



Resa Expo Logistic
International Division
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CCIB 2007 SHIPPING INSTRUCTIONS

Dear Exhibitor/contractor,

We kindly ask you for to read carefully this important information concerning logistics at the CCIB and Spanish customs regulations, in order to avoid any troubles on the handling and transport of your materials:

1) Contact Details:

Simon Puchol
Tel.: (+34 93) 233 4038
Fax: (+34 93) 263 1894
spuchol@resainternacional.com

Marta Pastor
Tel.: (+34 93) 233 4758
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mpastor@resainternacional.com

2) Service list of Resa

Resa offers the following services:

- Offloading / reloading from/to vehicles
- Rental of equipment
- Manpower supply
- Intermediate warehousing
- Handling of empty crates
- Local collections & deliveries
- Customs formalities
- International transports (airfreight, seafreight, road, express)
- Repacking services
- Insurance

And any other services related to logistics for trade shows and events, according to our official tariff.



3) Consigning/delivery instructions:

3.1) Advanced warehouse for courier / truck deliveries:

Consign to: RESA TREBIG HANDLING
Name of the Show
For the attention of (indicate exhibitor's name/destination party)
Calle Atlántic, 107 – 109 / ZAL
08040 – Barcelona

3.2) Seafreight / airfreight:

Consign AWB or B/L to: RESA EXPO LOGISTIC
Calle Atlántic, 107 – 109 / ZAL
08040 – Barcelona

Notify: Name of Show / Booth Nr. / Destination party at venue

Important: Please send always shipments on conditions “prepaid”, that means with all transport charges paid up to destination. Shipments arriving with conditions “unpaid” (transport charges to be paid at destination), will be refused, unless we are given clear instructions by the exhibitor to pay the transport charges on his behalf (a 10% prepayment fee will be charged for this service).

3.3) Direct deliveries:

Direct deliveries with trucks to the venue are restricted, please ask us before shipping.



4) Customs documents / regulations (for shipments outside the EU):

4.1) Definitive entries: Promotional materials to be consumed during the show.

- Invoices for permanent import

must be addressed to: RESA EXPO LOGISTIC
Name of the show
For the attention of (indicate exhibitor's name/destination party)
Calle Atlántic, 107 – 109 / ZAL
08040 – Barcelona

Only consumable materials such as brochures, giveaways, and other promotional materials can be cleared on definitive basis. Please state full description of items with values, nr. units, total weight and total nr. of boxes.

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

4.2) Temporary entries: Goods returning to origin after the show.

The CCIB venue does not have a free bond status, therefore we strongly recommend the use of ATA Carnet. With this document you will save extra costs and delays on the delivery of your items to the stand.

On the ATA carnet RESA must be shown as authorized representative (field nr. 3).

Please avoid the use of proforma invoice for temporary imports

4.3) Arrival deadlines for non-EU shipments:

Air freight shipments: 3 working days before requested delivery date
Roadfreight shipments: 3 working days before requested delivery date
Sea freight shipments: 5 working days before requested delivery date

Pre-advises must be sent via fax or e-mail with full documentation 3 days before arrival of the cargo to Barcelona.

5) Agents network

Our recommended agent in your country is specialized on exhibition freight forwarding and will be able to assist you on the preparation of your shipment. Our agent will give you a professional advice and will offer you an all-in package covering all the steps until your items are returned back to origin. A list of our agents worldwide is available on request.



6) Payment of services:

Delivery/collection charges to/from the exhibition area, storage of your empty boxes during the event or any other service rendered by Resa on your behalf is not included on the exhibitor's stand fees, and will be paid directly to Resa or to our nominated agent in your country.

If no prior arrangements are in place, invoices should be settled prior to booth delivery for the inbound movement, and before departure of goods for the outbound movement. We accept Mastercard, VISA and American Express credit cards. Bank transfers shall be sent to the following account nr:

BANC SABADELL
Avenida Madrid, 188
08028 Barcelona

Account: 0081 0557 1900 0102 9711

IBAN: ES17 0081 0557 1900 0102 9711

SWFIT: BSABESBB



FORWARDING, HANDLING & CUSTOMS SERVICES ORDER FORM

Please fax or e-mail this form to Marta Pastor of RESA on +3493 2631894 or mpastor@resainternacional.com

(NAME OF THE SHOW) 2007 BARCELONA

EXHIBITOR DETAILS

Exhibitor Name:		
Address:		
ZIP Code:	Country:	
VAT Nr.(only for European companies):		
Tel.:	Fax:	E-mail:
Hall nº at Exhibition:	Stand nº:	
Contact person on stand:		Cell Phone nº:

SERVICE OPTIONS (Please tick which of the below services you require)

<p>1. DOOR TO DOOR SERVICE Resa's nominated agent in your country will arrange pick up from your domicile and deliver through to stand. If you choose this option you'll get complete contact details of our agent.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>2. FROM ARRIVAL AIRPORT / PORT TO STAND. Your own freight forwarder will get the goods to Barcelona airport or port and we will arrange Customs clearance, transport to showsite and delivery to stand.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>3. FROM ADVANCE WHSE TO STAND Your own freight forwarder/courier company will deliver to advance warehouse, already customs cleared. We will transport to showsite and deliver to stand.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>4. ON-SITE UNLOADING ONLY You will make your own arrangements to get the goods to the showsite; we will unload direct from your vehicle to stand.</p> <p style="text-align: right;"><input type="checkbox"/></p>
<p>5. EMPTY CASE STORAGE Please tick if you'll have empty boxes, crates or other packing material to be stored during the event in order to be used for the return shipment.</p> <p style="text-align: right;"><input type="checkbox"/></p>	<p>6. OTHER SPECIFIC REQUIREMENTS Please specify:</p> <p style="text-align: right;"><input type="checkbox"/></p>

APROXIMATE SHIPMENT DETAILS

(To be completed if using options 2,3 or 4 only)

Name of own Freight Forwarder:	Tel.:
Estimated Date Goods due to arrive Airport/Port/Advanced Warehouse/Showsite:	
Nº. of pieces/Trucks:	Weight: kgs
Value:	Type of goods:
Dimensions:	Aprox. Time:
Date Goods required on stand:	

Please note: All services received from Resa Expo Logistic will be invoiced directly after the event if prior arrangements are not in place. Each Exhibitor is individually responsible for payment of all items/services requested on this form. All accounts must be settled before delivery to the venue for inbound movement, and before departure of goods for the outbound movement. We accept VISA, Mastercard and American Epxress credit cards. Bank transfers should be sent to f following account number: BANC SABADELL, Avenida Madrid, 188 / 08028 Barcelona 0081 0557 19 0001029711 / SWIFT: BSABESBB / IBAN : ES17 0081 0557 19 0001029711