SHIPPING MANUAL

2015 ISMB ECCB

CONVENTION CENTRE DUBLIN

JULY 10 – 14, 2015
INTRODUCTION

The following instructions are to assist all exhibitors / contractors with the smooth flow of freight to and from events at CCD.

SHOW CONTACT

You can contact our team for all your enquiries on the following lines of communication

Email: beverley.marchs@interflow.ie
Tel: +353 (0) 1 6853845

DELIVERIES TO CCD 2015

In order to avoid waiting time and problems accessing the site, Interflow will be operating an advance warehouse facility. All goods can be consolidated at this point and transferred to the stand. As the official agent, we will have priority access during the build up and break down periods to the halls. This will ensure timely delivery to your stand. We strongly recommend that you make use of the advance warehouse facility.

DIRECT DELIVERIES

The CCD do not accept deliveries in advance. If you wish to have a consignment delivered directly by an independent forwarder to your stand, please ensure that somebody from your organisation is present to accept your delivery on build up day.

ADVANCE WAREHOUSE

All shipments arriving at our advance depot must be sent with a pre-advice to the above contact details. Advance warehouse delivery address:

Interflow Logistics Ltd.
For CCD
Event name
Exhibitor name / Stand number.
Unit 1, Ace warehouse, Blakescross
Lusk
Co. Dublin
**CONSIGNEE DETAILS:**

ALL SHIPMENTS MUST BE SENT PREPAID

We cannot give any guarantee of on-time and correct handling of any shipments of which the consignee instructions are not respected.

CONSIGNMENT INSTRUCTIONS

All documents such as the Bill of Lading and Master Airway Bill must show the consignee as indicated below:

Interflow Logistics Ltd.
Unit 1, Ace warehouse, Blakescross
Lusk, Co. Dublin
Tel: +353 1 685 3845

NOTIFY:

<table>
<thead>
<tr>
<th>Exhibition Name</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Name</td>
<td>____________________________</td>
</tr>
<tr>
<td>Hall / Stand Number</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

Please note: All exhibition goods, dispatched either by seafreight or airfreight, shall be consigned “Freight Prepaid”. A 5% outlay commission will be imposed on all “Freight Collect” consignments.

LOCAL AGENTS

Interflow Logistics Ltd. has a global network of partners and freight agents to assist the exhibitors with Shipping to and from the event. The agent’s contact details are available upon request and we strongly recommend that you use one of these specialised agents. They will be able to assist you with all shipping queries & quotations.

Exhibitors / contractors using their own shipping company must ensure a pre-advice detailing all the necessary information is sent to us in advance of the goods arriving. This will ensure speedy customs clearance and avoid high storage charges being incurred by airlines and shipping lines.
COURIER SHIPMENTS

Any shipments that are sent should be on a delivery duty paid (DDP) basis i.e customs cleared and all charges including taxes and duties billed to the shipper. Please consign all your courier shipments to the advance warehouse address. Interflow Logistics cannot be held responsible for any consignments addressed directly to your stand.

CUSTOMS CLEARANCE

Please pay attention to the following points to accurately complete your invoice as per Customs requirements:

- Customs codes – Please make sure that your invoice has HTC numbers to identify the exact merchandise you are sending
- Descriptions – Please use clear and detailed product descriptions to allow us to make a proper Customs entry
- Serial numbers – Please indicate the serial numbers and model of your goods, if serial numbers are not available please include a picture of the items
- Quantity – Please list the quantity of each item
- Weight – Please list the weight and the content of each package
- Values – Use values that represent fair market value to avoid a possible value adjustment by the Customs. Each invoice will have to show the following sentence “The value shown is true, real and is according to the market value”.
- Origin of the goods – Please indicate the TW : “Invoiced goods are for display purposes only during the exhibition and will be re-exported at the end of the show”
- Literature and give-aways – Such items must be listed on a separate invoice with individual values indicated and must be separately packed. Generally such items are subject to import duties

INTERFLOW cannot make Customs entry on shipments where invoices indicate general descriptions such as “Exhibition goods” or “Stand-fitting materials” or “give-aways”. Nor can INTERFLOW make entry on invoices that indicate lump sum value only. In these instances entry will be delayed until detailed invoices are received from the shipper.
**DOCUMENTATION**

- 1 copy of Commercial Invoice & Packing List
- 1 copy of Original B/L / AWB
- 1 copy of Insurance Policy (if insured)
- 1 copy of container / consolidation manifest

**FREIGHT ARRIVAL DATES AT TERMINAL AND WAREHOUSE**

<table>
<thead>
<tr>
<th>port/airport/terminal</th>
<th>goods must be received by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ocean Freight FCL</td>
<td>DUBLIN 12 working days before requested delivery date</td>
</tr>
<tr>
<td>Ocean Freight LCL</td>
<td>DUBLIN 20 working days before requested delivery date</td>
</tr>
<tr>
<td>Airfreight</td>
<td>DUBLIN (DUB) 7 working days before requested delivery date</td>
</tr>
<tr>
<td>Truck</td>
<td>DUBLIN 3 working days before requested delivery date</td>
</tr>
<tr>
<td>Truck direct deliveries</td>
<td>DUBLIN warehouse As per move in/out dates</td>
</tr>
</tbody>
</table>

For cargo arriving beyond deadlines, an additional 30% handling surcharge will be added to cover the additional costs. INTERFLOW will make all reasonable efforts to ensure the delivery before the show opens; however, no guarantees can be given. The surcharge will apply regardless of the delivery date to the show site.

**CASE MARKINGS**

For easy identification, all packages must be marked as follows:

- Name of Exhibitor
- Hall Number
- Stand Number
- Case Number
- Gross/Net Weight
- Dimensions
PACKING

We advise strong, bolted, wooden crates or cases for exhibits and displays. Furthermore we recommend “pallet size” cartons for all loose materials and that the pallet is sealed with plastic wrapping film. Heavy equipment must be placed on skids and provided with lifting or hoisting resources (hoist bolts, skids which can be handled by forklifts etc).

All wooden packaging coming from outside the EU must conform to current regulations – the following information must be marked or stamped on the consignment:

- ISPM15 Logo
- ISO Country Code
- Licence number assigned to the company that performed the fumigation
- Fumigation method (HT or MB treatment used)

ON SITE HANDLING

For all orders for on site services, we must have the following details before any work is carried out:

- Dimensions and Total gross weight
- Weight of the heaviest piece
- Type of equipment / manpower required (crane, fork truck, labour etc)

Please contact us via the methods stated on page 3 to make your booking

EMPTY CASE STORAGE

Interflow Logistics Ltd. will operate a two tier system for the return of the empty case storage:

- Priority Storage
  - To be returned within 4 hours of allowed access into the halls
- Standard Storage
  - Will be delivered after the return of all the priority storage

INSURANCE

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, whilst there and / or in storage and also in transit to other destinations. Interflow Logistics Ltd can insure your goods for you but this is on a request basis.
GENERAL TERMS

Unless freight is routed via our appointed agent or you have an account with us, we will require immediate payment of all charges immediately upon receipt of our invoice. Bank details are specified at the bottom of the invoice. Credit cards are also accepted for account settlement. Interflow Logistics Ltd. or their appointed agents will not accept any responsibility for loss or damage on products or materials left unattended on a stand or items that are inadequately packed.

Interflow Logistics Ltd. or their appointed agents will not accept any responsibility for delay in clearance or delivery for shipments that have not been consigned as per our instructions, shipped without the requested documents or arriving after the mentioned deadlines.

All Cargo must be forwarded to us ‘FREIGHT PREPAID ‘For all shipments received ‘Freight Collect ‘ will be subject to an additional surcharge + 10 % and must be paid on site at the stand delivery.

Insurance excluded: Full risk Insurance available: 1.3% on invoice value

All business of Interflow Logistics Ltd. is transacted under the current edition of the Standard Trading Conditions of the Irish International Freight Association (please ask for a copy)