

## Shipping manual EPE'17 Palace of Culture & Science

**Dear Sirs,**

The following instructions are provided to assist you in the planning of your shipping arrangements. If you require information that is not contained in the manual or have any questions or doubts, please don't hesitate to contact us.

Exhibitors are kindly requested to abide by following terms and to inform their local forwarders, suppliers and stand-fitters accordingly:

### **1. Essential dates:**

#### **Deadlines for arrival:**

#### NON-EU SHIPMENTS (CUSTOMS CLEARANCE)

Airfreight - shipments	5 working days before stand delivery
Road-shipments	2 working days before stand delivery

#### EU-SHIPMENTS (NO CUSTOMS CLEARANCE)

Airfreight - shipments	2 working days before stand delivery
Road - shipments	The same day as requested stand delivery

### **2. Shipping documents:**

<b><u>Addressing of CMR:</u></b>	<b><u>Addressing for AWB:</u></b>
<b>Position no 2</b> <b>Exhibition EPE 2017</b> C/o ExpoSped Sp. z o.o. ul. Pradzyńskiego 12/14 01-222 Warszawa  <b>Position no 13</b> <b>Address for customs clearance:</b> A.C. Access Al. Krakowska 106 02-178 Warszawa	<b>MAWB</b> RGW Express [PL] Żwirki i Wigury 1 00-906 Warsaw <b>HAWB</b> ExpoSped Sp. z o.o. ul. Prądzyńskiego 12/14 01-222 Warszawa <b>NOTIFY:</b> Exhibitor .....Stand..... <b>Fair:</b> <b>EPE 2017</b>

Please note we can't clear cargo that has been consigned in any other manner and the shipment weight and volume show on the Air Way Bill or CMR, must agree with those on the invoices and packing lists. The exhibitor is responsible for all consequences and additional charges resulting from incorrect and / or insufficient details mentioned on the documents.

### **3. Exhibition area – Palace of Culture & Science**

The exhibition area is not a Customs Free Zone nor a Bonded Area. Consequently relevant formalities apply to all goods.

### **4. Customs regulations – documents required for customs clearance**

All goods may be delivered to Warsaw on basis of Proforma invoice or Carnet ATA.  
Please find enclosed blank of Proforma invoice, which have been approved by Polish customs.

#### **Correct addressing of Proforma invoices:**

Exhibition: EPE'17

Exhibitor ..... Stand .....

Consignee: ExpoSped Sp. z o.o. ul. Pradzyńskiego 12/14, 01-222 Warszawa

Please pay attention to Polish customs regulations which will help you to prepare correct invoice:

- original Proforma invoice (i.e. with original signature and stamp) must be delivered together with the goods,
- please issue separate invoices for final and temporary importation,
- all goods should be classified according to the Brussels Nomenclature. Failure in classification may cause delay in customs clearance and additional exhibitor's cost,
- please put the mark **DAP Warsaw** on each invoice / packing list,
- the Proforma invoice should be signed by the exporter with date, stamp and place of issue,
- The invoice for temporary importation must include the following statement:  
"The value is for Customs purposes only. The goods are exported for the purpose of exhibition and display and are FREE OF CHARGE. The goods belong to the exhibitor and will be returned to the Country of Origin after the exhibition".
- We will use your invoices to issue customs declaration on which we will pay appropriate duties and taxes (to be charged your company). Customs duties and taxes shall be based upon the values provided by the exhibitor on his invoices / packing list.
- At the close of exhibition all exhibits / stand fitting materials must be re-exported within the legal time period otherwise import customs duties, tax and penalties must be paid.
- Exhibits / stand fitting materials should be re-exported through the same import customs office to avoid difficulties and additional expenses.

### **5. Restricted / Offensive items**

Please kindly note that transport of excise goods as alcohol and tobacco items for exhibition is prohibited. Please don't ship these items to avoid the confiscation of the entire shipment.

### **6. Pre-advice of shipping details**

Please supply shipping details to ExpoSped, directly after all documents have been issued – i.e. trucking details, CMR, AWB, destination, number of pieces / weight and cbm, value of goods and exact content together with your specific storage instruction.

**Unless details are supplied to us in advance it may not be possible to clear your goods and arrange the delivery!**

## **7. Insurance**

We urgently recommend to cover your consignments by a full comprehensive insurance policy, which covers all risks of the inward movement, the full tenancy period and the return shipment directly from your country to Poland and vice versa. Exhibitors, their contractors and subcontractors must ensure that their insurance company waves their rights to recourse action against ExpoSped.

## **8. Delivery terms to stand / handling on site**

- a) Prior delivery all pending accounts must be settled.
- b) ExpoSped delivers the exhibits to stands, without unpacking, against the signature of the exhibitor's representative. In the absence of exhibitor's representative, the goods will not be offloaded in the stand area.
- c) If you are exhibiting heavy equipment that requires special handling to place it on position on your stand, we kindly ask you to supply us with scale layout drawing and a brochure depicting the product so that the items can be positioned early during the build-up period. Any such items will be positioned one time only. If for any reason the exhibits require repositioning, additional charges will apply to your account. Please strictly respect the limitation per 1 sqm according to the Organizers' instruction.
- d) Empty cases will be collected from the stands after attaching ExpoSped's label.
- e) During the exhibition we will visit your stands to ask you what is happening with your exhibits at the end of the show, i.e. consumed or re-export.
- f) At the close of the exhibition we will pick up your exhibits following to your return instruction.

## **9. ExpoSped's price tariff and terms of payment**

- a) Price tariff, as per attached Price Tariff List.
- b) Terms of payment:
  - Full payment for the inbound handling must be received prior to delivery of goods to stand.
  - Full payment for the outbound handling must be received prior to release of goods from fairground.
  - Accepted kind of payment: bank transfer or cash on site.
- c) Please note our bank details:

**Raiffeisen Bank Polska S.A.**  
**PL68 1750 0009 0000 0000 0097 5467**  
**SWIFT: RCBWPLPW**

## **10. Usefull data**

**ExpoSped Sp. z o.o.**  
Ul. Prądzyńskiego 12/14  
01-222 Warszawa

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**PROFORMA INVOICE no**

SENDER:		<b>Consignee</b> Exhibition: Organizer:	c/o ExpoSped Sp. z o.o. ul. Pradzynskiego 12/14 01-222 Warszawa
TEL:	FAX	<b>Exhibitor ..... Stand .....</b>	

**Show/Venue/Date:**

**DEFINITIVE import goods**

CASE NO.	ITEM NO.	DETAILED DESCRIPTION OF GOODS IN ENGLISH INCLUDING SERIAL NUMBERS / MODEL NUMBERS / TARIFF NUMBERS	QTY	TOTAL PRICE EUR	WEIGHT KG Gross/Net	LENGTH CMS	WIDTH CMS	HEIGHT CMS	COUNTRY OF ORIGIN

I hereby certify that information on this invoice is true and correct and that the contents of this shipment are as stated above   Signature:..... Name of Signatory:..... Place and date	<b>CARRIED FORWARD</b>				Goods without commercial value	Value only for customs purposes
	<b>TOTAL AMOUNT</b>	<b>EUR</b>			Net weight kg	
	<b>TERMS OF DELIVERY</b>	<b>DAP Warsaw</b>			Gross weight kg	

**Forwarding and services Tariff**  
**for the exhibitions & fairs in Warsaw (full version)**  
**valid from: 01.01.2017**  
**Volume ratio: 1 cbm = 330 kgs**

**1) Un- or reloading and delivery onto booth**

- Shipments up to 3000 kg      EUR 16,-/ 100kg
- Shipments from 3001 kg      EUR 12,-/ 100kg
- Minimum 300 kg              EUR 48,-

**2) Air – and groupage consignments**

- Transport from airport/storage to exhibition area
- consignment up to 100kg      EUR 100,-
- for each 100kg over            EUR 25,-

**3) Handling of empties from booth / warehouse / to booth for 1 cbm (minimum 2 cbm)**

- In covered warehouse            EUR 30,-
- At open area                      EUR 20,-

**4) Workers & technical means exclusively for special montage and demontage services at the booth**

- Foreman / supervisor            EUR 35,- za godzinę
- Worker                              EUR 20,- za godzinę
- Forklift up to 3 tons \*          EUR 50,- za godzinę
- + moving time (per order)      EUR 25,-
- Cranes                              separate agreement
- Banding for 1 colli              EUR 10,- za 1 opak.
- Platform trolley (renting)      EUR 8,- za godzinę

**5) Customs clearance**

- Formalities with ATA Carnet      EUR 80,-
- Customs clearance: temporary import, definitive, re-export, transit (incl. documentation)      EUR 95,-
- Each additional customs tariff position      EUR 10,-
- Customs inspection per exhibitor      EUR 50,-
- Customs guarantee 4% of the value min      EUR 25,-
- Duty & tax acc. to the payment +8% commission minimum      EUR 20,-
- Permission for temporary importation      EUR 35,-
- License fee (only excise shipments)      EUR 100,-

**6) Storage of exhibits**

- Storage 100kg / 24h\*\*            EUR 6,-
- Handling per 100kg (only incoming)      EUR 6,-

**7) Other costs**

- Administration fee per consignment Inbound & Outbound, each\*\*\*      EUR 30,-
- Bank fee                              EUR 10,-
- Assistance on site                  EUR 50,-
- Drawing up veterinary /sanitary protocol      EUR 30,-
- Drawing up the discrepancy protocol      EUR 50,-
- Permission to the city centre carriage (given by municipal administration)      EUR 10,-
- Coding invoices to Brussels nomenclature (per consignment)      EUR 50,-
- Charges for translation (per page)      EUR 10,-
- Customs seal (per package)      EUR 5,-
- Preparation of invoice (re-export))      EUR 20,-
- Preparation of CMR / AWB      EUR 10,-
- Preparation of Carnet TIR      EUR 20,-
- Currier shipments up to 20 kg      EUR 50,-

**8) Surcharges (to items 1,2,3,4)**

- For 1st floor                              25%
- For upper floor                          35%
- For oversize (over 4 running meters) 1mb=400kg
- For working overtime (18.00-8.00) and Saturdays      50%
- For working Sundays & Holidays      100%
- For shipments arriving at the last day of the building up period and later      50%
- For shipments that can be only hand carried      50%
- Heavy goods for single items over 500kg      25%

**9) Other regulations & requirements**

- Exhibitor or his forwarding agent shall not perform loading / unloading, customs operations or other handling of fair goods on his own, and shall not make use of own mechanical means-auto cranes, forklifts etc. on the territory of EXPO XXI.
- Services provided and not included in this Tariff are to be charged according to separate agreement.

\* each started hour will be charged as one hour

\*\* chargeable further to volume ratio

\*\*\* added on to every order

**The charges are net prices and are subject to VAT 23%**