

# Renexpo Central Europe Budapest 2010



## Budapest / Hungary “Hungexpo Budapest Fair Centre” 25.05. – 27.05.2010

### SHIPPING MANUAL

BTG EXPO GmbH, Frankfurt am Main has been appointed by the organiser Reeco GmbH, Reutlingen as the official freight forwarder and customs broker for Renexpo Central Europe Budapest 2010

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

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 Budapest 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 Budapest.

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](mailto:angela.lobosco@btg.de)

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

**IMPORTANT DATES:**

Build Up Dates:	26.05.2010	(07.00 a.m. to 08.00 p.m.)
Running of the show:	27.05.– 29.05.2010	(10.00 a.m. to 06.00 p.m.)
Break Down Dates:	30.05.2010	(07.00 a.m. to 10.00 p.m.)

**ARRIVAL DEADLINES, CONSIGNEE INSTRUCTIONS, DOCUMENTATION  
FOR GOODS OF EU ORIGIN**

**AIRFREIGHT CARGO:**

**Consignee Address for AWB (Airwaybill):**

MASPED-EXPO Ltd.  
H-1101 Budapest, Expo ter.1  
HUNGEXPO Budapest Fair Centre

C/O Exhibition: Renexpo Budapest 2010  
Exhibitor name: ..... Hall: ..... Stand :.....

**Notify address:**

BTG EXPO DELEGATION  
Exhibitor Name : .....Hall.....Stand.....  
C/O RENEXPO Budapest 2010

**Destination Airport:** Budapest

**Arrival Deadline:** 4 working days before requested stand delivery date

All exhibition goods must arrive under term "Freight Prepaid" only.

Please do not use consolidated airfreight service for shipping to Budapest.  
MAWB must be addressed only to our agent as mentioned above.

**PRE NOTIFICATION:**

All shipping documentation (Airwaybill, proforma Invoice form, order form) must be send to BTG Expo GmbH , Frankfurt am Main immediately after all documents have been issued.

**ROAD FREIGHT**

**(Full Truck Loads, Part and Consolidate Loads)**

**Consignee Address for CMR (Road freight Waybill):**

MASPED-EXPO Ltd.  
H-1101 Budapest, Expo ter.1  
HUNGEXPO Budapest Fair Centre

C/O Exhibition: Renexpo Budapest 2010  
Exhibitor name: ..... Hall: ..... Stand :.....

**Notify address:**

BTG EXPO DELEGATION  
Exhibitor Name : .....Hall.....Stand.....  
C/O RENEXPO Budapest 2010

**Arrival Deadline:** during official build up / break down period

**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,

In case we do not receive necessary documentation with your shipment or your documents are not properly completed, stamped/signed and confirm that goods are of an EU member country of origin Or you do not have any valid EU VAT Number we will charge you 25% VAT on top of all our services.

**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 then 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.

**ARRIVAL DEADLINES, CONSIGNEE INSTRUCTIONS, DOCUMENTATION**  
**FOR GOODS OF NON EU ORIGIN**

**AIRFREIGHT CARGO:**

**Consignee Address for AWB (Airwaybill):**

MASPED-EXPO Ltd.  
H-1101 Budapest, Expo ter.1  
HUNGEXPO Budapest Fair Centre

C/O Exhibition: Renexpo Budapest 2010  
Exhibitor name: ..... Hall: ..... Stand :.....

**Notify address:**

BTG EXPO DELEGATION  
Exhibitor Name : .....Hall.....Stand.....  
C/O RENEXPO Central Europe Budapest 2010

**Destination Airport:** Budapest

**Arrival Deadline:** 6 working days before requested stand delivery date

All exhibition goods must arrive under term "Freight Prepaid" only.

Please do not use consolidated airfreight service for shipping to Budapest.  
MAWB must be addressed only to our agent as mentioned above.

We will charge + 25 % late arrival surcharges for those shipments which arrive after the deadline above.

**REQUESTED DOCUMENTATION FOR CUSTOMS CLEARANCE  
FOR GOODS OF NON EU ORIGIN**

ORDER for customs clearance (final importation and or temporary importation)  
Upon Request we will forward the order for customs clearance service to you

DETAILED PROFORMA INVOICE – separate Proforma invoices are required for final importation and for temporary importation. Please use our Proforma Invoice Form only!  
Upon Request we will forward this Proforma invoice form to you.

CERTIFICATE OF ORIGIN obligatory to be issued for all products  
All details on the certificate must correspond with the details of the proforma invoice

**PRE NOTIFICATION:**

When all necessary shipping documents (AWB, Proforma Invoices , Certificate of Origin, Order for customs clearance) 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.

**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.

**GENERAL INFORMATION**

**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 Budapest 2010 -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.

### UNLOADING / LOADING OF LARGE MACHINES AT THE FAIRGROUND

All exhibitors must be on site to direct the operation of unloading, delivery to the stand and positioning. If exhibitors are not present during unloading/loading and we are requested to unloading / load and place exhibits unsupervised, we shall handle this operation at the exhibitor's risk. If a mobile crane or forklift with capacity more than 3 tons is requested for unloading / loading your exhibits from truck onto ground and vice versa you should sent handling instructions to us in advance..

A detailed layout of the booth should also be provided to better assist our on site operations.

### UNPACKING/REPACKING ON SITE

Upon Request we will assist you in physical unpacking and installation of exhibits, however exhibitors must supervise and be responsible for these operations. A representative of the company must be on-site during the build up period. If exhibitors will not be present but has instructed us to arrange unpacking/repacking unsupervised on their behalf, we shall handle these operations only at the exhibitors risk.

### 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 Central Europe BUDAPEST 2010