported after the show.

<b>ROAD FREIGHT (Community goods)</b>		
CMR note	1 set	CMR notes should be consigned as detailed on page 2

<b>ALL MODES – POSSIBLE ADDITIONAL DOCUMENTS</b>		
Certificate of Insurance	1 copy (if available)	
Certificate of Origin, Form-A, EUR.1, ATR.1	1 original (if available)	For qualifying shipments entering for permanent importation to obtain preferential rates of duty.
Health certificate / AAD / Phytosanitary certificate	1 original and 2 copies	Food products, beverages, alcoholic beverages (wine, beer, spirits, etc) and products of plant origin may require special import clearance and the supply of certificates from the country of origin
Dangerous Goods Note	1 original and 2 copies	Goods that are classified as hazardous and have been issued with a UN number must be accompanied by a DGN

**This is not an exhaustive list and other documents may be required.** We must assume that, as an existing or potential exporter looking to sell your products in the European Union, you are aware of the EU import regulations applicable to your products. **We will offer advice and guidance, but can only assist when we are provided with cargo details PRIOR to shipment.**