



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. Packing only – no noise allowed
	8 April 2024	16.15 – 22.00 hrs. Access vehicles after 19.00 hrs.!
	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.

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

Handling 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 2.00 minimum per shipment 200.00
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	Porthandling Rotterdam	as per outlay +10%
3b	LCL Transfer from Rotterdam port to warehouse	each cbm 60.00 minimum 2 cbm
3c	FCL Porthandling Rotterdam	as per outlay +10%
3d	FCL Transfer from Rotterdam port to warehouse NL	per container 1350.00

4	Shipments via warehouse (NL)	EUR
4a	Receipt of shipment at warehouse, registration, handling and short term storage (max. 2 weeks)	each cbm 60.00 minimum per shipment 2 cbm
4b	Transfer to or receipt at venue and delivery on stand or room	each cbm 47.50 minimum per shipment 3 cbm
4c	All courier shipments up to 25 kgs	90.00
4c	All courier shipments up to 5 kgs	free of charge
4d	Warehouse insurance fee	per shipment 25.00
4f	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 45 cbm
5b	1 ldm = 6 cbm 1 ldm = 1850 kgs full load trailer = 45 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	75.00 2 cbm
6b	Priority surcharge return empty packing materials	each cbm & package minimum	25.00 2 cbm
6c	Pallettruck, ladder or toolbox	per unit	100.00
6d	EPT, genies, scissorlift	per unit	230.00

7	Customs formalities (NL)		EUR
7a	Customs entry (incl. 1 HS code)	permanent entry temporary entry ATA carnet	150.00 150.00 75.00
7b	Additional HS code(s)	per HS code	25.00
7c	Bond fee on temporary import (based on cif value)	per shipment minimum per shipment	1.0% 75.00
7d	Duties and vat on permanent import	as per outlay +10% (min. Eur 30)	
7e	Customs examination fee (if applicable)	per entry	75.00
7f	Use of our Eori number on customs import	per entry	60.00
7g	Application licence temporary import	per entry	60.00

8	Labour and mechanical equipment for stand assistance only		EUR
8a	Forklift max. 3 ton	Each hour Minimum	175.00 2 hours
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	+25%
	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. Any service not stated above tariff on request.	



FAIREXX

EAU24 | PARIS, FRANCE
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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	part load trailer				full load trailer				
	Loading metres:				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.
Mode of transport	<input type="radio"/> Airfreight*	<input type="radio"/> Courier*	<input type="radio"/> Seafreight* <input type="radio"/> Road
* 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



FAIREXX

C - Timeslot Request Form

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

Phone +31 251 25 00 60
Email: info@fairexx.nl

Exhibition	EAU 2024 Paris
Exhibitor	
Booth No.	
Contractor contact details	
Company name	
Address, postcode and city	
Contactperson	
Phone	
Email	
VAT number	

This form is not applicable for shipments via warehouse or courier deliveries like DHL, FedEx, etc.

SHIPMENT DETAILS

<input type="checkbox"/> Transit van	Size	
<input type="checkbox"/> Part load trailer	Loading meters	ldm
<input type="checkbox"/> Full load trailer	No. of trailers	
	Total gross weight	kgs
	Volume	cbm

LOADING SLOTS

Build up	Date	Time
Dismantling	Date	Time
Build up	Date	Time
Dismantling	Date	Time
Build up	Date	Time
Dismantling	Date	Time

Apart from our timeslot always apply for vehiclepass at <https://logipass.viparis.com/en>
Be aware that timeslot Fairexx is leading regardless which time is given by Viparis

FORKLIFT SERVICES

needed for unloading	<input type="checkbox"/> yes	<input type="checkbox"/> no	When yes, complete bookingform!
needed for loading	<input type="checkbox"/> yes	<input type="checkbox"/> no	

Please return answer to ↓

TERMS

Any form recieved later than will be subject to a surcharge of 30 % on the handling tariff. Slots will be given depending on size of shipment, stand size and location. Final Slots will be confirmed to you latest . Please send this form latest to one of the following contacts on the right.

**Beurs
Exhibition**

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Fairexx
De Trompet 2650
1967 DD Heemskerk
The Netherlands

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

**Afzender
Shipper**

**Ontvanger
Ship to**

**Deelnemer
Exhibitor**

**Hal
Hall**

**Stand
Booth**

**Collo nummer
Package nr.**

**VAN TOTAAL
OF TOTAL**

Air

☐

Sea

☐

Road

☐