



EWEA 2013 Annual Event

4th – 7th February 2013
Messe Wien, Vienna

International Shipping Instructions and Tariff

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Shipping Instructions

Introduction

CEVA Showfreight are appointed by EWEA as the sole official logistics contractor at EWEA events. This puts us in the unique position of being the only authorised company to operate forklift trucks and cranes inside the halls and surrounding terraces at the EWEA 2013 Annual Event, Messe Wien.

Tenancy Dates and Deadlines

Build up	30 th – 3 rd February 2013
Show open	4 th – 7 th February 2013
Breakdown	7 th – 8 th February 2013

Breakdown will end on 8th February. Any shipments remaining in the exhibition halls will be transferred to our offsite warehouse at the exhibitor /contractors cost.

To ensure your shipment can be delivered on the required date please follow the deadlines listed. Shipments arriving after the below dates will incur 25% late arrival surcharge.

Airfreight (Vienna Danubepier Hov Airport) VDD: 28th January 2013

Ocean Freight – please contact Tom Hands (tom.hands@cevalogistics.com) for further information.

Pre-Alerts and Documentation

All shipments must be pre-booked and paid for in advance . Failure to pre-book your shipment could result in delays when arriving onsite at the Messe Wien.

For shipments originating from outside of the European Union we require a proforma invoice detailing each item with descriptions of values and a packing list with specifications of weights and measurements. This invoice should be addressed to your stand at EWEA 2013. Copies of invoices must be emailed to tom.hands@cevalogistics.com for approval, the declared values must be true and realistic otherwise the shipment may be held with customs.

Wood Packing Material

All wood packing materials entering the EU must be in conformity with the international phyto-sanitary standard ISPM-15. This means only wood, free of bark, correctly treated and showing the IPPC stamp will be accepted into the EU.

Airfreight Shipments

Please route all Airfreight shipments to Vienna International Airport (VIE) with DIRECT AIR WAYBILLS.

Please contact Tom Hands (tom.hands@cevalogistics.com) for consignee details and associated charges.

Copies of the Air Waybill and invoices must be emailed in advance to tom.hands@cevalogistics.com.

Please note that using a consolidator may delay customs clearance and delivery. Any deconsolidation charges will be passed on to you at cost plus 5%.

Shipping Instructions

Oceanfreight Shipments

All Oceanfreight shipments must be pre-paid through to delivery to the Messe Wien. It is the shippers responsibility to ensure that all charges are pre-paid in the country of origin to include delivery to the exhibition site.

CEVA Showfreight cannot be held responsible for shipments delayed due to not being paid through to the Messe Wien.

Any shipments not properly paid through to delivery to Messe Wien risk being delayed, any additional costs passed on to CEVA will be forwarded to the exhibitor at cost plus 5%.

Please contact Tom Hands (tom.hands@cevalogistics.com) for consignee information and associated charges.

Please email advance copies of Bill of Lading and invoices to tom.hands@cevalogistics.com. Express release Bills of Lading are suggested. Please contact Tom Hands for further information. Do not consign them to any of our addresses in the UK.

Oceanfreight Minimum Charges

20 ft Container	20 cbm minimum per container
40 ft Container	40 cbm minimum per container
40 ft High Cube Container	45 cbm minimum per container
45 ft Container	50 cbm minimum per container

For those exhibitors/contractors who consign/collect directly to/from site there will be a charge of €168.00 each way per container to cover our intervention.

Export Oceanfreight handling charges supplied on request, please contact tom.hands@cevalogistics.com for information.

Roadfreight Shipments

Shipments cannot arrive before 31st January 2013. Shipments that arrive before this date will not be accepted.

All road freight shipments to CEVA Showfreight at EWEA 2013 must be pre booked and paid in advance.

All goods must be clearly marked with EWEA 2013, Exhibitor Name and Stand Number.

Deliveries are to be consigned and addresses as follows:

CEVA Showfreight
Exhibitor Name / Hall Number / Stand Number
EWEA 2013
Messe Wien
Trabrennstr asse 5
1020 Wien
Austria

Shipments that arrive at the Messe Wien before official tenancy will not be accepted.

Shipping Instructions

Courier Shipments

Exhibitors should note that some courier companies will not enter the halls to deliver packages directly to stands at EWEA 2013. To assist with deliveries by courier companies we have a courier reception warehouse. The warehouse will be open from 31st January – 7th February. The address is as follows:

CEVA Showfreight
Exhibitor Name / Hall Number / Stand Number
EWEA 2013
Messe Wien
Trabrennstr asse 5
1020 Wien
Austria

For those exhibitors that wish to use our services for delivery to stand they should send a full pre-alert with a copy of courier consignment note to tom.hands@cevalogistics.com. All shipments that are to be delivered to stand must be pre-booked and pre-paid.

Costs as follows:

Unload at warehouse, temporary storage and delivery to stand €140.00 up to 50kgs

Transfer from stand to warehouse and re-load to courier vehicle €140.00 up to 50kgs

Any shipments that are sent via courier service from outside the EU will be subject to customs clearance on-site at the Messe Wien and will be charged at our official handling rates which appear later in the document.

No shipments that are customs cleared by CEVA Showfreight will be delivered to stand without advance payment. High value shipments that arrive via a courier service must have the import duty and VAT to be paid to CEVA Showfreight on deposit. Any such high value shipments that must be re-exported after EWEA 2013 will not be sent through a courier service, CEVA Showfreight will only route customs controlled shipments via standard airfreight services.

Payment of Charges

Unless freight is routed via one of our appointed agents we require full payment of our charges prior to delivery to stand. Empty cases stored during the exhibition will not be returned to the stand until full payment is received. Subsequently return shipments will not be despatched from Copenhagen until all outstanding charges have been paid. Payment can be made on-site in our office by cash or credit card. Payment by credit card carries a 5% surcharge. Bank transfers can also be made in advance to our bank account detailed below:

National Westminster Bank
Birmingham City Branch
1st Philips Place
Birmingham
B3 2PP

Account Name: CEVA Showfreight
Account Number: 71793674
Sort Code: 60-02-35
IBAN: GB57 NWBK 6002 3571 7936 74
BIC (Swift) NWBK GB 2L

Insurance

CEVA Showfreight are not responsible for any loss, pilferage or damage whilst goods are left unattended on your stand. We will endeavour to deliver/collect your goods to/from your stand when requested, however this cannot be guaranteed. We therefore strongly recommend that your shipment is fully insured for all risks to include transit to and from the exhibition and also during build-up, open period and break-down at EWEA 2012 with your own insurance company. This also applies to any goods stored within cases deemed to be empty. On-site accessible storage is available upon request.

All work is carried out under our standard terms and conditions a copy of which is on the last page of this document.

International Freight Tariff

1. Inbound Airfreight Handling

From free arrival Vienna Danubepier Hov Airport (VDD), Inward airport handling and transportation up to onsite warehouse (1cbm = 167kgs)

Prices on application

2. Inbound Direct Deliveries

From free arrival Messe Wien on truck to delivery to exhibition stand excluding customs clearance

Unloading direct from vehicle to stand

€45.00 per 1000kgs or 3 cbm per lift each way

Unloading and loading via on-site warehouse

€110.00 per 1000kgs or 3 cbm per lift each way

3. Inbound Customs Charges

Temporary / Consumable Customs clearance

€180.00 per consignment / tariff heading

€50.00 per additional tariff heading

Customs Examination

€75.00 per shipment

Bond fee for temporary importation

€ 2% of value – Minimum €80.00 per customs entry

Advance Funds Fee

10% of funds advanced – Minimum €40.00

4. Onsite Services

Collection, Storage and Redelivery of empty cases

€40.00 per cbm (Minimum 2 cbm per order)

The following discounts apply to any orders above 40cbm from one stand

Orders between 41cbm – 60cbm

€39.00 per cbm

Orders between 61 cbm – 80cbm

€38.00 per cbm

Orders over 80 cbm

€37.00 per cbm

Agency, Attendance and On-site Supervision Fees

€60.00 per consignment/order

This fee will not be added to invoices under €100.00

*Items in **Bold** carry a 50% surcharge if carried out before 0800 or after 1800 on weekdays, or at weekend.
For Airfreight purposes 167 kgs is equal to 1 cubic metre.*

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