

FREIGHT HANDLING INFORMATION

INTRODUCTION

European International Fairs Ltd are pleased to advise that we have been appointed as the Sole Official Freight Forwarder & On-Site Handling Contractor for Aerospace Test & Development Show 2023. The following information and associated documentation have been prepared to assist you in the preparation, shipment and handling of your exhibits and stand material to and from the event. If you need clarification or further information, then please do not hesitate to contact us. Your key contacts for this event are as follows:

European International Fairs Limited
Units 6&10, Skitts Manor Farm
Edenbridge
Kent TN8 5RA, United Kingdom

Jim Callaghan
Tel: +44 1732 860330
E-mail: atdsops@european-intl.com

Our experienced and reliable **Worldwide Partners** can take care of all your shipping needs from your door, your supplier's door or from anywhere in the World, to your stand and back again. All are experienced in shipping exhibition materials and work with us on a regular basis. **We strongly recommend you make use of their services.** They will take care of all the necessary arrangements and can guide you through the whole process at a local level. Please [click here](#) for details of our local partner in your Country.

If you wish to use your regular forwarder, **please ensure that your materials are consigned to us in accordance with the addresses and with the documentation provided in these instructions.** We will be happy to work with your preferred forwarder or with you directly. Please visit our [online portal](#) to order services directly with us.

TENANCY SCHEDULE

The build-up, show open and breakdown schedule are as follows:

BUILD-UP

Sunday 17th September 10:00–20:00hr
Monday 18th September 08:00– 20:00hrs

SHOW OPEN

Tuesday 19th September 10:00–17:00hrs
Wednesday 20th September 10:00–17:00hrs

BREAKDOWN

Wednesday 20th September 17.30–22.00hrs
Thursday 21st September 08.00–11.00hrs

All materials must be removed by 11.00hrs on Thursday 21st September. Materials not collected by your carrier and if identified will be removed to the warehouse pending further instructions.

PACKING & CASE MARKING

Packaging should be designed with internal padding and battens as to be suitable for the nature of the goods and the intended mode of transport and to be able to withstand both outward and return journeys (if required).

It should be capable of easy unpacking and repacking. For this reason, it is advisable to use screws or clips for cases rather than nails.

Packaging for shipments originating from outside of the European Union must be 'ISPM15' compliant. Please contact your local Government Plant Health Authority for further details.

All cases should be clearly marked showing the event name, c/o European International Fairs Limited, your exhibiting name, stand number and case number (i.e. 1of3, 2of3 etc.). We recommend using our pre-formatted [label template](#).

Case numbers on the labels should tally up with those mentioned on any shipping documentation.

RESTRICTED GOODS

The following products are restricted for import into the European Union and should not be included in your shipment if originating from outside of the EU – foodstuffs (incl. sweets and mints), beverages, tobacco, alcohol, medicines, cosmetics, live animals or plants, pharmaceutical products and animal hides. Depending on country of manufacture, some textile products are also restricted.

Please [contact us](#) if it is essential for you to include such prohibited items within your consignment.

INSURANCE

Insurance is the responsibility of the exhibitor and we do not automatically insure goods on your behalf. We strongly recommend that you arrange adequate cover for your goods for the transit to, from and during the exhibition.

AIRFREIGHT CONSIGNEE INSTRUCTIONS & ARRIVAL DEADLINES

All shipments must be sent pre-paid to Toulouse Airport **TLS** and consigned to:

CONSIGNEE
CLAMAGERAN-EXPOSITIONS
PARC DES EXPOSITIONS PORTE DE VERSAILLES
75015 PARIS
CONTACT: PAOLA BURLANDO TEL: +33(0)620837798

NOTIFY
AEROSPACE TEST & DEVELOPMENT SHOW
EXHIBITOR NAME:
HALL and STAND #

Shipment must arrive TLS not later than 7th September 2023, shipments arriving after this deadline may incur delays, late delivery and addition late arrival surcharge on the standard tariff.

Copies of your shipping documents should be sent to us prior to export from origin to ensure that all details are correct. Final pre-alerts should be submitted to us prior to the consignment's arrival via our [online portal](#).

ROADFREIGHT & COURIER SHIPPING VIA THE ADVANCE RECEIVING WAREHOUSE

Warehouse Address:

CLAMAGERAN-EXPOSITIONS C/O MOUV & LOG
19 Av des Cerisiers
31120 PORTET SUR GARONNE
Tél +33.5.61.45.45.06

NOTIFY
AEROSPACE TEST & DEVELOPMENT SHOW
EXHIBITOR NAME:
HALL and STAND #

Notes on Courier Shipments. DO NOT consign shipments to the show site or stand directly. Neither we nor the organisers will accept or sign for such deliveries. Courier shipments should be consigned to us *on a DDP basis* c/o the advance warehouse above and pre-booked via our [online portal](#) prior to arrival. Courier shipments arriving directly at the show site requiring payment of Customs duty, VAT or any freight charges will be refused by European International Fairs Limited unless pre-arranged. Shipments **MUST** therefore be sent on a DELIVERED DUTY PAID basis.

For non-EU courier shipments please contact us for customs requirements prior to shipping.

Shipments will be received against prior booking only. Please complete and submit an order via our [online portal](#) prior to arrival.

ROADFREIGHT FOR DIRECT UNLOADING / RELOADING AT THE SHOW HALL

Times SLOTS for offloading will be issued on placement of order via our on-line portal, drivers will need our booking reference number before offloading/reloading can commence. Vehicles that arrived without a prior booking that require a forklift for offloading/reloading will have to wait until an order is place. **please complete and submit an order via our [online portal](#) no later than Friday, 8th September.**

EUROPEAN INTERNATIONAL FAIRS LTD/CLAMAGERAN EXPOSITION
c/o **Exhibition name**, Exhibitor Name, Hall/Stand No.
MEETT
Concorde Avenue
31840 Aussonne France

Construction / Move-in: 17th 10.00hrs – 20. 00hrs, 18th September 08.00hrs – 20. 00hrs
Dismantling / Move-out: 20th September 17.30hrs-22.00hrs and 21st September 08.00hrs – 11.00hrs

Vehicles arriving outside of these times must either return at the correct time or report to the warehouse for unloading / reloading. Shipments will only be accepted / released from the warehouse by prior order.

NON-EU Road Freight Shipments- All NON-EU shipments MUST first report to the customs office prior to offloading

Please contact us in advance for the customs warehouse address and T-form instructions.

CUSTOMS CLEARANCE & DOCUMENTATION

Goods not in free circulation, whether being shipped from within or from outside the EU, must clear customs upon arrival in France.

We recommend that you DO NOT hand-carry commercial goods that are not in free circulation. Such goods are still liable for import duty and tax and may be detained by customs at the airport terminal pending customs clearance.

European International Fairs Limited can provide a temporary import Customs Guarantee to Customs on your behalf for exhibition goods under "Temporary Import" without the need to pay import duty and VAT. The goods must remain under our control throughout and are subject to examinations by Customs. At the close of the exhibition the goods must be removed to our local warehouse for Customs clearance either for re-export or for conversion to a permanent import. Heavy penalties can apply if exhibitors or contractors remove goods under a Customs import Guarantee from the show site.

Goods for temporary import (including ATA Carnet goods) must bear serial or product codes wherever possible. The same codes should be mentioned on the commercial invoice. German Customs are likely to force permanent import and payment of duties if this information is not available.

Items to be permanently imported will attract import duty and tax. Such Customs charges are subject to an outlay fee as mentioned in our tariff.

For all consignments (exhibits) delivered from NON-EU countries it is necessary to take into account 2-3 days for the customs clearance procedure.

- **exhibits, exhibition materials** (merchandise for temporary use): pro-forma invoice (at least 2 originals)

- Must be consigned to Exhibiting Company Name, Exhibition Name, Hall No, Stand No. MEETT Av De La Concorde, 31840 Aussonne, France, Notify Clamageran Exposition.
- Must indicate the individual weight and dimensions of each package in the shipment and should match the waybill
- Must clearly indicate the content of each package in English, with separate values (in EUR€) and HS Tariff codes for each individual item
- Goods for permanent import must be packed separately from goods for temporary import and each should have their own commercial invoice
- Must clearly indicate which items are packed into which boxes (piece numbers mentioned on your commercial invoice should tally up with the piece numbers mentioned on the labels attached to your packages)
- Make, model and serial numbers **must** be listed for any electrical items

We recommend that you use our [Combined Commercial Invoice & Packing List template](#).

ON-SITE REPRESENTATIVES

Experienced representatives from European International Fairs Limited will be on-site during the exhibition tenancy to supervise customs clearance and freight handling and to liaise with exhibitors during the event.

PAYMENT

By placing your freight with European International (Fairs) Ltd, or consigning it according to our instructions, you are agreeing to accept our charges for handling, transportation and customs clearance and related services, either quoted or un-quoted.

Invoices are due for immediate settlement in full upon presentation. Any disputes or queries relating to invoices should be notified to us immediately. We reserve the right to demand payment before release of goods.

Bank details will be present on our invoices. We can also accept credit card payments via our [on-line payment portal](#).

TERMS & CONDITIONS

All work is undertaken at owner's risk and in accordance with our [terms & conditions](#).