



WORLDWIDE EXHIBIT SERVICES, S.L.
WE Services, S.L.

**HANDLING RATES & SHIPPING
INSTRUCTIONS FOR ESSCA CONGRESS
2018 VALENCIA CONGRESS CENTER**

WORLDWIDE EXHIBIT SERVICES, S.L.
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C/ Esteli nº 17-19, local 2
08890 Sant Feliu Llobregat – Barcelona

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WE Services will have own on-site coordinators team (English, German and French speakers) in order to assist and coordinate all exhibitors shipments destined for ESSCA 2018 Valencia. Our team will be on-site during all build up and breakdown dates for any service or requirement exhibitors have.

If you have any questions not answered in this document, please feel free to contact us directly.

We look forward to seeing you at ESSCA 2018 Valencia

**WE Service team
Valencia**

1. AIRFREIGHT

1.1. SHIPPING INSTRUCTIONS TO VALENCIA AIRPORT

- Consignment instructions

Consignee: **WE Services, S.L.**
 C/ Esteli nº 17-19, local 3
 08890 Sant Feliu Llobregat - Barcelona
 España

Notify: WE Services
 Ref.: Event name
 C/O: Exhibitor

Attn. Import team
 Tel: +34 93 666 71 42

- Documentation required

- AWB
- Commercial invoice (for shipments coming from outside EU) and Packing List

- Deadlines: Shipment from EU countries 2 working days before delivery day
 Shipment from Non EU countries 5 working days before delivery day

Notes:

- All goods must be shipped "freight prepaid". Freight collect will have 10% surcharge on charges paid to airline.
- Do not send your shipment in consolidated freight, as this may delay Customs clearance and delivery and incur in extra deconsolidation charges.
- Goods arriving to other Spanish airports have to be quoted separately.

1.2 LABELLING

Labelling: ESSCA 2018
 C/O: (Exhibitor)
 Case no. 1/x, 2/x, ...

1.3. AIRFREIGHT TARIFF

INBOUND*	Rate	Services included
Airfreight shipments (Kg/vol: 1 cbm = 167 kg)	1.20 EUR/kg Min. charge 220 EUR/Shipment 35 EUR/commercial and file fee	Airline and airport fees, collection from airport, transport to our warehouse, storage, labelling, dedicated transport to venue, delivery to hall/stand, on-site coordination, file charges.

***Same charges for the outbound**

***Airport storage charges not included, if any.**

***Customs inspection will be charged as per receipt + 10%, if any**

***Fumigation inspection will be charged as per receipt + 10%, if any**

***Pieces over 220x160x200 cm / 800 kg will have 25% surcharge**

2. SEAFREIGHT

2.1. SHIPPING INSTRUCTIONS TO VALENCIA PORT

- Consignment instructions

Consignee: **WE Services, S.L.**
C/ Esteli nº 17-19, local 3
08890 Sant Feliu Llobregat
Barcelona

Notify: WE Services, S.L.
Ref.: Event name
C/O: Exhibitor

Attn. Import team
Tel: +34 93 666 71 42

- Documentation required
 - B/L
 - Commercial invoice (for shipments coming from outside EU) and Packing List
- Deadlines: Shipment from Non EU countries - 9 working days before delivery day

Notes:

- All goods must be shipped "freight prepaid". Freight collect will have 10% surcharge on charges paid to airline.
- Do not send your shipment in consolidated freight, as this may delay Customs clearance and delivery and incur in extra deconsolidation charges.
- Goods arriving to other Spanish ports have to be quoted separately.
- Palletized goods required for below rates. If not, please ask for non palletized cargo charges.
- FCL Tariff rates are based using MSC shipping line, others please ask

2.2 LABELLING

Labelling: ESSCA 2018
C/O: (Exhibitor)
Case no. 1/x, 2/x, ...

2.3. SEAFREIGHT TARIFF

INBOUND*	Rate for 40'	Rate for 20'	Services included
Port charges	495,00 €	315,00 €	All port charges
THC and transport to venue	595,00 €	415,00 €	THC and transport up to venue
Offloading forfait	500 €/container	400 €/container	Offloading of the cargo, delivery to booth and WE Services assistance

INBOUND*	Rate for LCL	Services included
LCL shipments (Kg/vol: 1 cbm = 333 kg)	125 EUR/cbm - Min. charge 2 cbm 35 EUR/commercial and file fee	Collection at port, transport to our warehouse, reception at our warehouse, storage, dedicated transport to venue, delivery to hall/stand, on-site coordination, file charges.

*Same charges for the outbound

*Port storage and demurrages charges not included, if any.

*Customs inspection will be charged at 175 €/inspection, if any

*Fumigation inspection will be charged at 195 €/inspection, if any

*Offloading truck waiting time after 3rd hour will be charged at 95 €/hour

**1 x forklift and 2 labours until 4 hours. Additional time or labours, please ask for rates.

Note: prices are per full or started CBM (Cubic metre).

*LCL co loader import charges will be billed as per receipt + 10%

*Pieces over 220x160x200 cm / 800 kg will have 25% surcharge

3. ROADFREIGHT SHIPMENTS

3.1. SHIPPING INSTRUCTIONS

- Consignment instructions

Consignee: **WE Services, S.L.**
 C/O LOGISTICA ROMERO
 C/ Ciscar 8 – Pol. Ind. Moncada II
 46113 Moncada, Valencia

Notify: WE Services, S.L.
 Ref.: Event name
 C/O: Exhibitor

Attn. Import team
 Tel: +34 93 666 71 42

- Documentation required
 - CMR

- Deadlines: Shipment from EU countries 2 working days before delivery day

3.2 LABELLING

Labelling: ESSCA 2018
 C/O: (Exhibitor)
 Case no. 1/x, 2/x, ...

3.3. ROAD FREIGHT TARIFF

INBOUND*	Rate	Services included
Road shipments (Kg/vol: 1 cbm = 333 kg)	50 EUR/cbm Min. charge 175 EUR 5-10 cbm 45 EUR/cbm From 10 cbm 40 EUR/cbm 35 EUR/commercial and file fee	Reception at our warehouse, storage, dedicated transport to venue, delivery to hall/stand, on-site coordination, file charges.

Note: prices are per full or started CBM (Cubic metre).

***Same charges for the outbound**

***Express delivery same arrival to warehouse will be charge 150 € in additional to above charges**

4. TRUCK CHARGES ARRIVING DIRECTLY TO FAIRGROUND

4.1 FIXED CHARGES*

INBOUND ASSISTANCE	55 EUR/exhibitor/truck	Our assistance and coordination for positioning, technical means and unloading truck.
OUTBOUND ASSISTANCE	55 EUR/exhibitor/truck	Our assistance and coordination for positioning, technical means and loading truck.

4.2 OFFLOADING SERVICES*

OFFLOADING SERVICES	15 EUR/cbm Min. charge 150 EUR	Offloading with forklift, labours and transpalets, delivery of goods to stand
OFFLOADING SERVICES	500 EUR/Full trailer	Offloading with forklift, labours and transpalets, delivery of goods to stand
WORKER	39,00 EUR/hour Minimum 4 hours	Onsite services

Other option for mechanical equipment and weights can be available, please check.

***Same charges for the outbound.**

5. STORAGE OF EMPTIES & FULL GOODS

Collect from stand, storage and re-delivery to the stand	48,50 EUR/cbm	Minimum charge per exhibitor 2CBM
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Collect from stand, storage and re-delivery to the stand (Tools, trans pallets, ladders, etc.)	55,00 EUR/cbm	Minimum charge per exhibitor 2CBM
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Note: prices are per full or started CBM (Cubic metre).

6. CUSTOMS FORMALITIES

6.1. CUSTOMS FORMALITIES

All shipments arriving from outside EU (European Union) are subject to customs clearance and payment of duties and taxes when entering in Spain.

In order to clear customs, we require a detailed commercial invoice as follows:

- Written in English or Spanish.
- Consigned to: **WE Services, S.L.**
C/ Esteli nº 17-19, local 3
08890 Sant Feliu de Llobregat - Barcelona
- Information: Number of cases/packages/boxes
Description of contents
Quantity per case
Unit value
Total Value
BTN number for each item (Brussels taric number, harmonized customs code)
Serial number and model (in case of machinery or equipment)

Invoice must state "Goods to be exhibited at the exhibition in *venue name and address*".

Please note:

- Depending on the nature of goods, additional documentation is required:
 - Certificate of origin (EUR-1, Form A...)
 - Catalogue for machinery and industrial products
- For Temporary Import of goods, WE Services suggests that goods come under ATA Carnet, in order to lower customs costs and speed up clearance.
- The importation of commodities such as alcoholic beverages, food, medical equipment, water and cosmetics is strictly regulated and require permits, licenses and sanitary certificates. For these importations, WE Services will have to be consulted in advance in order to find possible options.

Thus we strongly recommend you to consult with us before shipping the goods. We will also be able to inform you on duties and taxes.

6.2. CUSTOMS TARIFF

CUSTOMS CLEARANCE	Rate	Services included
Permanent import	155,00 €/clearance / up to 8.000 € value	Clearance formalities and fees.
Duties & Taxes	As per outlay + 10% (min 30 €)	Clearance formalities and fees.
Temporary import & Bond guarantee	185,00 €/clearance / up to 8.000 € value Bond fee ... 1,05 % CIF Value (Min. 155 €)	Clearance formalities, documentation issue and fees.
ATA Carnet Import	145,00 €/clearance	Clearance formalities and fees.
Quality inspection S.O.I.V.R.E.	95,00 €/documentation	Clearance formalities, documentation issue and fees.
Re-export	185,00 €/clearance / up to 8.000 € value	Clearance formalities, documentation issue and fees.

7. GENERAL CONDITIONS

7.1. PRE-ALERT

ALL EXHIBITORS ARE REQUESTED TO SEND A PRE-ALERT WITH THE MAXIMUM POSSIBLE INFORMATION ON SHIPMENT TO WE SERVICES WE SERVICES, INCLUDING

- CMR / AWB / B/L
- INVOICE AND/OR PACKING LIST

FOR THE ATTENTION OF: WE SERVICES
E-mail: info@weservices.es

7.2. CONDITIONS:

WE Services will calculate charges based on gross weight or volume weight, whichever yields the greater.

7.3. SURCHARGES

SURCHARGES	
Overtime (from 18 till 08 hours)	+50% of handling tariff
Weekend / bank holiday	+50% of handling tariff

7.4. LIABILITY AND INSURANCE

WE Services cannot give any guarantee of on-time delivery of any shipments arriving after deadlines or without the mentioned above document requirements.

Exhibitors must arrange a proper roundtrip all risk insurance for their exhibits, including exhibition period. The WE Services liability will ever exceed the liability stated in Transport Agreements (CMR, IATA, etc).

7.5. PAYMENT TERMS

Unless freight is routed via one of our appointed agents we require full payment of our charges prior to the delivery of the goods to the stand. For returns, payment must be done before your goods leave WE Services warehouse.

Payment must be done by bank transfer to our bank account as follows.

LA CAIXA
C/. Compte Vilardaga
08980 Sant Feliu de Llobregat - Barcelona

Account: 2100-3797-45-2200081938
IBAN- ES48 2100 3797 4522 0008 1938
SWIFT CAIXESBBXXX

Financial fee will be invoiced 45 €/invoice