



**FAIREXX**  
LOGISTICS  
FOR EXHIBITIONS

# OFFICIAL SHIPPING GUIDELINES

## **ESMO 2017**

*European Society for Medical Oncology*

- Madrid / Spain -

08 – 12 September 2017

# **1. EU-Shipments**

## **1.1 Groupage or Courier Shipments**

We strongly recommend sending your groupage or courier shipments to our warehouse. Please send your consignments with a latest arrival in our warehouse on **30th of August 2017**.

Please consign all groupage or courier shipments to the following address:

FAIREXX Logistics for Exhibitions GmbH  
Innungstrasse 2  
50354 Huerth / Germany

Contact: Nils-Oliver Boldt / +49-3044034712

We strongly recommend Exhibitors not to send Courier shipments directly to the stand unless you have a member of your staff present to receive them. For shipments sent directly to the stand no liability is accepted.

## **1.2 Full trailer loads / part loads**

Full trailer loads should arrive at IFEMA Madrid, in accordance with the official build-up dates and slot-reference numbers. Please contact us in order to obtain a slot-reference number.

Fairground address:

FAIREXX LOGISTICS GMBH  
c/o IFEMA MADRID  
Cargo Acceso OESTE / Cargo access WEST  
Calle de la Ribera del Sena  
(Parque Ferial Juan Carlos I)  
E-28042 Madrid / Spain

Contact: Marco Junghans / +49 (0)172 754 95 02

All vehicles for direct-delivery/pick up on set up/dismantling have to be registered (doesn't matter if they use the FAIREXX-services onsite, or not) – therefore the TIMESLOT REQUEST FORM must be sent completed to FAIREXX.

Each vehicle will receive an individual SLOT-NUMBER ... which has to be presented for check in upon arrival at the marshalling-checkpoint !!!

Check in :

All vehicles must check in (incl. SLOT-Number) at the following address ...

FAIREXX LOGISTICS GMBH  
C/O IFEMA MADRID  
CARGO ACCESO OESTE / CARGO ACCESS WEST  
Calle de la Ribera del Sena  
(Parque Ferial Juan Carlos I)  
E-28042 Madrid / Spain  
NTY: ESMO 2017/ EXHIBITORS NAME / SLOT-NUMBER

... please find an ACCESS-PLAN on the last page

Offloading/reloading requirements:

Each vehicle will receive from IFEMA-security on entering the area (after FAIREXX check-in) an entrance-ticket ... to respect the offloading/reloading time requirements – as follows:

- full truck/trailer (13,6 loading meters)	=	max. 3 hrs
- half truck (7 loading meters)	=	max. 2 hrs
- bus, van, sprinter, car	=	max. 1 hrs

Exceeding the given timeframe results in extra charges for parking.

Vehicle parking:

All vehicles can park outside around the IFEMA-area on the street – with respecting the official parking-rules !

Secured parking inside the IFEMA-ground is possible and subject to charges.  
This must be booked directly with IFEMA-Madrid ([www.ifema.es](http://www.ifema.es)) !!!

## **2. Shipments from outside the EU**

### **2.1 Airfreight**

Your shipment should arrive at COLOGNE german airport (CGN) no later than **28th of August 2017**.

Please consign to:

FAIREXX GmbH  
c/o Cargo Marketing GmbH  
Ferdinand-Porsche-Str. 22  
51149 Köln / Germany

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

### **2.2 Seafreight**

Kindly contact FAIREXX for requests about seafreight-shipments and you'll receive your individual offer with all important information!

### **2.3 Documentation**

For shipments outside of the EU, we require the following Documents for the customs clearance:

- 3 Originals of Proforma Invoice / packing List in English, showing weights / sizes and values / exact description
- separate Invoices for Temporary Importation (Exhibits) and and permanent Importation (consumables, brochures etc)
- if necessary: Certificat of Origin (Form A / EUR.1)
- if necessary: Special certificates (health / veterinary)

All exhibits / material entered under temporary importation are subject to control and examination by EU customs for Inward and Outward movements.

Any exhibits remaining in Spain or the EU after closure of the Exhibition are subject to Duties and / or Taxes. Payments must be guaranteed prior to removal of goods from the Exhibition venue.

Any shipments arriving after our deadlines that require Customs clearance will be subject to a late arrival surcharge of 30% on our official handling tariff.

### **3. Marking of packages**

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

„ESMO 2017 Madrid“  
„Name of Exhibitor“  
„Hall no. / Stand no.“  
„Fairexx c/o IFEMA Madrid“

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

### **4. Insurance**

We strongly recommend that all exhibitors arrange Insurance cover to include Transit to and from the exhibition, whilst on display and in storage.

Please contact us for further information and rates.

### **5. 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: all major currencies accepted

## 6. Basic Conditions of Contract

All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the SLVS - liability policy, in conjunction with the conditions and rates for trade fair transportation.

All special transport and crane services are based upon the „Basic conditions of contract for special transport and crane services - BSK“ latest edition.

The liability of FAIREXX Logistics for Exhibitions GmbH as Fairs & Exhibitions Forwarder, ceases with deposit and begins with collection of the freight at the exhibition stand, even during the exhibitors absence, irrespective of the submission of waybills at the exhibition forwarding agent's office. Place of jurisdiction AG Berlin for both sides.

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

## 7. Contact Details

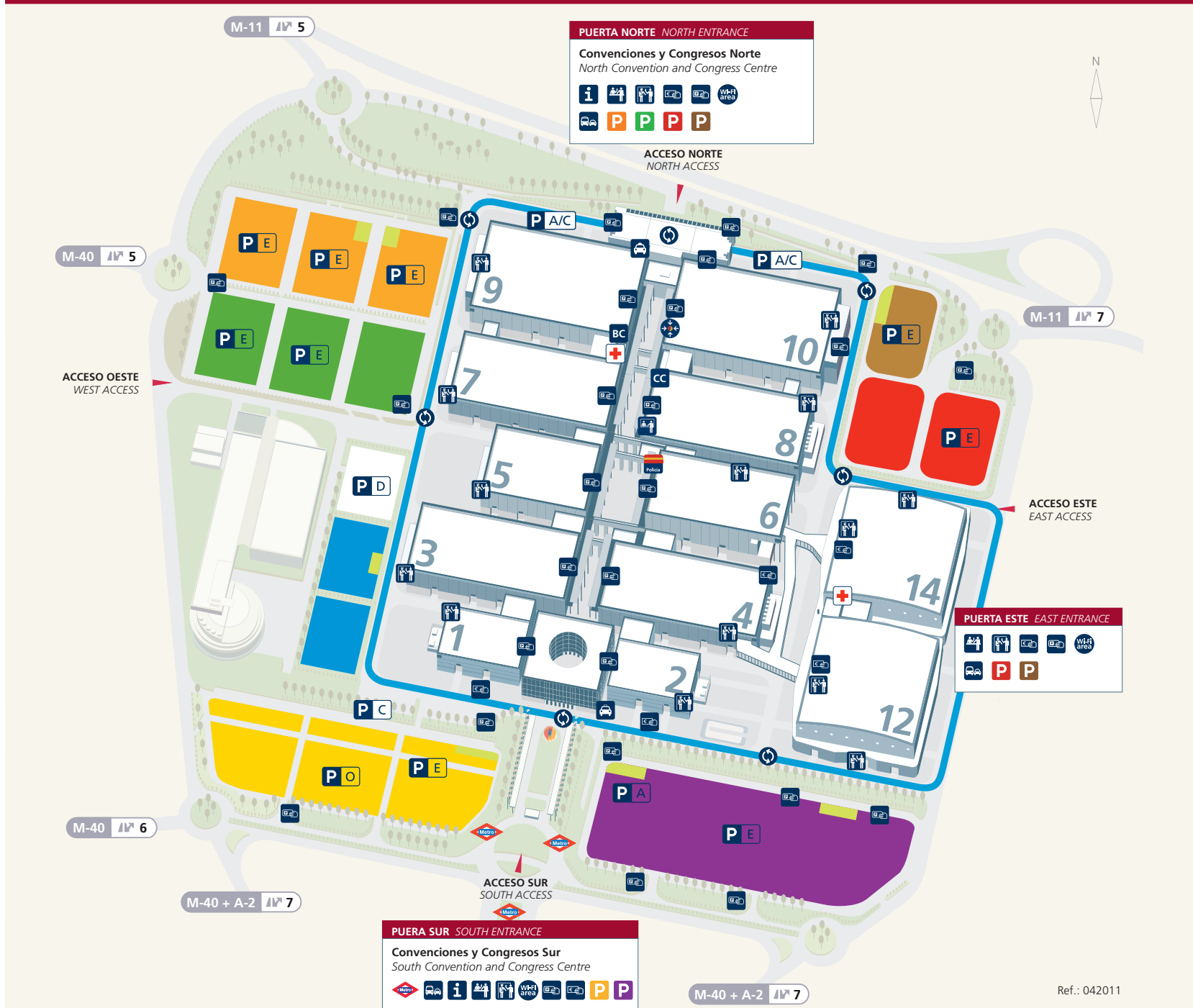
FAIREXX  
Logistics for Exhibitions GmbH  
Marienstrasse 28  
12207 Berlin  
Germany

Contact: Marco Junghans  
Telephone: +49 (0)30 44 03 47 11  
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Fax: +49 (0)30 44 03 47 79  
Mail: marco.junghans@fairexx.com

Web: [www.fairexx.com](http://www.fairexx.com)

# Plano del recinto ferial y aparcamientos

## Exhibition Complex and Car Parks Map



- i** INFOIFEMA
- BC** BUSINESS CENTRE
- CC** Convenciones y Congresos
- ⬇** Punto de encuentro Meeting point
- ⬆** Atención al expositor Exhibitor assistance
- ⬆** Acreditación de visitantes profesionales Trade visitor registration
- ⬆** Acreditaciones de prensa Press accreditations
- ⬆** Acceso a los pabellones para expositores Exhibitor access to exhibition halls
- ⬆** Taquillas para el público Tickets for general public
- ⬆** Pague aquí su ticket de aparcamiento Pay here for your parking
- ⬆** Parada del BusFeria BusFeria stop
- +** Servicio médico Medical centre
- Policia** Policía Nacional Police
- ⬆** Transporte público Public transport

### APARCAMIENTOS CAR PARKS

- P P** NARANJA, VERDE, MARRÓN Y ROJO  
ORANGE, GREEN, BROWN AND RED  
Visitantes y expositores abonados  
Visitors and passholding exhibitors
- P** AZUL BLUE  
Expositores abonados  
Passholding exhibitors
- P** AMARILLO YELLOW  
Visitantes y visitas a las oficinas  
Visitors and office visitors
- P** VIOLETA PURPLE  
Abonados permanentes  
Permanent pass holders  
Visitantes y expositores abonados  
Visitors and passholding exhibitors
- P** VERDE GREEN  
Discapacitados físicos Disabled

### OTROS APARCAMIENTOS OTHER CAR PARKS

- P A** Club Feria Oro
- P C** Autocares Coaches
- P D** Camiones Lorries
- P E** Club Feria Plata y Club Feria Prensa  
Club Feria Press
- P O** Visitas a las oficinas  
Office visitors

Ref.: 042011