



More than just forwarding...

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SHIPPING GUIDELINES EUROANAESTHESIA COPENHAGEN 2018

Introduction

KRISTAL bvba, have been appointed by the organizer - ESA - as the official freight forwarder, customs clearance agent and official lifting contractor.

It is our commitment to ensure exhibits arrive on time and in good condition for the opening of the exhibition.

This shipping manual will assist you in your preparation for the correct and timely dispatch of exhibits to Copenhagen. Please follow these instructions closely.

The range of services provided by our company include:

- Transportation, national and international
- Temporary and permanent customs clearance
- On-site handling, labor, forklift and craneage
- Labeling, removal and storage of empty boxes and crates, return to stand upon closure of the exhibition.
- Accessible storage for brochures and give-away items during the event
- On-site assistance & supervision

General

<u>Build-up:</u>	Wednesday	30 May 2018	07:00 to 19:00 (early build-up only)
	Thursday	31 May 2018	07:00 to 22:00
	Friday	01 June 2018	07:00 to 19:00

Empty crates need to be moved out before 15:00 on 01 June

<u>Dismantling:</u>	Monday	04 June 2018	16:00 to 22:00
	Tuesday	05 June 2018	07:00 to 19:00

On 04 June no vehicles will be allowed in the loading area before 18:00, this to allow the removal of the carpets and the return delivery of the empty crates to the stands.

Exception will be made for cars.

If you use your own transport company to pick-up your goods after the exhibition, please note that all goods not evacuated on 05 June June at 17:00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.

Note that **5 June** is a **National Holiday** in Denmark. There are no driving restrictions for trucks but most local transport and courier companies will be closed.

International Coordinators

Kristal	Contact:	Wim Poels
Cargo Building 829a	Tel:	+ 32 (0)2 7514680
B-1830 Machelen	e-mail:	wim.poels@kristal-logistics.com





Consigning instructions

AIR FREIGHT

AWB consigned to: DSV Air & Sea
Hovedgaden 630
DK-2640 Hedehusene

Notify: DSV Solutions A/S
Ctc Peter Pors Tel +45 43203850
Ref: Euroanaesthesia 2018
Name Exhibitor / Stand nr

Goods to reach Copenhagen airport not later than 25 May 2018
Airport destination: CPH Copenhagen

ROAD FREIGHT to the advanced warehouse

Consigned to: DSV Solutions A/S
c/o Bella Center
Center Boulevard 5
DK-2300 Copenhagen S
Ctc Peter Pors Tel +45 43203850
Ref: Euroanaesthesia 2018
Name Exhibitor / Stand nr

Goods to reach advanced warehouse not later than 25 May 2018 (non-EU shipments) and 30 May (EU shipments)

DIRECT DELIVERIES

Address: Bella Center, Center Boulevard 5, DK-2300 Copenhagen

Direct deliveries with trucks to the venue are restricted.

Direct shipments to the exhibition site will only be accepted on move-in dates and hours.

Vehicles need to be removed immediately once unloading operations have been completed.

To avoid traffic congestion and to allow us a fast and smooth move-in, an unloading slot will be required for all vehicles larger than a car.

An email will be send to you with your personal login and password to be able to log in to our portal at <http://www.kristal-logistics.com/portal> and fill in the necessary information to obtain move-in / move-out schedule.

All trucks arriving without an unloading slot, will be unloaded once the full schedule has been completed.

On arrival, all trucks need to register to the Kristal desk approx. 1 hour prior to the confirmed slot. Our staff will direct the trucks to the unloading bays according to the schedule. If the truck does not arrive at the booked time, slot will automatically be given to the next in the queue.



Courier Shipments

Because of temporary Import Bonds for goods from outside EU, we discourage the use of Couriers to ship any material directly to the booth at the show site. Courier companies will not be able to clear your goods and will have difficulties to deliver your goods in time. To avoid this, it is advisable to consign the goods to the advanced warehouse address. You will be liable for customs and handling charges but this ensures your goods are delivered to your stand.

Shipping pre-advice

Full details of dispatch together with copies of invoices, AWB, CMR, Bill of Lading have to be sent upon departure to Kristal by email to wim.poels@kristal-logistics.com.

Documentation (for non-EU shipments)

Commercial invoices (2-fold) prepared into a form of packing list with values of each item, description of the goods, measurements in cm, gross & net weight in kg, showing exhibitors name, addressed to Euroanaesthesia 2018, exhibitor name and stand number, Bella Center Copenhagen.

Case Marking

All cases must be clearly marked/stenciled on two (2) sides with the following information:

Your Company Name: _____

Euroanaesthesia 2018 _____

Booth number : _____

Case Number (ex. 1/3 – 2/3): _____

Gross Weight : _____

Dimensions in cm: _____

Insurance

It is the exhibitor's responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises. On written demand, Kristal or their agents can arrange this for you.

Return transport

We will contact all exhibitors separately on-site to organize the return of the goods to point of origin or other designated destinations.

Terms & Conditions of Trading

All business is undertaken by owner's risk.

Tariffs are calculated using current freight and exchange rates. Any major fluctuation in either between now and work-date will be reflected in our final invoice.

Contracting Kristal bvba or their agents implies acknowledgement and acceptance of Kristal bvba conditions of trading.

Terms of payment

Payment is due on presentation of invoice unless otherwise agreed in writing with Kristal bvba or their agents. In all other cases on-site charges billed at the exhibition will require



immediate payment by cash or credit card.

Any disputes or queries relating to invoices originating from this office should be notified to Kristal bvba within seven days of invoice date.