



FAIREXX

Shipping guidelines

**EAU24** | PARIS, FRANCE  
5-8 April 2024



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# FAIREXX

Dear exhibitor,

The organiser of the exhibition during the annual congress of the European Association of Urology 2024 to be held in Paris 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 Paris
- 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 Paris.

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 advance 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 2024  
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  
Paris Expo Porte de Versailles  
1 Pl. de la Porte de Versailles  
Entrance via gate D  
75015 Paris, France

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 25 March 2024  
Timeslot bookings must be received latest 25 March 2024

### **Airfreight and seafreight**

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

Notify            same as consignee c/o EAU 2024  
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	29 March 2024
Arrival deadline airfreight shipments	25 March 2024
Arrival deadline seafreight shipments LCL	18 March 2024
Arrival deadline seafreight shipments FCL	25 March 2024

### **3. Dates build up and dismantling**

Build up	2-4 April 2024	08.30 – 21.30 hrs.
Decoration only	5 April 2024	09.00 – 12.00 hrs. (no heavy transport or noise allowed)
Exhibition	5-8 April 2024	
Dismantling	8 April 2024	14.30 – 16.15 hrs. <b>Packing only – no noise allowed</b>
	8 April 2024	16.15 – 22.00 hrs. <b>Access vehicles after 19.00 hrs.!</b>
	9 April 2024	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 2024  
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 Fairexx 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.



FAIREXX

## **8. Contact details**

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

Contact: Paul van Zijl  
Telephone: +31 251 250060  
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Web: [www.fairexx.nl](http://www.fairexx.nl)