



PCC
PALAU DE CONGRESSOS
& HOTEL REY JUAN CARLOS I
BARCELONA

SHIPPING MANUAL 2013



SHIPPING MANUAL

2013

INDEX

- 1 Resa contact details
- 2 Consignment & shipping instructions
 - 2.1 Road freight via warehouse
 - 2.2 Couriers
 - 2.3 Airfreight
 - 2.4 Seafreight
 - 2.5 Direct deliveries to venue
- 3 Customs clearance information
- 4 Case marking
- 5 Payment terms and forms
- 6 Basic conditions
- 7 Further information

SERVICES WE OFFER

- Offloading and reloading of vehicles onsite
- Deliveries and collections to / from booth
- Intermediate warehousing
- Collection, storage & redelivery of empty crates
- Customs formalities
- Collections from port / airport
- International transport (sea, road, air, express)
- Equipment and manpower supply
- Courier receipt and delivery
- Insurance
- Any other services related to logistics for trade shows and events



SHIPPING MANUAL 2013

1. RESA CONTACT DETAILS

Project Manager

operations@resainternacional.com

Direct Tel.: +34932334743

Jorge Reina

jreina@resainternacional.com

Direct Tel.: +34932334743

General Fax: + 34 93 2631894

2. CONSIGNMENT & SHIPPING INSTRUCTIONS



2.1 ROADFREIGHT VIA WAREHOUSE

Your shipments should arrive at our warehouse no later than **3 working days before desired delivery to stand.**

Consignee Address: RESA EXPO
C/Ciencias, s/n - Entrada Nr. 1
Recinto Fira Gran Via
08908 – Hospitalet (Barcelona)

Shipment for: Name of event
Exhibitor name / Stand n°.

Pre-advices have to be sent to us at least two days before arrival at destination by fax or email to above mentioned contact details, including:

- Forwarding and Handling Order Form



Courier Delivery Address:

We strongly recommend **not** sending Courier shipments direct to your stand unless you have a member of your staff present to receive them. If you send goods by courier we suggest that you send them to our advanced warehouse, address as follows:

RESA EXPO
C/Ciencias, s/n - Entrada Nr. 1
Recinto Fira Gran Via
08908 – Hospitalet (Barcelona)

Shipment for:

Name of event
Exhibitor name / Stand nº.

No liability is accepted for shipments sent directly to the stand.

For courier shipments under 50kg. a special rate for small shipments will be applied (see official tariff). Shipments over 50kg. (real or volumetric weight) will be charged with a minimum of 3 cbm as per our official tariff. In case that shipment needs to be collected from the courier facilities the airfreight rate will be applied (see point 2 on official tariff).

Track & trace information:

We recommend you to have the tracking number (assigned by the courier company) on hand at the exhibition. This will make it easier to locate your shipment.

Pre-advices:

Pre-advices have to be sent to us at least two days before arrival at destination by fax or email to above mentioned contact details, including:

- Forwarding and Handling Order Form
- Commercial Invoice

Spanish customs formalities:

Please be aware that courier shipments above a certain weight (approx. 10 Kgs) and value (40 USD) cannot be cleared automatically by the courier companies and will require a Spanish importer of record. Therefore a commercial invoice must travel with the goods for import formalities. Please read the Customs Clearance Information in this manual.

Restricted products:

The following products with origin outside the European Union are restricted by Spanish Customs and cannot be shipped to the event in any case: Food (candies for give always are considered food), beverage, medicines, cosmetics, life animals or plants, pharmaceutical products, protected species. Do not include any of these items to avoid having your shipment stuck at customs! Textiles products are restricted depending on the country of origin. Please ask us before shipping.



2.3 AIRFREIGHT

Your shipments should arrive at destination airport no later than **3 working days before desired delivery to stand.**

Consignee Address: RESA EXPO
C/Ciencias, s/n - Entrada Nr. 1
Recinto Fira Gran Via
08908 – Hospitalet (Barcelona)

Shipment for: Name of event
Exhibitor name / Stand nº.

Notify: RESA EXPO LOGISTIC
Tel: +34932334743 - Fax: +34932631894

Airport of Destination: BARCELONA

Please send your shipments prepaid, on own Master Airwaybill, consigned to above mentioned address. 3 original Invoices should be attached to the Airwaybill.

Pre-advices have to be sent to us at least two days before arrival at destination airport by fax or email to above mentioned contact details including:

- Copy of Airwaybill / Flight details
- Copy of invoice / packing list
- Forwarding and Handling Order Form



2.4 SEAFREIGHT

Your shipments should arrive at destination Port no later than **5 working days before desired delivery to stand.**

Consignee Address: RESA EXPO
C/Ciencias, s/n - Entrada Nr. 1
Recinto Fira Gran Via
08908 – Hospitalet (Barcelona)

Shipment for: Name of event
Exhibitor name / Stand nº.

Notify: RESA EXPO LOGISTIC
Tel +34932334743 - Fax + 34932631894

Port of Destination: BARCELONA

Please send your shipments prepaid, on own Ocean Bill of Lading, consigned to above mentioned address. 3 original invoices should be attached to the OB/L

Pre-advices have to be sent to us at least two days before arrival at destination by fax or email to above mentioned contact details including:

- Copy of **Express release** B/L / Vessel details
- Copy of invoice / packing list
- Forwarding and Handling Order Form



**2.5 DIRECT
TRUCKS**

Due to the limited space available for offloading/reloading vehicles, direct access to the venue with trucks is restricted and needs to be reconfirmed with Resa.

Please contact the above mentioned contact details to receive a booking confirmation of the required time & date for offloading/reloading your vehicle.

Together with the confirmation you will receive an access plan and indication on how to access the area.



3. CUSTOMS CLEARANCE INFORMATION

For shipments outside of the European Community please note the following information:

Permanent entries: Goods to be consumed during the show, such as consumables, giveaways, catalogues, etc.

- Any permanent entry is subject to payment of import tax and duties, calculated off the CIF value of the goods (CIF value = declared value + freight costs). An additional 10% will be charged as Resa's deferment fee.

Temporary entries: Goods returning to origin after the show

- In case the venue does not have a free bond status (to be confirmed by Resa), we strongly recommend the use of **ATA carnet**. With this document you will save extra costs and delays on delivery of your items to the stand.

- All exhibits / material entered under temporary importation are subject to control and examination by Spain Customs for inward and outward movements. Goods under temporary bond cannot be sold during the show, any sale operation must be reported to Spanish Customs Authorities, otherwise heavy penalties might incur. Please contact Resa in case you intend to sell any temporary goods.

Temporary & permanent materials must be packed separately, in different boxes.

Issuing the invoice:

Please state on the invoice: "Samples not for sale, value for statistical purposes"

Invoice must be addressed to:

RESA EXPO

For: Name of event / Exhibitor name / Stand n°.

C/ Ciencias, s/n - Entrada N° 1 - Recinto Fira Gran Vía – 08908, Hospitalet (Barcelona)

- 3 Originals of Proforma Invoice / packing List in English, showing: N° of units / weights / sizes / total n° of boxes / values / full description of items in English, including serial number, model and customs code n° (Brussels nomenclature). All items must be declared with a value, which must be accepted by Spanish Customs

Restricted products: The following products with origin outside the European Union are restricted by Spanish Customs and cannot be shipped to the event in any case: foodstuff (candies for give always are considered foodstuff), beverage, medicines, cosmetics, life animals or plants, pharmaceutical products, protected species. Do not include any of these items to avoid having your shipment stuck at customs! Textiles products are restricted depending on the country of origin. Please ask us before shipping.

4. CASE MARKING



CASE MARKING

All your Packages should be clearly marked as follows:

- Name of Exhibiting Company
- Name of event
- Hall and Stand n°
- RESA EXPO & Complete delivery address as per above information

Please number the packages (1 of... / 2 of ... / 3 of ... etc.)

It is very important to mention on the labels the delivery information at the venue: name of exhibitor, stand/hall n°, contact name and cell phone n°.

Shipments without proper delivery information as per above might not be delivered and will remain at our warehouse until the exhibitor requests them. No claims will be accepted for delayed deliveries of unmarked shipments.



5. PAYMENT CONDITIONS

PAYMENT CONDITIONS

• Our invoices will be due immediately after issuance without any further notice. Unless other terms are agreed, our expenses shall be settled before the event starts or before the return transportation of their exhibits.

Please note the following accepted methods of payment:

- **Bank Transfer:** Please note our bank details as follows:

Resa Expo account details

BANC SABADELL

Avenida Madrid, 188

08028 Barcelona

Account Internacional: ES17 0081 0557 1900 0102 9711

IBAN Internacional: ES17 0081 0557 1900 0102 9711

SWIFT Internacional: BSABESBB

Please provide a copy of the transfer statement

- **Credit Card: we accept VISA, Mastercard and American Express**
- **Cash: all major currencies accepted**



6. BASIC CONDITIONS OF CONTRACT

BASIC CONDITIONS

Basic Conditions of Contract:

- All work undertaken is subject to the Resa insurance terms and conditions. The liability of Resa for the transportation is determined by the national or international insurance regulation applicable to the contracted transport. The liability insurance of Resa for storage and handling covers a maximum of 10 Euros per Kg. (Gross weight of damaged or lost goods), per incident.
- The liability of RESA ceases with the delivery and starts with the collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of his material until this collected from the stand by RESA.

We strongly recommend all exhibitors to arrange insurance coverage including transit to and from the exhibition, whilst on display and in storage. Please note that Resa does not insure automatically unless asked to do so in writing. Please note that if goods are left on the stand, it is the exhibitor's responsibility to ensure adequate security measures are taken to guarantee the security of such items. Resa is not liable for any losses, theft or pilferage.

7. FURTHER INFORMATION



FURTHER INFORMATION

Late arrival surcharges:

Any shipments arriving after our deadlines will be subject to a late arrival surcharge of 30% on our Official Forwarding Tariff.

Worldwide Network:

Our recommended agent in your country is specialized in exhibition freight forwarding, offering you professional advice on the preparation of your shipment. Through the "Door to stand" service, you will get an all-in package that covers all the steps from your country of origin to the venue and vice-versa, until your items are returned back after the event. The list of our agents worldwide is available on request.

Important notice: please always send your goods on conditions prepaid (paid by sender) up to destination. Shipments arriving with freight charges to be paid by the destination party (Resa) will be refused, unless we are given clear instructions to take care of charges on your behalf. In this case there would be a 10% deferment fee on all charges paid by Resa in advance.