

# Shipping Instructions

2008 World Molecular Imaging Conference

September 10 - 13

Nice / France

Cretschmar MesseCargo GmbH  
Reisholzer Bahnstrasse 33  
40599 Duesseldorf

Tel: +49-211 7401 275

Fax: +49-211 7401 276

Email: [Monika.Rinnert@cretschmar.de](mailto:Monika.Rinnert@cretschmar.de)

## **1. Introduction**

The organizer of the World Molecular Imaging Conference has appointed Cretschmar MesseCargo GmbH as official Handling, Forwarding and Transportation Agent and official Customs House Broker for the 2008 World Molecular Imaging Conference , to be held from September 10th to 13<sup>th</sup> 2008 in Nice / France.

This Shipping Manual will guide you through all areas of the exhibition logistics for this exhibition, making you familiar with shipping deadlines, documentation requirements, technical information and any other issue.

Our services will comprise of the following program:

### **Target**

Cost- and time efficient transport of exhibition goods from factory to exhibition booth and return.

### **Planning Stage**

Provision of precise information to exhibitors in regard to transport and handling at exhibition site:

- Shipping deadlines
- Packing
- Marking
- Documentation
- Insurance
- Contact details at CRETSCHMAR CARGO (before, during and after exhibition)

Determine each exhibitors particular requirements and develop individual shipping plan.

### **Transport to Exhibition Site**

- Collection of freight from Shipper's premises
- Examination of shipment, re-packing and re-labelling (if necessary)
- International Transport by roadfreight, sea- and airfreight to Exhibition Site
- Customs Clearance (temporary and permanent)
- Provision of Trade Fair Bond

### **Handling at Exhibition Site – Inbound Operations**

- Delivery of shipment onto exhibition booth
- Collection of empty packing material and storage
- Personal Supervision by Cretschmar-Staff (Office and Show Floor)

### **Handling at Exhibition Site – Outbound Operations**

- Personal Visit at each exhibitor's stand to obtain disposal instructions
- Re-Delivery of empty packing material
- Assistance with Re-packing operations
- Collection of crated freight from exhibition stand

### **Return Transport**

Return transport from exhibition site to consignee premises.

## **2. Transport to Nice**

Cretschmar MesseCargo GmbH will arrange transport from your factory to Nice:

Cretschmar MesseCargo GmbH  
Nürnberger Str. 52  
40599 Düsseldorf  
Germany

Contact: Mrs. Melanie Reucher  
Tel.: +49-211-7401 278  
Fax.: +49-211-7401 276  
[Melanie.Reucher@cretschmar.de](mailto:Melanie.Reucher@cretschmar.de)

or any of our offices or agents worldwide (please refer to chapter 5 for contact information)

## **3. Transport Deadlines**

Latest arrival seafreight	24th of August 2008
Latest arrival airfreight	31st of August 2008
Latest Collection from your premises (transport by truck)	please contact agent in your country

## **4. Documentation Deadlines**

*1 copy of Proforma-Invoice / Packing List*

- to be sent to Cretschmar MesseCargo GmbH,  
by Facsimile (+49-211 74 01 276)

the day shipment leaves  
factory

*1 Original + 3 copies of Proforma-Invoice / Packing List:*

to travel with consignment

## 5. Worldwide Agents

We will be happy to receive freight from any forwarder you may employ for transport to Nice. For several reasons, we highly recommend that you make use of our office in Duesseldorf or our nominated agent in your country:

### **China**

BALtrans International Cargo Ltd  
B11&B15 16/F., Han Wai Plaza  
No. 7 Guang Hua Road, Chao Yang District  
Beijing, PRC

Contact: Juliana Yang  
Tel.: +86 10 65 61 4171  
Fax.: +86 10 6561 4170  
[juliana.yang@exhibition.baltrans.com](mailto:juliana.yang@exhibition.baltrans.com)

### **Italy**

Expotrans MTO s.r.l.  
SS.33 del Sempione, Nr 28  
Gate Cargo 1 - Fiera Milano  
I - 20017 Milano (Rho)

Contact: Fabio Malensek  
Tel: +39 02 3662 8610  
Fax: +39 02 3662 8606  
[Fabio.Malensek@expotrans.it](mailto:Fabio.Malensek@expotrans.it)

### **Spain**

Cretschmar / ALPEC  
Carrer Creu, 64  
E-08906 Sant Just Desvern / Barcelona

Contact: Klaus Stotz  
Tel.: +34-93-4802143  
Fax.: +34-93-372 2654  
[kstotz@advanced-logistics.net](mailto:kstotz@advanced-logistics.net)

### **United Kingdom**

CEVA Showfreight - UK  
Start Nucleus, Brunei Way, Marsh Street  
GB-Dartford DA1 5GA

Contact: Amanda Carrett  
Tel.: +44-1322 312 058  
Fax.: +44-1322 312 057  
[Amanda.carrett@uk.cevalogistics.com](mailto:Amanda.carrett@uk.cevalogistics.com)

### **France**

Clamageran Foire Expo  
Parc des Expositions  
Paris Nord Villepinte  
F-95976 Roissy

Contact : Chantal Dupont  
Tel. : +33-1-48 63 33 53  
Fax. : +33-1-48 63 23 05  
[c.dupont@clamageran.fr](mailto:c.dupont@clamageran.fr)

### **Japan**

BlueLine Co. Ltd.  
3rd Floor, Saga-Cho MD Building  
1-18-8 Saga  
Japan-135-0031 Koto-Ku, Tokyo

Contact: Toshi Sasahara  
Tel.: +81-3-5646 4775  
Fax.: +81-3-5646 4776  
[tsasahara@blue-line.jp](mailto:tsasahara@blue-line.jp)

### **Switzerland**

Expo-Cargo AG  
Schönaustrasse 33  
CH-4058 Basel

Contact: Fabio Freschi  
Tel: +41 61 666 6031  
Fax : +41 61 666 6030  
[Fabio.Freschi@expo-cargo.ch](mailto:Fabio.Freschi@expo-cargo.ch)

### **USA**

Airways Freight Corp.  
641 Prospect Avenue.  
USA-Barrington, IL 60010

Contact : Jim Kelty  
Tel. : +1-847-382 9963  
Fax. : +1-847-382 9951  
[JimKelty@airwaysfreight.com](mailto:JimKelty@airwaysfreight.com)

## 6. Packing

**Packing should be the highest possible standard, and if exhibits are intended to be re-shipped, the cases must be of a re-usable type.**

**When shipping Solar Moduls or Plasma-Screens (or similar goods), do not use cartons. These goods must be packed into cases, and need to be secured inside the case with packing material (stripes and bubble foil at least). Please don't forget, that the goods must be re-packed into the cases after the show.**

Make sure that palletized freight is suitably fastened onto the pallet and wrapped with plastic foil.

All packing must be equipped with skids for handling by forklift and pallet-truck.

## 7. Case Marking

All packages shall be marked as follows:

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Nice

Name of Exhibitor :

Stand-No. :

Case Number : of total:

Gross Weight :

Dimensions :

We strongly recommend, that you attach in addition to the above information our shipping labels to your boxes. Please contact us for such labels to be mailed or e-mailed to you. The self-adhesive stickers are extremely helpful to easily identify your shipment at all times.

## 8. Documentation

### - Goods being in free circulation in the EC –

Though there is no requirement for customs processing of goods being in free circulation in the European Community, you need to register your goods on a packing list. This must be faxed to us the day your shipment leaves your factory and originals travel with the consignment. The Packing-List must indicate at a quick glance:

1. Exhibitor & Address
2. Booth-No.
3. Number and kind of packages
4. Gross weight / Net weight of each package
5. Dimensions of each package

To make this an uncomplicated task, we suggest you to use blank form attached in this manual.

### **- Goods not being in free circulation in the EC –**

All articles are subject to Customs clearance upon their arrival in Europe. To process customs formalities, please complete attached blank form Proforma-Invoice/Packing List, following these instructions:

- all entries in English language
- all values shown in US \$ or € on a CIF basis
- provide full description of all items including model names, serial numbers
- attach company stamp & signature on Original and all copies

#### **Separate Invoices are required for goods for temporary entry and goods for permanent import.**

Please advise type of customs clearance requested (“temporary” or “permanent - Duty / Taxes paid”) on your Proforma-Invoice. Once the invoice is completed, it

- a) is to be faxed to us when your shipment leaves your factory
- b) must travel with the consignment.

If you decide during the show, that articles originally processed for temporary importation are to remain in the country, we will change the customs entry from “temporary” to “permanent”. This can only be filed after the show with Customs.

It will not be possible to release bonded goods from Exhibition Hall. There is no exception from this rule and please be prepared that **bonded goods can not be sold off the stand.**

### **9. Temporary Import**

For this exhibition we have arranged for a Trade Fair Bond.

Exhibition Goods, Standfitting Material and Display Material can be imported without the need to pay duty and VAT, provided they will be re-exported following end of show.

### **10. Empty Packing Material**

All empty packing material, intended for re-packing at end of the show, must be specifically handed over to us.

Please contact nearest on-site staff or our service desk to provide you with the proper labels to be attached to the empty cartons, boxes or crates for storage.

**Any empty packing material, left at the stand and/or in the aisles not properly marked, will be removed as waste.**

## 11. Re-Export

We will be circulating a Disposal Instruction Form to you due course prior to end of show for your completion so that we can plan for the return shipments after the exhibition.

## 12. Courier Shipments

In spite of careful planning, there may always be the need for transport of late shipments.

Please contact us or our agents to arrange the most advantageous method of EXPRESS shipments for you.

There are two reasons, that your shipments may **not get delivered in time** if you are sending your goods with a courier company:

### a. Customs Clearance

All shipments into Germany, including COURIER shipments, must be customs cleared. All articles not originating in the European Community are subject to import dues.

Some articles (such as promotional material) may be duty exempt.

All articles will always be liable for the payment of VAT (Value added tax).

Courier companies will not advance these funds.

Their standard operation is a notification of the consignee to arrange payment of import dues.

Consignees, such as exhibitors at an International Trade Show (with a temporary address) are difficult, if not impossible, to trace in order to make all these arrangements.

In such instances, the courier company will get back to sender to obtain instructions. By the time the chain of communication from Courier/Germany to Courier/Origin to Sender/Origin *and return* is walked thru, the Trade Show most likely is over - without your exhibits having made it to your stand.

Please be aware COURIER Companies **will not clear goods as temporary import**.

### b. Delivery to your stand:

Courier Companies do not have access to the exhibition floor. They will be stopped at the hall entrance.

From this condition it concludes, that Courier Companies cannot deliver to your stand.

All such deliveries may only be received by us and delivered to your stand – **provided they are properly labeled**. Charges will be incurred in accordance with our tariff and payment must be made prior of release to you.

**We do not have any control over shipments sent with COURIER companies.**

**We will not be in position to trace any freight sent this way – this can only be done effectively by sender at origin.**

### **13. Insurance**

As our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

It is the responsibility of each Exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition and the return of exhibits to domicile, including the period the exhibits are handled by us.

Our work is only undertaken under terms and conditions laid out in the Allgemeine Deutsche Spediteur-Bedingungen (ADSp), neuste Fassung (German Freight Forwarder's Law, latest edition).

### **10. Terms of payment**

Inward : Prior to Delivery to Stand

Outward : Upon presentation of invoices / prior to return of exhibits to sender

All payments must be made without any deduction or deferment on account of any claim, counterclaim or off-set.

Payment may be made in Cash or Major Credit Card (in Nice).

Payment can also be made by remittance to

Deutsche Bank AG, Düsseldorf  
Account Nr. 511 338 600  
Bank-Code (BLZ) Nr. 300 700 10  
IBAN DE09 3007 0010 0511 3386 00  
BIC DEUTDEDD

**Shipping Order: 2008 World Molecular  
Imaging Conference,  
Nice/France**



Shipper : Cretschmar  
 Exhibitor : MesseCargo GmbH  
 Hall Nr. / Stand Nr. : Reisholzer Bahnstrasse 33  
 Contact at Site : D-40599 Düsseldorf  
 Telephone: + 49 / (0)211 / 7401-275  
 Telefax: + 49 / (0)211 / 7401-276  
 e-mail: [Monika.Rinnert@cretschmar.de](mailto:Monika.Rinnert@cretschmar.de)

marks & numbers	Number of packages / said to contain	Grossweight (Kilograms)	Value (US \$)

Please apply shipping labels to all packages

Ready for collection: \_\_\_\_\_ Date of requested delivery to booth: \_\_\_\_\_  
 Insurance: **Yes**  **No**  Insurance Value: \_\_\_\_\_

**Remarks:**

We thank you for the above mentioned order. We would like to advise you that this order will be handled in accordance with the agreed German Forwarders Standard Terms and Conditions - latest version - in conjunction with the conditions and rates for trade fair transportation and the special conditions available upon request..

\_\_\_\_\_, \_\_\_\_\_  
 Place: Date: Company Name: Signature  
 (Name in print)



## ON-SITE T A R I F F

### 2008 World Molecular Imaging Conference Nice Acropolis, Nice/France September 10-23, 2008

#### 1. Lifting and Storage

1.1. Unloading truck and direct delivery to booth, per ton or cubic meter, whichever the greater (Minimum 3,000 cbm)	44,35
1.2. Re-loading to vehicle direct from booth, per ton or cubic meter whichever the greater. (Minimum 3,000 cbm)	44,35
1.3. Removal, Storage and re-delivery of empty packing material, per cubic meter (Minimum 3,000 cbm)	78,75
1.4. Labour, per hour (m/m 4 hours)	53,45
1.5. Transport to show site (quoted upon request)	
1.6. Agency Fee, per shipment (applicable inbound and again outbound)	45,00
1.7. Regular Work Hours Monday-Friday 08:00-18:00 hours Overtime surcharge 50 % Surcharge for Sundays and Public Holidays 100 %	

#### 2. Misc.

- 2.1. All rates express in Euros
- 2.2. All items including VAT
- 2.3. Full payment is required prior to work being carried out