EMPRESA COLABORADORA

GUIDELINES

Dear customer / agent,

DB Schenker is the appointed official freight forwarder, customs clearance and handling contractor for Feria de Madrid – IFEMA.

The cancellation of the booked services within 24 hours before will have a fee of 40% of the tariff. Please read carefully the information included, for any questions or enquire, please contact us:

Schenker Logistics, S.A.U.
Feria de Madrid – IFEMA
Avda. Partenon, s/n
Ofic.Avda. Central local 23
ES 28042 Madrid – Spain
e-mail: ifema.madrid@dbschenker.com
Phone: +34 91 330 51 77

1. CONSIGMENT & SHIPPING INSTRUCTIONS

Important notice: all shipments must be sent on conditions prepaid (paid by sender) up to destination. Shipments arriving with freight charges collect, will be refused.

All services requested after 30th September will apply 30% over tariff.

Deadlines

Roadfreight:	DB Schenker warehouse	3 working days before required delivery to stand
In case it requires customs clearance		5 working days before required delivery to stand
Airfreight:	Madrid Airport	7 working days before required delivery to stand
Seafreigth	FCL: Valencia Seaport	10 working days before required delivery to stand
Seafreigth	LCL: Valencia Seaport	15 working days before required delivery to stand

Direct truck deliveries to the venue must be according to the official dates of the event and are to be reconfirmed with DB Schenker as per delivery dates.

In case shipment arrives after the above-mentioned dates, late arrival surcharges will be applied. DB Schenker cannot guarantee the delivery on time.

AWB & B/L & CMR Consignee Instructions

CONSIGNEE:	DB SCHENKER For: Exhibition Name Exhibitor Name / Hall and Stand Nr. Avda. Del Partenón, s/n 28042 – Madrid –Spain	NOTIFY:	DB SCHENKER Fairs & Events Dpt.

Warehouse Delivery Address

The goods can be sent by our clients to our warehouse or contract the transport services with us. The cargo can be stored in our warehouse up to 7 days before the beginning of the show and 5 days after the end of the show without any additional cost, for EU goods in free circulation. For full trucks, please contact us.

DB SCHENKER - IFEMA
Avd. Partenon s/n Access via Calle de la Ribera del Sena

Entrada Oeste Service Hall - Nave 2 28042 MADRID

For direct unloading trucks to the stand please address your trucks as following:

IFEMA
Avenida del Partenón, s/n
Exhibition Name
Exhibitor Name / Hall & Stand Nr.
E-28042 Madrid - Spain

Trucks that require forklift services: the driver needs to contact DB SCHENKER before arriving to coordinate the arrival door, to avoid waiting time or delays on the equipment services on site.

2. CUSTOMS CLEARENCE INFORMATION & DOCUMENTATION

Shipment from outside the European Union are subject to customs clearance formalities.

Special Brexit: Since January 2021 all UK Shipments also have to follow the customs clearance information & documentation below.
For further details regarding shipment from / to UK, please click here.

Please read carefully the following information.

Documentation Dates:

All documentation needs to be sent to DB Schenker in advance and need to be approved before the shipment departure.

- Bill of Lading (for sea freights) or Airway bill (for airfreights) or CMR (road shipments)
- Pro-forma Invoice & Packing List
- POA (Power of Attorney) or other document required according to products.

Very important: Temporary & permanent materials must be packed separately, in different boxes.

Temporary Entries – ATA CARNET

We strongly recommend using the ATA Carnet for temporary entries, with this document you will save extra costs and will make the customs procedures faster.
All exhibits / material entered under temporary importation are subject to control and examination by Spanish Customs. Goods under temporary entry cannot be sold during the show. Any sales operation must be reported to Spanish Customs Authorities before its done, otherwise heavy penalties might incur.
Please contact DB SCHENKER in case you may sell any temporary goods.

- ATA CARNET
  IMPORTANT: B. REPRESENTED BY: need to be mentioned DB SCHENKER or ANY OTHER OUTHORIZED REPRESENTATIVE PERSON

Temporary Entries – Pro-forma Invoice

Please ask us for possibility of temporary entry under Pro-forma Invoice, according to kind of fair (international or not) and products, please advance us for checking the following documents:

- Pro-forma Invoice & Packing List
- Other specifics documents depending on the type of products.

Permanent Entries:

Permanent entries can be done only for goods to be consumed during the show, such as consumables, office material, giveaways, catalogues, etc.
Any permanently entry is subject to payment of import duties and taxes, which will be calculated from the CIF value of the goods (CIF value = declared value + freight costs+ insurance).
The definitive entry needs to be done under a Spanish VAT number, registered in Spain.
If you do not have one, we will need a passport to register it in Spain and get a VAT number.

Documentation needed:

- Pro-forma Invoice & Packing List- POA (Power of Attorney) - Passport copy.

Temporary and Permanent – Pro-forma Invoice

Pro-forma Invoice & packing list template enclosed for your guidance; all details need to be mentioned as per our template. It needs to be consigned to IFEMA, Name, Exhibition Name, Hall Stand Number and must show the following information: number of units per each item / values / full description of items in English, (including serial number for electronic devices), model and Harmonized System Code (Brussels nomenclature), total number of boxes/pallets, weight and sizes. All items must have a declared value, which must be approved by Spanish Customs.

These forms must be typed, stamped and signed in original. Hand-written forms are not accepted by Spanish Customs.

3. RESTRICTED PRODUCTS

The following products are restricted by Spanish Customs and some of them has special restriction depending on the county of origin, others cannot be shipped to the exhibitions in any case: foodstuff, beverage, medicines, cosmetics, textiles, life animals or plants, pharmaceutical products, protected species, electrical equipment.
Do not include any of these items to avoid having your shipment stopped at customs.
Before you send your shipment, you should contact our office and send us complete information and documentation in order we can check it with local customs office and confirm you if your shipment can be sent, otherwise we will not be responsible if your shipment is stopped at customs.

4. CASE MARKING & PACKING

Case Marking

Please label each package/pallet individually and number each packages/pallet (1 of...Total / 2 of...Total /etc.). Must include the next information, attached you find the document to be used:

EXHIBITION NAME:
EXHIBITOR NAME: C/O DB SCHENKER HALL
& STAND NUMBER:
TOTAL CBM: WEIGTH:

PACKAGE NUMBER: ...OF...

Due to a repeated handling process of your goods, from the departure from your warehouse to your stand in fairground, we recommend the use of solid and adequate packing material. We remind you that after the show ends, it will have to be handled and transported back to the final destination. We will not take any liabilities on goods that are not properly packed or transported in unsuitable conditions.

Wood & No-Conifer Wood Packing Materia

The Spanish Government has instituted solid wood packing materials regulations effective January 1st, 2000. When no solid wood packing materials are used, the following statement must be made on the letterhead of the exporter (exhibitor), and must be stated on the invoice and/or bill of lading: "THIS SHIPMENT CONTAINS NO SOLID WOOD PACKING MATERIAL".
When solid wood packing materials are made with wood other than conifer, the following statement must be made on the letterhead of the exporter (exhibitor) and must be stated on the invoice and/or bill of lading: "THE SOLID WOOD PACKING MATERIAL IN THIS SHIPMENT IS NOT CONIFEROUS WOOD". If the shipment does contain coniferous solid wood packing material, animal and plant health inspection service must certify that the conifer wood packing material in the shipment has been treated.

5. PAYMENT & BASIC CONDITIONS OF CONTRACT

Payment

For non-Schenker offices, our invoices will be issued by IFEMA and sent to you immediately after issuance without any further notice. Unless other terms are agreed, our charges shall be settled before shipment will be delivered at booth and our outbound charges before the departure of the return transport after the show.

Payments can be done:

- Bank transfer to IFEMA: ADMISSION AND DEADLINES

Santander	IBAN ES64 0049 2222 5115 1000 1900	SWIFT: BSCHESMM
BBVA	IBAN ES89 0182 2370 4000 1429 1351	SWIFT: BBVAESMM
Caixa Bank	IBAN ES93 2100 2220 1102 0020 2452	SWIFT: CAIXESBBXXX

If you choose to make a bank transfer, you should send a stamped copy to SERVIFEMA. Fax: (34) 91 722 57 95 or servifema@ifema.es

- Banker´s draft made out to IFEMA / Logistics
- Credit card in secure environment, through the online Exhibitors' area, under the Invoices and Payments" tab.

As per current regulation cash payments and cash checks will not be accepted

All work undertaken is subject to the SCHENKER LOGISTIC, S.A.U. Insurance terms and conditions. The liability of SCHENKER LOGISTIC, S.A.U. for the transportation is determined by the national international insurance regulation applicable to the contracted transport.
The liability of SCHENKER LOGISTICS, ceases with the delivery and starts with the collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of his material until is collected from the standby SCHENKER LOGISTIC, S.A.U.
Goods are shipped at the risk of the customer. Our General Terms and Conditions are stipulated by the Spanish Transportation Association.
Our responsibility is determinate according to the limits established by the International Regulations, that will be applicable to each different mode of transport, the terms and conditions of the Bill of Lading and national legislation.

The cancellation of this service within 24 hours before will have a cancellation fee of 40% of the tariff.
In case the service has not been performed due to the absence of the client, agent, truck driver, or due to reasons beyond DB Schenker control, the amount of the service will not be reimbursed.

DB Schenker is not responsible for the accessibility to the stand or for the damages due to weather conditions.

Groupage shipment Schenker warehouse

This service can be booked in advance to guarantee the delivery to the stand at the date and hour agreed with our client. The goods may arrive to our warehouse up to 7 days before the beginning of the show without any additional cost. The service for return can be booked at the end of the show in the same conditions: the merchandise will be collected from the stand, warehoused by our company up to 5 days without any charge, until the arrival of the transport company for the return. In case the goods are stored more time in our warehouse, charges will apply as our tariff.
We will charge a reception service for each shipment received on a different date or time, from a different carrier and / or shipper, or different exhibitor or stand nr. In addition, we will charge a collection service for each shipment picked up from the stand on different dates and / or from different exhibitor or stand nr. or to different destinations.
Standard opening hours of the DB SCHENKER warehouse from Monday till Friday from 09:00 to 14:00 and 15:00 to 17:00.
This tariff corresponds to pieces of a maximum volume of 6cbm or 2000 kgs.

Pick-up, storage and delivery of Empties

DB Schenker will collect the empties from the stand as long as these are in proper condition (empties must be wrapped, placed on pallets and must be strapped/ taped together when necessary) and will deliver empties back as soon as the Organization allows us to get into the halls once show is ended. If the package is not palletized or retracted so that it can be transported without any difficulty, DB SCHENKER will do this service and charge it, minimum 28,34 €
DB SCHENKER responsibility begins with the collection of the available empties at the stand and ends with the re-delivery onto the stand, regardless, whether the exhibitor is present or not. DB SCHENKER is NOT responsible for damages that might occur to the packages due to weather conditions. It is the exhibitor's responsibility to protect his package and merchandise.
Packages with contents must be declare and store separately. DB SCHENKER will not be responsible for items left inside the packages without prior declaration.

Pick-up, storage, and delivery of full goods without access during the show

Same conditions as for the storage of empties. An inventory will have to be delivered along with the boxes and will be checked by a staff member of DB SCHENKER. Otherwise, we will not take responsibility for the content. You can contract with us an insurance of your goods.

The collection of the goods to be stored for a long term will be done in presence of the exhibitor and a person from DB SCHENKER.
The exhibitor must give DB SCHENKER a packing list of all the material to be stored. DB SCHENKER will be in charge of checking then content matches the packing list. After this list is checked, both parties will sign it and a copy of it will be given to the exhibitor.
DB SCHENKER will not admit any claim about material, which will not have been included in the list. If the list only includes information about the number of pieces to be stored, then, the responsibility of DB SCHENKER will be limited to the delivery to the next fair of the exact number of pieces declared by the exhibitor.
It is the exhibitor's responsibility to leave the goods properly wrapped and packed prior collection from the stand.

Partial deliveries during the show

Charges to be applied: Reception of goods in our warehouse / Storage of filled packaging or goods. All the boxes will have to be correctly identified with a number or letter on them.
DB SCHENKER will only manipulate completely filled boxes. The client will provide a packing list with the number of the boxes to be stored and/ or partially delivered. All partial deliveries on Saturdays, Sundays and holidays will have a surcharge will
Delivery instructions will have to be received by DB SCHENKER no later than 17:00, of the day before. In other conditions, we will not be able to guarantee the service.

Material handling equipment & labour

In order to book these services, you should provide us: NAME OF FAIR, DATE, STARTING TIME (o'clock) AND LENGTH OF SERVICE.
Worker: the worker will go to the stand indicated by the exhibitor.
Equipment with driver: the forklift/others will be positioned at the closest gate to the client stand in the contracted schedule. The equipment will be placed in the stand indicated by the exhibitor. The client has to provide the technical card index of the equipment to be handled, which must contain dimensions, weight and a sketch where the binding points must be clearly shown. The full responsibility of the equipment and of the handling during the work belongs to the client.

Packing materials, ladders, trolleys and pallet jack

The material will be delivered and collected by DB Schenker staff at the stand indicated by exhibitor. The client will be responsible of rented equipment from the moment it is delivered until it is returned by the signature from both sides of working orders.

Forklift rental without driver

A copy of the driving license of the person who is going to drive the forklift must be provided to DB Schenker, along with a copy of the insurance contract and a letter proving the client's responsibility, attached to the offer. The documents must be stamped and signed by the forklift driver´s company.

The client cannot sublet or lend partially or totally the equipment to another person. If this happens, the contract will be automatically cancelled between both parties and any additional cost will be charge to the client.

The equipment will be picked up and return back to the DB Schenker warehouse at the Services Hall, by the client, it will be completely filled with gas oil. 46,35€ will be charged for the consumption of gas oil minimum.

It needs to be return back by client in the same conditions as it was delivered. DB Schenker personnel will check the status of the machine. If the forklift is not delivered in the same conditions, the additional costs for damages will be charged to the client.