



GUIDELINES

Dear customer / agent,

DB Schenker is the appointed official freight forwarder, customs clearance, and handling contractor for IFEMA MADRID

Please read carefully the information included, for any questions or enquire, please contact us:

Schenker Logistics, S.A.U.
IFEMA MADRID

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. CONSIGNMENT & 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 October 30th will apply 30% surcharge over tariff.

Warehouse Delivery Address

DB SCHENKER - IFEMA

Avd. Partenon s/n Access via Calle de la Ribera del Sena

Entrada Oeste Service Hall - Nave 2 28042 MADRID

Warehouse opening times for shipment receptions/collections are from Monday to Friday from 09:00 to 14:00 and from 15:00 to 17:00. Weekends and bank holidays will be closed.

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 business days before the beginning of the show and 5 business days after the end of the show without any additional cost.

If we have to storage the shipment more days, according with our handling tariff, long term storage will be applied.

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
Seafreigh	FCL: Valencia Seaport	10 working days before required delivery to stand
Seafreigh	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.

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

AWB & B/L & CMR Consignee Instructions

CONSIGNEE:	DB SCHENKER For: EMPACK Exhibitor Name / Hall and Stand Nr. Avda. Del Partenón, s/n 28042 – Madrid –Spain	NOTIFY:	DB SCHENKER Fairs & Events Dpt.
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Direct unloading/loading in the hall/stand

For avoiding delays in the service, the drivers must go to the hall and stand provided when the exhibitor booked the service with SCHENKER LOGISTICS S.A.U. for the unloading or loading.

2. CUSTOMS CLEARANCE INFORMATION & DOCUMENTATION

Shipment from outside the European Union are subject to customs clearance formalities. Please read carefully the following information:

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](#).

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 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 AUTHORIZED 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 specific 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 permanent 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.

Documentation needed:

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

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 the importer, 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 country 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.) using the labels that DB Schenker will provide you.

Packing

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 Material

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: CAIXESBXXXX

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

Basic Conditions of Contract

The applied terms and conditions for the round-trip transport to the fairground and its liability will be marked by the Schenker General Terms and Conditions, by the laws related to the contracted transport. As for the sea transport, besides the Law and International Agreement applied, the terms and conditions of the Bill of Lading will be applied as well. The liability of Schenker Logistics S.A.U for the transport is determined by the national law insurance related to the contracted transport. The goods are shipped at the risk of the customer.

The liability of SCHENKER LOGISTICS S.A.U. ceases with the delivery and starts with the collection of the goods at the exhibition stand. It is the exhibitor's responsibility to ensure the security of his material until it is collected from the stand by SCHENKER LOGISTIC, S.A.U.

SCHENKER LOGISTICS S.A.U. will not be held responsible in case there is no way to access the stand or if any damages due to weather conditions.

Regardless of the contracted services, both for the unloading, delivery to the stand and the loading for the return transport, the exhibitor must be present and supervise the services, giving necessary instructions for the correct performance of these.

Once the goods are delivered, at the exhibitor's disposal and before the collection from the stand for the return transport, any damage and loss that might occur during this time, will be at the risk of the customer, the fairground or the show trade organizer.

The delivery of the goods to the stand will be the proof of delivery in the same conditions they were unloaded even if the exhibitor is not present when the material is delivered, except damages and loss assigned to the forwarding agent could be proved.

The service provided by the forwarding agent will be limited as follows:

- Handling and transport of the goods inside the fairground, the unloading and delivery to the stand, collection and loading to the truck for the return transport.

The date or period of a fair or event will not make up a compromise or assumption of delivery only in case of stated acceptance and payment in advance of the corresponding freight.

The delay in the delivery by any means of transport and for reasons attributable to the transport operator will be marked by the maximum and unexceed amount of the transport cost as long as the exhibitor had already paid it in advance. In this case the amount of the transport cost will be reimbursed / paid back. Therefore, any concept such as indirect costs, damages and loss of profit are not Schenker's liability.

After contracting a groupage transport and in case of supervening events, should a direct/ express transport be necessary, the extra cost will be charged to the exhibitor.

If any service is contracted with less than 48 hours in advance before it is provided, a surcharge will be applied according to the tariffs. The cancellation/ changes of the booked services less than 48 hours before, a cancellation fee of 40% of the tariff will be applied.

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 refunded.

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. SCHENKER LOGISTICS, S.A.U. has the right to refuse the handling of the transport if it's not booked with enough transit time to the delivery to the booth.

Except special request, all services will be granted with conventional transport, subject to availability and to the ongoing conditions, so the exact delivery time will not be secured. In view of such circumstances, it is the exhibitor's responsibility to contract the transport with enough time in advance for the goods to be delivered on time.

The packaging and wrapping of the goods for the return transport will be paid by the exhibitor, unless it is expressly requested, in which case the exhibitor should give instructions regarding the type of packages, handling, loading and storage according to the nature of the goods. The absence of these instructions will not make responsible the operator for damages or losses because of missing or insufficient packages, handling or incorrect loading in the means of transport. In any case and regardless of the contracted service, all goods should be labelled with clear notes for the correct handling, point of gravity etc. The exhibitor will be held responsible for any damage resulting from not fulfilling this obligation.

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.

This tariff corresponds to pieces of a maximum volume of 6cbm or 2000

Pick-up, storage, and delivery of empties

SCHENKER LOGISTICS S.A.U. will collect the empties from the stand if these are in proper condition and labeled (empties must be wrapped, placed on pallets and must be strapped/ taped together when necessary). We won't accept bulk empties. If the package is not palletized or retracted so that it can be transported properly, SCHENKER LOGISTICS S.A.U. will do this service and charge it, minimum 50 €. We will deliver empties back to the booth at the end of the fair as soon as the Organization allows us to get into the halls once show is ended. The estimated time for returning will depend on the size of the exhibition. The delivery time can't be fixed, and we won't accept any claims for delays in the return of the empties the last day of the exhibition. It is not possible to access the empties once are collected from the booth. SCHENKER LOGISTICS S.A.U. 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.

SCHENKER LOGISTICS S.A.U. 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 declared in order to be stored separately as full goods. SCHENKER LOGISTICS S.A.U. 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 has to be provided to SCHENKER LOGISTICS S.A.U. staff for checking it. Otherwise, we will not take responsibility for the content.

Long-term storage

The collection of the goods to be stored for a long term will be done in presence of the exhibitor and a person from SCHENKER LOGISTICS S.A.U. It is the responsibility of the exhibitor to leave the collies and goods packed properly prior the collection from the booth.

The exhibitor must give SCHENKER LOGISTICS S.A.U. a packing list of all the material to be stored. SCHENKER LOGISTICS S.A.U 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.



SCHENKER LOGISTICS S.A.U 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 SCHENKER LOGISTICS S.A.U. will be limited to the delivery to the next fair of the exact number of pieces declared by the exhibitor.

Partial deliveries during the show

All the boxes will have to be correctly identified with a number or letter on them for being delivered following the instructions from the exhibitor.

SCHENKER LOGISTICS S.A.U will only manipulate complete 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.

Delivery instructions will have to be received by SCHENKER LOGISTICS S.A.U no later than 17:00, the day before. In other conditions, we will not be able to guarantee the service.

The partial deliveries will be done following the conditions and access restrictions to the hall established by IFEMA MADRID.

Material handling equipment & laborer

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; the exhibitor has to be at the booth coordinating the works performed by the worker during all the service. For this service we don't provide the materials/tools for the realization of the services. The exhibitor is the responsible for providing the materials.

Equipment with driver: The forklift will be at the booth indicated by the client.

Crane: The client has to provide us a data sheet of the machines or goods that is going to be handled specifying measures, weight and attachment points for a correct handling. The client has to supervise the works in all moments and will be performed under his/her responsibility.

Packing materials, ladders, trolleys, and pallet jack

The material will be delivered and collected by SCHENKER LOGISTICS S.A.U. 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.

Submission of complaints and claims

Any damage, loss or claims of any nature related to the service and attributable to the operator should be communicated in written the same moment the goods are delivered to the stand in case of visible damage or within 24 hours for damages or missing items not at sight. Beyond this time, any claim related to the round-trip transport will be disregarded.

Any claim for damages or loss of the goods should include:

- Claim of damages or loss to SCHENKER LOGISTICS, S.A.U, including a detailed summary of the damages and its scope.
- Commercial invoice or similar document which proves the claimed amount.
- Packing list
- Pictures, recordings (if possible) etc...
- Damage assessment / loss or repair costs
- Police report (only in case of theft)