

**BTG
EXPO GMBH**

Carl-Benz-Strasse 29
D- 60386 Frankfurt am Main



Shipping MANUAL 2011
REXPO South East Europe 2011
Sala Palutului Cultural Centre, Bucharest Romania
09.11. – 11.11.2011



BTG EXPO GmbH, Frankfurt am Main has been appointed by the organiser Reeco GmbH, Reutlingen as the exclusive, official freight forwarder and customs broker for Renexpo South East Europe 2011

This Shipping manual will assist you in your preparation for the correct and timely dispatch of your exhibits to Bucharest

In order to guarantee a trouble free handling and delivery of your exhibits to the venue in time, we kindly ask you to arrange the pre-carriage to the venue with a BTG EXPO nominated freight forwarding agent based in your country which are able to offer your full set of service door/door delivery to and from the exhibition. Upon Request we will advise contact details of our agents.

Exhibitors who should decide to use their own freight forwarding agent for the transport to Bucharest are kindly requested to submit these shipping instructions to their agent. In order to avoid unnecessary delays once arrived at the fairground we recommend you to inform us in advance about the planned transport by your own forwarder to Bucharest.

To ensure correct amount of labours and equipment and to satisfy all exhibitors need please kindly sent us your brief instructions well in advance!

The following instructions must be strictly followed in order to ensure timely delivery of your cargo to your exhibition stand.



**OFFICIAL FREIGHT FORWARDER FOR ALL
INTERNATIONAL EXHIBITORS:**



BTG EXPO GmbH, Frankfurt am Main
Fax : + 49 408987-222

Ms. Angela Lobosco
Tel.: +49 69 408 987 - 105
E-Mail: angela.lobosco@btg.de

Ms. Ewa Seitz
Tel.: +49 69 408 987 - 109
E-Mail: ewa.seitz@btg.de

IMPORTANT DATES :

Build Up of the exhibition:

07.11. 2011 (10:00 a.m. – 06.00 p.m.), 08.11.2011 (08:00 a.m. – 08:00 p.m.)

Break down of the exhibition: 12.11.2011 (08.00 a.m. to 01.00 p.m.)

IMPORTANT NOTES:

The Cultural Centre is based in the city centre of Bucharest. The direct access for large, complete trucks to the Cultural Centre is not possible due to circulation restrictions.

In case of complete trucks please contact us well in advance in order to agree the best solution individually. Small exhibition shipments arriving at below mentioned address will be automatically forwarded to the show venue at Cultural Centre

CONSIGNEE ADDRESS FOR SMALL ROAD FREIGHT SHIPMENTS:

SORCETI EXPEDITII SI TRANSPORTURI SRL
Sos. Odai nr.365
RO 013605 Bucuresti 1

Customs Destination office for “customs bonded exhibition goods”:
ROBU 1200 DJAOV ILFOV-CHITILA

All exhibition goods must be dispatched with delivery term: DDU, CIP, CIF or CIF

REQUESTED DOCUMENTATION FOR GOOD OF EU ORIGIN

International freight documents:

CMR (Road freight Waybill), AWB (Airfreight Waybill) or a delivery note duly completed, stamped and signed confirming the EU Origin.

Detailed Packing list including:

Description of Goods, gross/net weight and dimensions, Case Markings,

PRE NOTIFICATION:

When all necessary shipping documents (AWB, CMR, Delivery Order, Packing-List) have been issued

Please send your pre notification along with your handling instructions immediately but not later than 72 hours by Fax or E-Mail to contacts of BTG Expo, as mentioned above.

Please provide us with your valid EU VAT Number as well.

REQUESTED DOCUMENTATION FOR GOODS OF EU ORIGIN

Following documents are required for customs clearance in Romania:

Proforma and Packing List in English language in 4 copies

These a.m. documents must be addressed as follows:

Ex. Shippers Name and Address:

C/O RENEXPO SOUTH EASTERN EUROPE
Complexul Expozitional Romexpo
Hall:...../ Stand:.....
Bucharest /Romania

The Proforma Invoice must include the following:

Detailed description of the exhibition goods
Value of goods in EURO
Net/Gross Weight
Dimensions of the packages
Country of origin and term of delivery

The temporary importation and re-exportation customs formalities are performed by the on site broker Sorceti in the name and on behalf of the exhibitor.

Sorceti guarantees to the Romanian customs authorities the payment of the customs duties for the goods that are imported temporary and recovers gradually the amounts advanced in proportion as the goods are re-exported.

As essential obligation of the exhibiting companies is the one of strictly respecting the temporary importation customs regime of the exhibition goods and not to alienate in any manner such without previously notifying, performing the customs formalities required and obtaining the approval of the customs authorities.

The eventual customs duties owed for goods that are re-exported are for the account of the Exhibitor and are to be paid directly to the Customs or to BTG EXPO / Sorceti.

Customs Inspection will be effected just in presence of the representative of the exhibitor.

PRE NOTIFICATION:

When all necessary shipping documents (AWB, CMR, Proforma Invoice , PackingList) have been issued Please send your pre notification along with your handling instructions immediately but not later then 72 hours by Fax or E-Mail to contacts of BTG Expo, as mentioned above.

GENERAL INFORMATION:

EXPRESS COURIER SHIPMENTS

We recommend to not use express/courier service for the transport of your exhibition goods to the exhibition as courier companies are not allowed to enter the Fair Site.

MARKING

Following marking must be put on two opposite sides of each case:

Name of the exhibitor... Hall No:... Stand No:...

Net weight... Gross weight... Dimensions LxWxH (in cm)

c/o Renexpo South Eastern Europe Bucharest 2011 -BTG EXPO DELEGATION

Please also use labels of international symbols (like fragile) giving instructions for loading and handling operations.

PACKING

Exhibitors are responsible for consequences of improper packing.

The cases / packing must be strong enough to avoid damage during transportation as well as unpacking and in particular, be suitable for re packing. Packing in cartons, plastic covers and similar materials is not considered suitable for repeated handling .Especially for valuables or delicate equipment.

All wooden packing material entering EU port must be conform to the international phytosanitary standards set under ISPM-15.This means that only wood, free of bark, correctly treated and showing the IPPC stamps can enter the European Community.

RETURN TRANSPORT

At the return of the exhibition goods cargo will be dispatched on freight collect basis

The Freight costs are to be collected as destination on condition that this does not act contrary to the international transport conventions or to local regulations.

The delivery of the exhibition goods is to be done in the original packing directly from the means of transport in front of the stands. The responsibility of BTG EXPO ends upon delivery of the goods in front of the stand regardless whether the exhibitor is present or not.

After the end of the exhibition the exhibitor is responsible for re-packing exhibition goods

The responsibility of BTG Expo starts with the collection of the re-packed exhibition goods available at the stand.

Delivery and Collection Note will be signed by both parties upon delivery and re-collection.

Ordering of technical means of handling and transport and unskilled labour:

All requests must be advised in written version at least 24 hours before, mentioning the number and type of the technical means or the number of worker as well as the tie limits.

The period of free storage (unless the organiser fixed other periods) are:

5 days before opening of the exhibition and 3 days after the end of the exhibition.

The handling / transport to /from storage will be charged separately according to tariff.

The maximum storage period ends after 30 days after the end of the exhibition.

INSURANCE & LIABILITY

These tariff rates above are not claimed to be complete. The liability of the forwarder terminates/ ends with the placing of the consignment on the exhibition booth (or as close as possible) and begins with take over of the consignment on the exhibition booth.

All our business is exclusively transacted subject to the most recent edition of the German Forwarders' Standard Terms and Conditions (ADSp). According to § 23 ADSp, the legal liability for damage to goods as stated in § 431 HGB (German Commercial Code) is limited to 5 Euros/kg whilst in the care of a forwarder; to 2 SDR/kg (special drawing rights) for multimodal transports incl. sea transports; as well as to an additional 1 Million Euros or 2 Million Euros per damage or event or else 2 SDR/kg depending on which amount is higher. Paragraph 27 ADSp does not constitute an agreement for alternative maximum liability sums concerning article 25 of the Montreal Agreement.

In addition the Fair and Exhibition Conditions are applicable.

The official on site handling tariff does not include any insurance coverage and all work is undertaken by us at Exhibitor's risk.

We strongly recommend any exhibitor to cover comprehensive door to door insurance. If we should cover door to door insurance on your behalf please supply your written order

All on site handling charges are payable in advance of the exhibition unless exhibitors make use of one of our authorised agent. For shipment arriving at the fairground without any pre-advise and not via our agents the handling charges will be collected cash or by credit card on site at the venue before service can be rendered. In order to ensure trouble free handling of your exhibition goods please kindly do not arrange any transport to Budapest without our prior notification.

We wish you a successful participation at RENEXPO South East Europe Bucharest 2011