



SHIPPING INSTRUCTIONS

Markings

All materials must be marked clearly with labels containing the following information:

EWMA 2014 / "Exhibitor Name / Stand number" – *please replace with relevant information*

Accompanying invoices (Non EU countries)

Shipments from non EU countries must be customs cleared upon entry to the EU and must therefore be accompanied by:

- 1) Pro-forma invoice in English/ Spanish, giving full description and value of each item contained in the shipment and the harmonized number. Value only in €.

Or

- 2) ATA Carnet

And

- Packing lists, stating weight and dimensions of each package.
- 1 B/L (Bill of Lading), AWB (Air Waybill) or CMR (Road Waybill)
- 1 copy of the passport and declaration of employment from the person in charge at the stand in Madrid.
- Power of Attorney.

The invoices and packing lists must be issued to:

EWMA 2014

"Exhibitor name / stand number" – *please replace with relevant information*

Parque Ferial Juan Carlos I

Madrid (España)

c/o TRANSFEREX, S.A.

The invoice must clearly state customs tariff code, which items are for temporary import, permanent import or for free distribution.

Bills of Lading, Airway Bills and Delivery Notes, however, must be issued as described below.

Road Transport

All shipments must be sent freight pre-paid.

All goods must be clearly marked with exhibition name and stand number (as described above)

Delivery must be made directly to:

Please consign the CMR to:

EWMA 2014

Warehouse TRANSFEREX IFEMA

Juan Carlos I Fairground – West Entrance

Service building – Hall 2

ES-28042 Madrid

If you require transportation of your exhibition materials to and/or from IFEMA please contact us for a quotation: tel: +45 32 47 30 17 · e-mail: expo@dk.dsv.com

Standbuilders / Freight Forwarders / Logistics Companies

If you are going to transport your shipments with your constructor or with another transport company, please give them our contact information so they can inform us about the deliveries before the arrival.

Marshalling

Road freight arriving directly to our Warehouse or Halls in IFEMA must be coordinated with us before arrival. Once in the fairground, drivers will be directed to the check point and should follow the instructions from DSV/TransfereX staff.

Shipping deadlines

Air freight should arrive at Madrid-Barajas Airport no later than: **Wed., May 7th, 2014**

Ocean freight should arrive at Madrid Port Terminal no later than: **Wed., May 7th, 2014**

Road groupage should arrive at our IFEMA-warehouse no later than: **Mon., May 12th, 2014**

Prices and conditions

Please see the attached documents. All on-site costs to be prepaid by credit card prior to delivery to stand.

Contact-details

Logistics Manager Henrik Glendorf

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E-mail henrik.glendorf@dk.dsv.com

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All services rendered are subject to the General Conditions of the Nordic Association of Freight Forwarders (NSAB 2000). Under these conditions our liability for loss of, deterioration of or damage to goods is limited to SDR 8.33 per kg and our liability for delay is limited to the amount of the freight, but not exceeding SDR 50,000 per order. In connection with storage, the freight forwarder's total liability for damage is limited to SDR 500,000 for any incident of damage occurred (clause 27). Special attention is directed to the stipulations that claims against the freight forwarder are statute-barred after one year (clause 30) and that the lien on goods (clause 14) applies to both current and previous claims. Claims for freight etc. must be honoured regardless of the terms of delivery under the contract of sale or freight agreement (clause 10).

Orders undertaken as carrier of overseas carriage are subject to DSV A/S Ocean Transport Bill of Lading/Way Bill conditions, which limits our liability for loss of or damage to the goods to SDR 2 per kg (clause 10.3) and in respect of delay and other damage to maximum the freight but never exceeding the value of the goods, whichever the lesser (clause 12). Special attention is drawn to the fact that claims become time-barred after 9 months (clause 1.4) and that lien can be exercised for any claim (clause 21). The freight shall be deemed earned on our receipt of the goods and shall be paid, regardless of the goods being lost (clause 20.1)

Global Transport and Logistics

DSV is a global supplier of transport and logistics services.

DSV has offices in more than 60 countries all over the world. Together with our partners and agents, we offer services in more than 110 countries, making DSV a truly global player. By our professional and advantageous overall solutions, the 21,800 DSV employees are expected to achieve a worldwide annual turnover of 5.1 billion euro for 2009.