



FAIREXX

Shipping guidelines

EAU22 | AMSTERDAM
1-4 July 2022



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FAIREXX

Dear exhibitor,

The organiser of the exhibition during the annual congress of the European Association of Urology to be held in Amsterdam has appointed our organisation as their official forwarder and exclusive lifting agent. We are very proud of that and want to achieve a high quality exhibition logistics.

Being sole official logistics partner on-site implies that operations with any mechanical lifting equipment (e.g. on-site forklift services, electrical pallettrucks) may only be handled by Fairexx as well as on-site services as empty case and full goods storage.

Should you have any questions, remarks etc. regarding your transport or the local handling, please do not hesitate to contact us.

We provide all relevant services:

- Transport from your place to/from Amsterdam
- Roadfreight, airfreight, seafreight
- All customs handling
- Shipment transfer from port or airport
- All technical lifting
- Storage of empties
- Storage of brochures, give aways etc.
- Labour assistance for standfitting, unpacking

When needed you can always ask us for a specific quotation. Please mention all relevant details we need and specify on the quotation request form.

We look forward to meeting you in Amsterdam.

Sincerely yours,

Paul van Zijl

1. Consigning instructions

Please consign your shipments as follows

Roadfreight or courier shipments

We strongly recommend to send your groupage or courier shipments to our warehouse in The Netherlands.

Consignee Fairexx Logistics for Exhibitions
De Trompet 2650
1967 DD Heemskerk
The Netherlands
Email: eau@fairexx.nl
Phone: +31 251 250060

Notify EAU 2022
Name of exhibitor:
Standnumber:

Please note that global express courier companies (DHL, UPS, FEDEX) do not enter exhibition halls for direct delivery of materials to your stand. For this reason we offer our courier shipment service that includes the receipt, registration and stand delivery of your shipment.

Direct deliveries to venue only for larger shipments as traffic space on venue is limited

Consignee Fairexx Logistics for Exhibitions
RAI Amsterdam
Europaplein 2
1078 GZ Amsterdam
Entrance via P9

Please be aware that we work with timeslots for direct deliveries.
Make sure you send your timeslot request and forklift booking on time.

Forklift bookings must be received latest 22 June 2022
Timeslot bookings must be received latest 22 June 2022



Airfreight and seafreight

Consignee Fairexx Logistics for Exhibitions
De Trompet 2650
1967 DD Heemskerk
The Netherlands

Notify same as consignee c/o EAU 2022
Name of exhibitor:
Standnumber:

Pre-advise for all shipments:

We kindly ask you to send us a pre-advise at least one day before arrival including a copy of the airwaybill or seawaybill and a copy of the commercial invoice / packing list.

2. Deadlines shipment arrival

| | |
|---|--------------|
| Arrival deadline warehouse shipments | 27 June 2022 |
| Arrival deadline airfreight shipments | 24 June 2022 |
| Arrival deadline seafreight shipments LCL | 14 June 2022 |
| Arrival deadline seafreight shipments FCL | 22 June 2022 |

3. Dates build up and dismantling

| | | |
|-------------|-----------------|---|
| Build up | 28-30 June 2022 | 08.30 – 21.30 hrs. |
| Exhibition | 1-4 July 2022 | |
| Dismantling | 4 July 2022 | 17.45 – 23.00 hrs. Access vehicles after 20.30 hrs.! |
| | 5 July 2022 | 08.30 – 21.30 hrs. |

4. Marking of packages

Please number every package consecutively and make sure that the following information is indicated on every package:

EAU 2022
Fairexx Logistics for Exhibitions
"Name of Exhibitor"
"Stand # "
Package nr. 1 of ... / 2 of ... / 3 of ... etc.

We kindly ask you to use safe and strong packing material which is strong enough to be re-used after the show.



5. Storage during the exhibition

All empty packing materials which must be stored during the exhibition by Fairexx must be labeled with our "empty labels".

Unless otherwise agreed all packages carrying this label are considered as empty.

No responsibility can be accepted for goods left in the packages.

For insurance, fire regulations and security reasons, empty packing materials may not be stored behind booth display nor in the loading bays.

6. Payment

We accept the following methods of payment :

- Bank Transfer: please provide a copy of the transfer statement
- Credit card: pls inform us of your card details in advance
(not for customs expenditures unless with an additional 5 % service fee)
- Cash: Euro currency only

7. Basic conditions of contract

All work undertaken is subject to the Dutch Forwarders terms and conditions Fenex, latest version, in conjunction with the conditions and rates for trade fair transportation. A copy will be sent on request.

The responsibility and liability of FAIREXX Logistics for Exhibitions BV as Fairs & Exhibitions forwarder, ends once the goods have been delivered to the stand, irrespective of exhibitor's or his representative's presence on the stand

When written instructions fail, goods may be delivered to the stand commencing on the first day of the official build up period.

The responsibility and liability for return freight at the close of the exhibition starts only with the collection from the stand during the official dismantling period. The surrendering of documents by the exhibitor at the Fairex office and the acceptance of same does not constitute any admission of responsibility or liability for freight which has not yet been collected from the stand. If the exhibition booth has been left, without the shipment being collected by us, shipment remains on the booth at exhibitors risk.

Externally recognisable damages must be stated on the work order / delivery order on delivery of the goods. Any claim can only be treated when made in writing and presented at our on-site office. Verbal claims only will not be accepted.

Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our invoice(s) before the event starts or on-site during the event or before return shipping of their exhibits.

8. Contact details

FAIREXX
Logistics for Exhibitions BV
De Trompet 2650
1967 DD Heemskerk
The Netherlands

Contact: Paul van Zijl
Telephone: +31 251 250060
E-mail: eau@fairexx.nl
Web: www.fairexx.nl



8. Tariffs

| 1 | Basic charges | | EUR |
|----|---|-------------------------------------|-------|
| 1a | General handling and management (applicable in & out to all orders) | per shipment | 85.00 |
| 1b | Advanced payments to 3 rd parties | as per outlay +10% minimum 30.00 | |

| 2 | Shipments arriving by airfreight at airport AMS | | EUR |
|----|--|--------------------------------|----------------|
| 2a | Pick up at airport & transfer to warehouse 1 cbm. = 167 kgs | per kg minimum per shipment | 1.80 180.00 |
| 2b | Airport terminal fee | per (h)awb | 45.00 |
| 2c | Unexpected airport handling & 3 rd party costs | as per outlay + 10% | |

| 3 | Shipments arriving by seafreight | | | |
|----|----------------------------------|---|---------------------|----------------|
| 3a | LCL | Porthandling Rotterdam | As per outlay +10% | |
| 3b | | Transfer from Rotterdam port to warehouse | each cbm minimum | 57.50 2 cbm |
| 3c | FCL | Porthandling Rotterdam | as per outlay +10% | |
| 3d | | Transfer from Rotterdam port to warehouse | per container | 1150.00 |

| 4 | Shipments via warehouse | | EUR |
|----|---|----------------------------------|----------------|
| 4a | Receipt of shipment at warehouse, registration, handling and short term storage | each cbm minimum per shipment | 47.25 2 cbm |
| 4b | Transfer to or receipt at venue and delivery on stand | each cbm minimum per shipment | 37.00 2 cbm |
| 4c | All courier shipments up to 25 kgs | | 75.00 |
| 4c | All courier shipments up to 5 kgs | | free of charge |
| 4e | 1 cbm = 333 kgs | | |



| 5 | Shipments direct to showsite | | EUR |
|----------|---|--|--------------------------|
| 5a | Unloading and direct delivery to booth without storage (max. liftingcap. 3 ton) | Per each cbm Minimum per vehicle Maximum per vehicle | 25.00 8 cbm 40 cbm |
| 5b | 1 ldm = 6 cbm 1 ldm = 1850 kgs full load trailer = 40 cbm Tariffs only valid for palletized and crated materials, loose cargo surcharge 50% Tariffs are excluding upperfloor surcharge. | | |

| 6 | Storage during exhibition | | EUR |
|----------|---|-------------------------------|----------------|
| 6a | Empty packing materials | each cbm & package minimum | 55.00 2 cbm |
| 6b | Priority surcharge return empty packing materials | each cbm & package minimum | 20.00 2 cbm |
| 6c | Pallettruck, ladder or toolbox | each cbm minimum | 75.00 2 cbm |
| 6d | Genies | each unit | 175.00 |
| 6e | Scissorlift | each unit | 225.00 |

| 7 | Customs formalities | | EUR |
|----------|---|--|---------------------------|
| 7a | Customs entry (incl. 1 HS code) | permanent entry temporary entry ATA carnet | 100.00 100.00 75.00 |
| 7b | Addition HS code(s) | per HS code | 20.00 |
| 7c | Bond fee on temporary import (based on cif value) | per shipment minimum per shipment | 1.0% 65.00 |
| 7d | Duties and vat on permanent import | as per outlay +10% (min. Eur 30) | |
| 7e | Customs examination fee (if applicable) | per entry | 65.00 |
| 7f | Use of our Eori number on customs import | per entry | 50.00 |
| 7g | Application licence temporary import | per entry | 50.00 |



| 8 | Labour and mechanical equipment for stand assistance only | EUR |
|----|---|-------------------------------------|
| 8a | Forklift max. 3 ton | Each hour Minimum 2 hours 135.00 |
| 8b | Other mechanical equipment. | On request |
| 8c | Worker (min. 4 hours per worker) | Each hour 55.00 |

| 9 | Surcharges & remarks | |
|----|--|-------|
| 9a | For shipments arriving after the deadlines for cargo arrival a surcharge of 25% will be levied. We do our utmost to deliver on stand timely but cannot guarantee this for these shipments. | |
| 9b | For work to be effected after the regular work hours (Monday – Friday 08:00 – 17:00 hrs.) a surcharge will be applied: | |
| | Monday - Friday | +50% |
| | Saturday | +50% |
| | Sunday, holiday | +100% |
| 9c | Outbound tariff as per above rates All rates are excluding 21% Dutch VAT which will be charged where applicable | |



A - Bookingform on site handling

| | | | |
|---|--|---|---|
| Exhibitor: | | Booth no. | |
| CONTRACTOR CONTACT DETAILS AND INVOICE ADDRESS | | | |
| Company name | | | |
| Adress | | | |
| Postcode and city | | | |
| Country | | | |
| Phone | | E-mail | |
| VAT nr. | | | |
| FORKLIFT | | | |
| We would like to book a 3T forklift for (un)loading | | | |
| Build up | Date | Dismantling | Date |
| | Time | | Time |
| Size of truck | <input type="radio"/> part load trailer Loading metres: | | <input type="radio"/> full load trailer Nr. of trailers: |
| We would like to book a forklift for standassistance | | | |
| Build up | Date | Dismantling | Date |
| | Time | | Time |
| Extra equipment | <input type="radio"/> slings | <input type="radio"/> shackles | Other: |
| STORAGE | | | |
| Type of storage | <input type="radio"/> empties | <input type="radio"/> give aways, tools | <input type="radio"/> lifting equipment |
| Estimated volume | cbm | cbm | |
| CREDITCARD DETAILS | | | |
| Creditcard type | <input type="radio"/> Mastercard | <input type="radio"/> Visa | <input type="radio"/> Amex |
| Card number | | | |
| Name cardholder | | | |
| CVC /security code | | Expiration date | |
| Signature principal | | Date and stamp | |

As space and equipment is limited, all times stated on forklift bookings are considered as a request. We will send you a time slot and booking number as confirmation.
Please send form by e-mail: EAU@fairexx.nl



B - PRE-ADVISE WAREHOUSE DELIVERY

| | | | |
|---|---|-------------------------------------|--|
| Exhibitor: | | Booth no. | |
| CONTRACTOR CONTACT DETAILS AND INVOICE ADDRESS | | | |
| Company name | | | |
| Address | | | |
| Postcode and city | | | |
| Country | | | |
| Phone | | E-mail | |
| VAT nr. | | | |
| PRE-EVENT INFORMATION | | | |
| We will send the following shipment meant for / to the warehouse in the Netherlands | | | |
| Number of packages | | Gross weight | Kgs. |
| Measurements in cm(s) (when needed add attachment) | Volume | | Cbm. |
| | <input type="radio"/> Airfreight* | <input type="radio"/> Courier* | <input type="radio"/> Seafreight* <input type="radio"/> Road |
| Mode of transport | * Please send copy airwaybill or seawaybill | | |
| Date of arrival latest | | | |
| Date delivery on stand | | | |
| POST EVENT INFORMATION | | | |
| Return transport | <input type="radio"/> Yes to origin | <input type="radio"/> other address | <input type="radio"/> No |
| To be arranged by | <input type="radio"/> Fairexx Logistics | <input type="radio"/> | |
| CREDITCARD DETAILS | | | |
| Creditcard type | <input type="radio"/> Mastercard | <input type="radio"/> Visa | <input type="radio"/> Amex |
| Card number | | | |
| Name cardholder | | | |
| CVC /security code | | Expiration date | |
| Signature principal | Date and stamp | | |

Please send form by e-mail: EAU@fairexx.nl



C – QUOTATION REQUEST

| COMPANY INFORMATION | | | |
|---|--|--|----------------------------------|
| Exhibitor: | | | |
| Company: | | | |
| Contact: | | | |
| Phone: | | | |
| E-mail: | | | |
| PRE-EVENT | | | |
| Shipment to be sent via | <input type="radio"/> Airfreight | <input type="radio"/> Seafreight | <input type="radio"/> Road |
| Transport from | Country | | |
| | Postcode | | |
| | City | | |
| Transport insurance | <input type="radio"/> Yes | Value: | <input type="radio"/> No |
| Date delivery on stand | | | |
| Other services required at fairground: | | | |
| | | | |
| SHIPMENT DETAILS | | | |
| Number of pieces | | | |
| Total gross weight in kgs | | | |
| Measurements(s) (in cm) | (when necessary, send attachment) | | |
| Volume (in cbm) | | | |
| CUSTOMS FORMALITIES (NOT FOR SHIPMENTS ORIGIN EU) | | | |
| Mode of entry | <input type="radio"/> Permanent import | <input type="radio"/> Temporary import | <input type="radio"/> ATA carnet |
| Shipment value | | | |
| POST-EVENT | | | |
| Shipment must be (re)sent after event | <input type="radio"/> Yes to origin | <input type="radio"/> No | |
| | <input type="radio"/> Yes to: | | |
| | | | |

Please send form by e-mail: EAU@fairexx.nl



D – TIMESLOT REQUEST

Only for deliveries **direct** to venue on official build up/dismantling dates

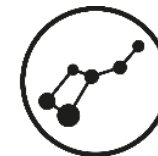
NOT NEEDED FOR SHIPMENTS VIA WAREHOUSE!!!

| | | | | | |
|--|---|---|-------------|-----------------------------|--|
| Exhibitor: | | | | | |
| Booth nr.: | | | | | |
| CONTRACTOR CONTACT DETAILS: | | | | | |
| Company name: | | | | | |
| Contact: | | | | | |
| Phone: | | | | | |
| E-mail: | | | | | |
| We would like to have the following unloading and reloading slots: | | | | | |
| Build up | Date | | Dismantling | Date | |
| | Time | | | Time | |
| FORKLIFT SERVICES NEEDED FOR (UN) LOADING | | | | | |
| Forklift needed | <input type="radio"/> YES, please complete bookingform app. A | | | <input type="radio"/> NO | |
| Always mark above with Yes or No | | | | | |
| SHIPMENT DETAILS | | | | | |
| <input type="radio"/> Groupage | <input type="radio"/> Full load trailer | <input type="radio"/> part load trailer | | <input type="radio"/> other | |
| Nr. of pieces: | Nr. of trailers: | Loadingmeters: | | Specify: | |
| Total gross weight: | Kgs | | | | |
| Volume (in cbm) | Cbm | | | | |

PLEASE SEND THIS FORM TO FAIREXX LATEST JUNE 22nd, 2022
BY E-MAIL TO: STEFAN.GRUNWALDT@FAIREXX.COM

ANY FORM RECEIVED LATER THAN JUNE 22nd, 2022 CANNOT BE PROCESSED.
SLOTS WILL BE GIVEN DEPENDING ON SIZE OF SHIPMENT, STAND SIZE AND LOCATION.
FINAL SLOTS WILL BE CONFIRMED TO YOU LATEST JUNE 24th, 2022

EXHIBITION GOODS



FAIREXX

De Trompet 2650
1967 DD Heemskerk
The Netherlands

Phone +31 251 2500 60
Email : eau@fairexx.nl
www.fairexx.nl

**Beurs
Exhibition**

EAU22 | AMSTERDAM
1-4 July 2022

**Afzender
Shipper**

**Ontvanger
Ship to**

**Fairexx Logistics for Exhibitions BV
De Trompet 2650
1967 DD Heemskerk
The Netherlands**

**Deelnemer
Exhibitor**

**Hal
Hall**

**Stand
Booth**

**Collo nummer
Package nr.**

**VAN TOTAAL
OF TOTAL**

Air

Sea

Road