



CEVA Showfreight

General Rates and Handling Instructions



Logistics Services

PLMA's 2017 "World of Private Label"

16th – 17th May 2017

RAI Exhibition Centre, Amsterdam, The Netherlands

Booking Deadline: Wednesday 3rd May 2017

International / Freight / Onsite Handling Enquiries:

plma@cevalogistics.com

+31 (0)88 0283 148





Shipping Instructions

Sole Official Forwarding Agent PLMA 2017

CEVA Showfreight is proud of being appointed again, by Private Label Manufacturers Association, as the sole official forwarding agent of the PLMA 2017 at the Amsterdam RAI venue. In the capacity of sole official freight forwarder, CEVA Showfreight is the only party allowed to perform logistic activities in and around the exhibition grounds during build-up, trade show days and break-down of PLMA's 2017 "World of Private Label". The use of forklifts, electric pallet trucks and other motorized freight handling equipment by other parties than CEVA Showfreight is not permitted.

Our dedicated team will provide you with the best services for the upcoming exhibition, such as:

- Transport of your exhibits through our worldwide network of agents
- Handling of your courier shipments (receiving, storing and delivering)
- Unloading and loading of your exhibition goods
- Storage of chilled and frozen goods
- Handling of your empty packing material
- Customs handling

Deadline

CEVA Showfreight strongly advises you to read this instruction carefully and **return the completely filled out reply form on page 15-16 latest May 3rd, 2017**. Please be advised that returning the reply form enables us to provide you with the best services possible. Partial or incorrect information may result in delays or unforeseen costs.

If reply forms are sent or changed after May 3rd a surcharge of 50% on the inbound and/or outbound rates per exhibitor per shipment will be charged on to you.

Point of attention:

Based on gained experiences at past PLMA shows, very heavy traffic is to be expected on Monday May 15th (the last official build-up day) as well as on Thursday May 18th (the official break-down day). To avoid traffic congestions and extra waiting time at the Amsterdam RAI Exhibition Centre we advise you to deliver and return your goods via our warehouse. This enables you to receive and/or collect your shipment at any time.

Due to the nature of this event, we strongly advise you to use the services of our nominated partners in your country. On page 14 you will find a complete list of our nominated partners all over the world. They can offer you a competitive price for door-to-stand service. In case you do not use their services we require on-site or advanced payment. Please contact us for partners in other countries than the ones listed.

Shipping Instructions



1. Build-up

Build-up period:	Friday May 12 th , 2017 from 08:00 hours till 20:00 hours*
	Saturday May 13 th , 2017 from 08:00 hours till 20:00 hours
	Sunday May 14 th , 2017 from 08:00 hours till 20:00 hours
	Monday May 15 th , 2017 from 07:00 hours till 18:00 hours

***Build-up on Friday May 12th only for stands of 6 units and larger and only after prior agreement by the official PLMA show contractor GIELISSEN B.V. During build-up and breakdown, all traffic is subject to a [buffering procedure](#).**

Ultimate delivery date for goods

Direct deliveries to stand are only allowed between May 12th and May 15th. Delivery to our on-site warehouse at Amsterdam RAI is only possible from Tuesday May 9th onwards. Do note that goods arriving earlier at Amsterdam RAI can't be unloaded. See point 1.2 on the next page for "Unloading Goods via Advanced Warehouse".

Consignment of your goods

Please consign your road freight shipments to Amsterdam RAI as follows:

HOLLAND COMPLEX or PARK COMPLEX
CEVA Showfreight / PLMA 2017
<Your company name>
<Your hall and stand number>
Europaboulevard P5
1078 GZ Amsterdam
The Netherlands

EUROPA COMPLEX
CEVA Showfreight / PLMA 2017
<Your company name>
<Your hall and stand number>
Wielingenstraat P9
1078 KK Amsterdam
The Netherlands

1.1 Unloading Goods at RAI Exhibition Centre

Please make sure that you have sent a completely filled out reply form to CEVA Showfreight before sending your freight to the Amsterdam RAI Exhibition Centre to avoid any delays and/or unforeseen costs.

Unloading via On-site Warehouse at RAI Amsterdam

Unloading into on-site warehouse, storage and transport from warehouse to stand € 52.50 per cbm

Minimum 2 cbm

Unloading Direct to Stand

Unloading truck and transport direct to stand € 42.50 per cbm

Minimum 2 cbm

Prices for unloading full trailers of stand building material and for assistance on stand with a forklift are available as per quotation.

Please report to one of the CEVA Showfreight offices as soon as you require the forklift. Don't forget to bring the transport documents and the hall- and stand number with you.

Shipping Instructions



1.2 Unloading Goods via Advanced Warehouse

Early Bird discount

For PLMA 2017 we grant a discounted tariff on shipments that are delivered early at CEVA's advanced warehouse. Your shipping company can come and deliver your items in a timeframe of 2 weeks. This way they don't have to come to the RAI Exhibition Centre and can avoid heavy traffic and resulting inconveniences while delivering your shipment.

The early bird discount is subject to the following conditions:

- Shipments may consist of maximum 5 pieces and/or 10 cbm, whichever is higher. Other amounts or dimensions can only be sent when you have received written approval by CEVA.
- Shipments can only contain normal goods. Perishable, chilled and/or frozen shipments cannot be accepted.
- Delivery at advanced warehouse can be done between Monday April 24th and Friday May 5th 2017 on the following days/times: Monday to Friday between 08:30 and 16:00. On Thursday April 27th delivery isn't possible due to a bank holiday.
- Delivery of your shipment at your stand at PLMA will be done on Sunday May 14th.

If your shipment meets all the above mentioned conditions, you can send your goods to CEVA's advanced warehouse. The correct delivery address will be communicated after you have sent the order form (page 15 and 16).

Rates for Unloading via Advanced Warehouse

Unloading into advanced warehouse, storage, transport to RAI Exhibition Centre and delivery to stand	€ 47.25 per cbm
Minimum	2 cbm

1.3 Courier Shipments

Please be informed that Global Express Couriers such as UPS, FEDEX, DHL and TNT do not deliver shipments to your stand. Courier companies only deliver door to door, which in the case of trade show shipments means 'exhibitor door to freight handler onsite storage'. PLMA has approved that CEVA Showfreight will receive and store such courier shipments for exhibitors.

Please send an e-mail with a copy of the waybill / connote together with the complete filled out order form to plma@cevalogistics.com for a smooth handling of your shipment.

Rates

Receipt, registration and storage (up to 23 kilogram)	€ 61.75
Receipt, registration and delivery to stand (up to 23 kilogram)	€ 75.00
Shipments heavier than 23 kg will be charged per normal unloading tariff (point 1.1)	

For an overview of the charges for Customs Formalities, please see point 2

A surcharge of 50% on the above rates will be charged for courier shipments arriving on Monday May 15th and Tuesday May 16th.



Shipping Instructions

1.3 Courier Shipments - Continuation

Consignment of courier shipments

Please consign your courier shipments as follows:

CEVA Showfreight / PLMA 2017
<Your company name>
<Your hall and stand number>
Wielingenstraat P9
1078 KK Amsterdam
The Netherlands

Courier shipments can only be delivered from the 9th until the 16th of May.
Do note the surcharge of 50% that applies on shipments that arrive on May 15th and May 16th.

All couriers deliver their shipments according to a planned route. If they face difficulties such as heavy traffic at the RAI on Monday May 15th which will result in delays, they will skip delivery and try again the next day. In order to avoid this we advise you to plan the shipment arrival before Monday May 15th.

Point of attention 1:

Please make sure that your shipment is addressed correctly, because we can only accept shipments that are consigned to CEVA Showfreight.

Point of attention 2:

All charges for handling courier shipments must be paid either cash or by credit card before delivery of the shipment to your stand.

Please note that pre payment by credit card will ensure no waiting hours at our offices.

Point of attention 3:

If we receive a shipment that is addressed to CEVA Showfreight, but for which we haven't received a written order, we will deliver the shipment as soon as we receive the written order and payment for this.

Point of attention 4:

CEVA cannot be held responsible for chilled goods that arrive as dry goods. In this case CEVA will sign for the goods as damaged or CEVA will refuse the shipment.

Point of attention 5:

CEVA cannot accept any shipments for which costs are charged to the recipient.

Shipping Instructions



1.4 Storage of Chilled or Frozen Goods

During PLMA 2017 we offer storage space for your temperature controlled shipments. We will have several reefer units present for storage for chilled goods (+5 °C) and frozen goods (-18 °C). You can deliver your chilled or frozen shipments from May 11th onwards.

Deadline for booking chilled or frozen storage space is May 3rd. After this date we can't guarantee available space.

Rates for temperature controlled storage

Unloading into temperature controlled storage and storage charges	€ 295.00 per pallet
Transport pallet from temperature controlled storage to stand	€ 57.50 per handling
Transport pallet from stand to temperature controlled storage	€ 57.50 per handling
Minimum charges	€ 295.00
Maximum dimensions per pallet	120x100x170 cm

Please consign your chilled and/or frozen shipments as follows:

CEVA Showfreight / PLMA 2017
KEEP COOL / FROZEN AT APPROX. °C
 <Your company name>
 <Your hall and stand number>
 Wielingenstraat P9
 1078 KK Amsterdam
 The Netherlands

Point of attention 1:

IMPORTANT! Please make sure that **“Perishable cargo / Keep cool”** is mentioned on the transport documents and that the shipment is labeled **“Keep cool/frozen at approx.°C”**. Be advised that if you pack your shipment with dry-ice or carbon dioxide solid (Class 9) additional Dangerous Goods statements might be required. In case of doubt, please contact us.

Point of attention 2:

A surcharge of 50% on the unloading and storage costs will be charged for shipments arriving on Monday May 15th and Tuesday May 16th.

Point of attention 3:

Please read the information about delivery of chilled and/or frozen goods to your stand on the next page. Please make sure that a representative of your company is present on your stand to receive the goods. In case there is no one present CEVA will leave the goods on your stand. CEVA cannot be held responsible for any damage or loss after delivery to the stand.

Point of attention 4:

The amount of pallet places in our temperature controlled storage is determined based on the amount of orders that are placed for this type of storage. We can't guarantee the receipt and handling of chilled and/or frozen shipments for which we haven't received a written order. For on-site deliveries please visit our office located on the parking area of P9 (Europa Complex) to discuss the possibilities.

Shipping Instructions



1.4 Storage of Chilled or Frozen Goods - Continuation

Delivery of chilled and/or frozen shipments to the stand

Temperature controlled shipments will be delivered to your stand during a fixed time frame.

All chilled shipments will be delivered on Monday May 15th between 10:00 AM and 12:30 PM.

All frozen shipments will be delivered on Monday May 15th between 13:00 PM and 15:30 PM.

Only on request and after written confirmation by CEVA a chilled and/or frozen shipment will be delivered on a different date/time.

Please make sure that a representative of your company is present on your stand to receive the goods. In case there is no one present CEVA will leave the goods on your stand. CEVA cannot be held responsible for any damage or loss after delivery to the stand.

2. Storage Empty Packing Materials

During the fair CEVA can store your empty packing materials (boxes, cases, pallets, etc.).

Rates

Pick-up, storage and return of empty packing materials

2 hour High Priority Service* € 59.00 per cbm, minimum 3 cbm

Normal Priority Service € 46.00 per cbm, minimum 3 cbm

Secured storage (Full Goods) € 59.00 per cbm, minimum 3 cbm

High priority empties will be returned on Wednesday between 17:00 – 18:30 hours.

Other empty packing materials will follow and brought back to your stand after 18:30 hours.

*High Priority Service is not available in Europa Plaza. This because the doors will open once the majority of the taxis have left. Return within 2 hours therefor can't be guaranteed.

Goods in secured storage (ladders, pallet trucks, toolboxes etc.) will not be returned until a representative reports at our office.

If you want to store your empties, please report to one of our offices on the fairground to receive your empty storage labels.

Shipping Instructions



3. Customs Handling

Should you be sending items to the Amsterdam RAI Exhibition Centre from outside the EU, these custom goods need to be accompanied with a custom transport document T1 consigned to:

CEVA Showfreight, RAI Amsterdam / PLMA 2017
 <Your company name>
 <Your hall and stand number>
 Wielingenstraat P9
 1078 KK Amsterdam
 The Netherlands

NCTS Customs code of transit office of destination is NL000854 (Amsterdam).

CEVA has a broad experience in the field of customs services to its customers. CEVA in general offers a wide range of customs services, however specifically regarding these present services, these are limited to the following services:

- Licenses regarding recognized receiver and recognized sender in combination with NCTS;
- Simplified licenses regarding temporary import/export.

All services are performed in line with legal requirements, which means that all formalities and archives are maintained according to all official rules.

3.1 Customs Import Rates

Permanent Import non-food <i>(goods will NOT return after the fair)</i>	
Customs entry per shipment/exhibitor	€ 160.00
Permanent customs clearance per shipment/exhibitor	€ 72.50
Extra tariff numbers	€ 18.00 per item
Import duties and VAT	At cost +6%

Shipping Instructions



3.1 Customs Import Rates - Continuation

Permanent Import food *(all food items must be destroyed after the fair)*

Document handling & inspection	€ 36.00
Customs inspection	€ 56.50
Intervention Fee	€ 77.25
Veterinary inspection (if applicable)	At cost
Customs entry per shipment/exhibitor	€ 160.00
Permanent customs clearance per shipment/exhibitor	€ 72.50
Extra tariff numbers	€ 18.00 per item
Import duties and VAT	At cost +6%

For all food shipments from outside the EU, the following rules apply:

- Health certificate, certificate of origin, commercial invoice and packing list must be E-mailed to CEVA before the shipment is sent to Amsterdam. Based on these documents, CEVA will determine if any additional documentation is required.
- In case of a veterinary inspection, all charges will be invoiced to the client at cost. Fresh meat, fresh fish always has to be inspected. Unfortunately we can't say on forehand 100% sure if a specific shipment will be inspected or not. CEVA isn't involved in the decision making process with regards to a veterinary inspection.

Temporary Import *(goods will return after the fair)*

Customs entry per shipment/exhibitor	€ 160.00
Import risk management fee per shipment/exhibitor	1% of the CIF Value Minimum € 82.50
Extra tariff numbers	€ 18.00 per item
Handling charges ATA Carnet	€ 82.50 per declaration

Shipping Instructions



3.2 Excise goods

If you are sending excise goods to the Amsterdam RAI exhibition centre, such as alcoholic beverages, CEVA has to arrange the excise clearance. **Before** preparing the EAD, CEVA must receive the following documents:

- Commercial invoice
- Packing list (which includes the percentage of alcohol per item)

After receiving these documents at plma@cevalogistics.com, CEVA will provide the full details that can be used in preparing the EAD.

Point of attention 1:

Please make sure that the EAD is not created before you have received approval from CEVA and receipt of the correct license number.

Point of attention 2:

When shipping the excise goods, make sure that the original documents (commercial invoice, packing list and EAD) are enclosed with your shipment. Also send a copy of these documents to CEVA (plma@cevalogistics.com).

Point of attention 3:

Excise shipments will be imported permanently and cannot return to the country of origin after the fair.

The following charges will apply for excise shipments:

Rates Excise goods

Customs entry per shipment/exhibitor	€ 160.00
Permanent customs clearance per shipment/exhibitor	€ 72.50*
Extra tariff numbers	€ 18.00 per item*
Excise and VAT	At cost +6%

*These charges only apply if the shipment is under T1 and will not be charged if the shipment is sent from within the EU.

3.3 Customs Export Rates

Export rates

Raising export document and make T1-document	€ 92.50
Export risk management fee per shipment/exhibitor	1% of the CIF Value Minimum € 82.50

Point of attention:

Please note that all food items and/or excise shipments can't return to the country of origin and must be destroyed after the fair.

Shipping Instructions



4. Air- and Seafreight

Point of attention 1:

A copy of the direct AWB or the Express Bill of Lading (B/L) together with invoices has to be sent by E-mail to plma@cevalogistics.com.

Point of attention 2:

Airfreight must be available at AMS Airport and Seafreight must be available at RTM port, latest on Monday May 8th. For freight arriving after this date, a surcharge of 50% on the rates at point 4.1 and 4.3 will be charged.

Point of attention 3:

For shipments that arrive before May 1st please contact our office for the possibilities and correct delivery address.

4.1 Airfreight Inbound

From free arrival Amsterdam Schiphol airport till arrival Amsterdam RAI.

Rates	
0 kg till 100 kg	€ 243.00
101 kg till 250 kg	€ 290.00
251 kg till 500 kg	€ 456.50
Above 500 kg per additional kg	€ 0.85 per kg
Additional Frozen / Chilled Port handling	€ 43.50 per 50 kg

This tariff will be charged at 1 cubic meter = 167 kg, whichever is higher.

Rate includes all airport handling fees and transit documents.
Please note that any deconsolidation charges and warehouse rent will be passed on to you at cost +15%.

Please route all airfreight shipments to Amsterdam Schiphol Airport with direct air waybills and consign them as follows:

MALENSTEIN AIR BV
c/o PLMA 2017
<Your company name>
<Your hall and stand number>
Tupolevlaan 44
1119 NZ Schiphol-Rijk
The Netherlands

Notify: <Exhibitor Name>
 Tel. +31 6 1005 1762

Deadline

Airfreight must be available at AMS Airport latest on Monday May 8th. For freight arriving after this date, a surcharge of 50% on these rates will be charged.

Shipping Instructions



4.2 Airfreight Outbound

Same as inbound.

4.3 Seafreight Inbound

From free arrival Rotterdam seaport till arrival Amsterdam RAI.

Rates

FCL shipments

20 FT Containers € 1405.00

40 FT Containers € 1515.00

LCL shipments

Per 100 kg € 67.50

Minimum of 3 cbm

Intervention Fee At cost +15%

This tariff will be charged at 1 cubic meter = 300 kg, whichever is higher.

Rate includes all port handling fees and transit documents.

Please note that any deconsolidation charges and warehouse rent will be passed on to you at cost +15%.

To avoid demurrage costs and to simplify the process, we kindly ask you to make an Express Bill of Lading (B/L) and not an original Bill of Lading and consign them as follows:

CEVA Showfreight / PLMA 2017

<Your company name>

<Your hall and stand number>

Wielingenstraat P9

1078 KK Amsterdam

The Netherlands

Notify: **CEVA Showfreight**
plma@cevalogistics.com

Deadline

Seafreight must be available at RTM Port latest on Monday May 8th. For freight arriving after this date, a surcharge of 50% on these rates will be charged.

4.4 Seafreight Outbound

Same as inbound.

Shipping Instructions



5. Breakdown

Breakdown period: **Wednesday May 17th, 2017 from 17:00 hours till 23:00 hours**
Thursday May 18th, 2017 from 06:00 hours till 14:00 hours

Materials which are left in the halls after 14:00 hours on Thursday May 18th will be disposed by the Amsterdam RAI cleaning services. PLMA organization reserves the right to consign exhibitor's materials to CEVA, at the exhibitor's expense, if they are not removed in accordance with the above schedule.

Outbound charges

The charges for loading goods, air- re-export of customs bonded goods will be the same as for the inbound. During the dismantling period of PLMA 2017, all traffic is subject to a [buffering procedure](#).

Charity

General breakdown instructions will be distributed to all exhibitors in the morning of Wednesday May 17th. In the afternoon, charity volunteers will distribute information on their collection operation that starts at the closing of the show. If your company decides to leave goods for charity, make sure to label the goods with 'Charity' 1 hour before the closing of the show.

5.1 Reloading Goods via Advanced Warehouse

For PLMA 2017 we grant a discounted tariff on shipments that are collected at CEVA's advanced warehouse. Your shipping company can come and collect your items in a timeframe of 1 week. This way they don't have to come to the RAI Exhibition Centre and thus they avoid heavy traffic and resulting inconvenience while collecting your shipment.

For collections from the advanced warehouse the following conditions apply:

- Only shipments for which CEVA has received a written order for reloading via the advanced warehouse are charged per the tariff below. The handling of unknown goods that are left in the halls after the dismantling has ended are charged based on quotation.
- Shipments may consist of maximum 5 pieces and/or 10 cbm, whichever is higher. Other amounts or dimensions can only be collected when you have received written approval by CEVA.
- Shipments can only contain normal goods. Perishable, chilled and/or frozen shipments cannot be accepted.
- Collection at advanced warehouse can be done between Monday May 22nd and Friday May 26th 2017 during normal working hours (Monday-Friday between 08:30 and 16:00). On Thursday May 25th collection isn't possible due to a bank holiday.

If your shipment meets all the above mentioned conditions, you can collect your goods from CEVA's advanced warehouse. The correct collection address will be communicated after you have sent the order form (page 15 and 16)

Rates for Reloading via Advanced Warehouse

Collection from stand, transport from Amsterdam RAI to advanced warehouse, storage and reloading into truck	€ 47.25 per cbm
Minimum	2 cbm



Shipping Instructions

6. 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 will be sent to you upon request.

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 you to insure your goods for the duration of the show.

7. General

- All prices are excluded 21% VAT.
- All orders placed 7 working days before the start of the buildup are accepted without written confirmation.
- All orders can be cancelled one week in advance without costs. Within one week we will charge a cancellation fee of 20% on the minimum charges.
- No credit is given, so all charges need to be paid in full before carrying out the work.
- To avoid credit issues we advise you to use one of our appointed agents in your country.
- All charges will be calculated in full cbm, per starting cbm, per consignment and per stand.
- All invoices will be sent with an administration fee of € 25.00 per invoice.
- All shipments will be invoiced per stand number and/or exhibitor.
- Volume conversion for items on this tariff: 1 cbm = 300 kgs, unless stated otherwise.
- All activities will be charged on the actual weight or the volume weight, whichever is higher.
- CEVA Showfreight cannot be held responsible for vehicle waiting times at Amsterdam RAI out of CEVA's control. The venue is busy and space around the halls are limited and therefore during peak times delays can be incurred. During build-up and breakdown, all traffic is subject to a [buffering procedure](#).
- This tariff and instruction is only valid for the PLMA 2017 held on the Amsterdam RAI grounds situated at Europaplein 8 Amsterdam.

Shipping Instructions

List of preferred agents

AUSTRIA

Lagermax Internationale Spedition GmbH
T: +43 662 4090 2295
E: hansgeorg.kracher@lagermax.com
Hans Georg Kracher

BELGIUM

Ceva Showfreight
T: +31 88 0283 148
E: plma@cevalogistics.com
Heleen van den Aker

BULGARIA

Orbit Ltd.
T: +359 2 970 6311
E: lrangelov@orbit.bg
Ludmil Rangelov

CHINA

APT Showfreight
T: +86 21 6124 0090 378
E: shirley.xing@aptshowfreight.com
Shirley Xing

CZECH REPUBLIC

CENTRUMSPED s.r.o.
T: +420 547 423 165
E: sandova@centrumsped.cz
Zuzana Sandova

DENMARK

Blue Water Shipping A/S
T: +45 7913 4698
E: khaa@bws.dk
Kasper Haahr

EGYPT

Quick Cargo
T: +202 3539 0262
E: ghada.wahab@quick-cargo.com
Ghada Wahab

ESTONIA

Upex LS Ltd.
T: +372 6137433
E: urmas@upex.ee
Urmas Palk

FINLAND

CHS Expo Freight
T: +358 20 7669 422
E: ossi.hamalainen@chs.fi
Ossi Hämäläinen

FRANCE

ESI Group
T: +33 (0) 1 30 11 93 71
E: jessica.abaty@group-esi.com
Jessica Abaty

GERMANY

Cretschmar MesseCargo GmbH
T: +49 (0) 341 520430 – 12
E: Andre.Hackl@cretschmar.de
Andre Hackl

GREECE

Harlas Intl Transport S.A.
T: +30 210 4226774
E: b.karafilsis@harlas.gr
Bill Karafilis

HUNGARY

Masped Logisztika Kft.
T: +36-1-278 0951
E: kanyo.krisztina@masped.hu
Krisztina Kanyo

INDIA

R.E. Rogers India Private Limited
T: +91 80 426 90 500
E: praveen@rogersworldwideindia.com
Praveen Suri

IRELAND

Interflow Logistics Ltd.
T: +353 (0)64 6620008
E: terence.cullinan@interflow.ie
Terence Cullinan

ISRAEL

KN Expo & Event Logistics
T: +972 74 7800 415
E: liat.barak@kuehne-nagel.com
Liat Barak

ITALY

Otim Spa
T: +39 011 9531 735
E: marta.piccoli@otim.it
Marta Piccoli

LATVIA + LITHUANIA

AAA-A2 Cargo
T: +370 5 2151352
E: ds.vno@a2cargo.com
Darius Subotkevicius

MALAYSIA

R.E. Rogers (Malaysia) Sdn Bhd
T: +603 5510 8611
E: roy@rogers-asia.com
Royscheider Hermawan

POLAND

Netlog Polska Sp. Z.o.o.
T: +48 22 256 70 12
E: izabela.wronowska@netlog.org.pl
Izabela Wronowska

PORTUGAL

FeirExpo SA
T: +351 21 831 0660
E: abilio.branco@rangel.pt
Abilio Branco

REPUBLIC OF SERBIA

SBA
T: +381 11 2286 048
E: makis.mavroeidis@sba-group.net
Makis Mavroeidis

SPAIN

Resa Expo
T: +34 93 233 40 24
E: mkupis@resaexpo.com
Marta Kupis

SWEDEN

On-Site Exhibitions AB
T: +46 (0) 31 707 3070
E: lena@onsitegroup.se
Lena Widman

SWITZERLAND

International Expo Services AG
T: +41 61 712 02 02
E: t.kaeser@intexposervices.com
Tobias Käser

THE NETHERLANDS

Ceva Showfreight
T: +31 88 0283 148
E: plma@cevalogistics.com
Heleen van den Aker

TURKEY

Gruptrans Int. Transport & Trade Co. Inc
T: +90 212 426 27 28
E: hale@gruptrans.com
Hale Genc Eren

UNITED KINGDOM

CEVA Showfreight
T: +44 (0)121 782 8888
E: dean.wale@cevalogistics.com
Dean Wale

UNITED STATES

TWI Group Inc.
T: +1 702 691 9017
E: jfifer@twigroup.com
Jennifer Fifer

UKRAINE

Smart Logistics Ltd
T: +38 044 333 31 35
E: yevgenym@smartlogistics.kiev.ua
Yevgeny Mironenko



CEVA Showfreight Order Form

Please return this document to plma@cevalogistics.com



Exhibitor details

Exhibitor's name	:	_____
Hall and stand number:		_____
On Site Contact person:		_____
Mobile phone :		_____

Customer Invoicing details

Company name	:	_____
Contact person/Department :		_____
Address:		_____
Zip code:	_____	City : _____
Country :	_____	VAT number : _____ <i>Only for companies inside the European Union</i>
Telephone number :		_____
E-mail address	:	_____
Your reference	:	_____
<i>Optional</i>		

Credit card details (please tick)

- American Express
- Visa Card
- Eurocard Mastercard

Card holder	:	_____	
Card number	:	_____	
Valid till	:	_____	Security Code : _____



CEVA Showfreight

Order Form

Please return this document to plma@cevalogistics.com



Description of Goods

Amount of pieces	Type of shipment (please circle)	Length cm	Width cm	Height cm	Weight kg	Chilled/Frozen?
	Pallet / Crate / Box / Flightcase / Full trailer					<input type="checkbox"/> No <input type="checkbox"/> Chilled <input type="checkbox"/> Frozen
	Pallet / Crate / Box / Flightcase / Full trailer					<input type="checkbox"/> No <input type="checkbox"/> Chilled <input type="checkbox"/> Frozen
	Pallet / Crate / Box / Flightcase / Full trailer					<input type="checkbox"/> No <input type="checkbox"/> Chilled <input type="checkbox"/> Frozen
	Pallet / Crate / Box / Flightcase / Full trailer					<input type="checkbox"/> No <input type="checkbox"/> Chilled <input type="checkbox"/> Frozen
	Pallet / Crate / Box / Flightcase / Full trailer					<input type="checkbox"/> No <input type="checkbox"/> Chilled <input type="checkbox"/> Frozen

Forklift Services

- Unloading goods directly to stand Delivery date/time: _____
- Unloading goods via Advanced Warehouse Delivery date in warehouse: _____
Only for early deliveries, see point 1.2
- Unloading goods via On-Site Warehouse RAI Delivery date in warehouse: _____
Delivery date on stand: _____
- Handling and storage of chilled/frozen goods Delivery date in warehouse: _____
Delivery date on stand: _____ May 15th _____
- Storage of Empty Packing Material High Priority Volume: ± _____ cbm
- Storage of Empty Packing Material Normal Priority Volume: ± _____ cbm
- Storage of Full Goods Volume: ± _____ cbm
- Reloading goods directly from stand Collection date/time: _____
- Reloading goods via On-Site Warehouse RAI Collection date from stand: _____
Collection date from warehouse: _____
- Reloading goods via Advanced Warehouse Collection date from stand: _____
Collection date from warehouse: _____
Only for late collections, see point 5.1

Other Services

- Handling of Customs formalities AWB number: _____
for shipments originating from outside EU
- Handling Airfreight Shipment B/L number: _____
- Handling Seafreight Shipment

By signing this order form, you are placing an order for logistical services.

The undersigned declares to have received the tariff and conditions and declares to accept the General Conditions of CEVA Showfreight. Also the undersigned declares to be an authorized signatory for the company.

CEVA Showfreight only accepts completely filled out and signed reply 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.

Should you have any questions or requests please feel free to contact us, we will be more than happy to be at your assistance.

Name in capitals: _____

Signature: _____

Date: _____

CEVA Logistics Netherlands B.V. Show freight

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, Amhem, 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**
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 organisers, stand builders, exhibitors, etc.
Client: a company or organisation that has instructed CEVA Showfreight to perform work.
Exhibitor: a company or organisation 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 organiser or trade fair exhibitors.
Trade fair organiser: a company or organisation that organises events and exhibitions in hall complexes and that is not the owner of the hall complex.
- 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.
 - 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.
 - 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 authorised representative of the exhibitor / stand builder / organiser 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 authorised to give instructions and decisions while the work is being performed.
- C. Provision of services**
- The client shall bear the expense and the risk of the work performed by CEVA Showfreight. 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 / organiser.
 - CEVA Showfreight reserves the right to suspend the activities, such as loading and unloading, if:
 - it is not clear on whose instructions the work is being performed;
 - the shipment details are unclear and/or incomplete;
 - 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;
 - the material required is not available;
 - this has resulted or could result in damage of any nature;
 - the instructions of CEVA Showfreight personnel have not been correctly followed;
 - the location at which the work is to be performed is not accessible or not available.
- D. Client's responsibilities**
- Goods are not insured, client needs to arrange a (transport) insurance by himself
 - 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.
 - The exhibitor/stand builder shall be present to provide guidance and instructions while the work is being performed.
 - The client is responsible for providing written instructions on the work that is to be performed.
- E. Responsibilities/liability of CEVA Showfreight**
- 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.
 - 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.
 - CEVA Showfreight is not liable for the contents of the parcels.
 - CEVA Showfreight is not liable for the number of parcels loaded from the stand or placed in storage.
 - CEVA Showfreight is not liable for damage or loss arising from incorrect labelling of the goods that are to be transported or loaded under the direction of CEVA Showfreight.
 - Unless agreed otherwise, CEVA Showfreight is not liable for the incorrect loading of the goods in the absence of the client.
 - CEVA Showfreight is not liable for damage arising from the use of unsuitable transport equipment by the client.
 - 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.
 - 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.
 - 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 organisers.
 - 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 organisers**
Handling of the participants' goods and packaging, such as internal transport and storage on the instructions of hall managers, trade fair organisers or other interested parties, shall be charged to the stand builder / exhibitor.
- Costs for the activities arising from changes to the construction and dismantling times, location, etc. shall be charged to the stand builder / exhibitor.
- G. Storage of packaging**
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.
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.
When placing the order, it must be made clear whether and to what extent the packaging will be empty or full.
CEVA Showfreight provides no guarantee for the time at which the packaging will be returned to the stand.
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.
The packaging storage area is not accessible to the client.
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**
CEVA Showfreight is not liable for the nature, quality or quantity of goods that the client has requested CEVA Showfreight to place into storage.
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.
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.
Entering the storage area is at the visitor's own risk. Visitors to the storage area must respect all CEVA Showfreight instructions and regulations.
The client shall bear the costs related to the supervision of the visit to the storage area. 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, Amhem, Breda and Rotterdam on 1 July 2004.

Liability

Article 11.

- All operations and activities will be at the client's expense and risk.
- 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.
- 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.
- A claim may never exceed the value stated on the invoice, in default whereof the market value at the time when the damage occurred shall apply. The forwarder is not liable for lost profit, consequential loss, or intangible loss.
- If, during the performance of the order, damage occurs for which the forwarder is not liable, the forwarder shall make efforts to recover the clients 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 favour of the client.
- 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.
- 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. 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.

- 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.

- In the event of force majeure, the contract will remain in force; the forwarders obligations will however be suspended for the duration of the event of force majeure.
- 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.

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

Article 24.

- 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.

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PO Box 54200, 3008 JE Rotterdam

