

**SHIPPING & FORWARDING INSTRUCTIONS**  
**FOR “EXPORIVASCHUH 2010” - RIVA DEL GARDA – JUNE 12/15 , 2010**

GENERAL INFORMATION

OFFICIAL FREIGHT FORWARDER, CUSTOMS BROKER AND HANDLING CONTRACTOR:

**Schenker Italiana S.p.A.**  
**Fairs & Exhibitions Dept**  
**Via F.lli Bandiera, 29**  
**20068 Peschiera Borromeo – Milano – Italy**

Mr. Claudio Zani - Fairs & Exhibitions Manager - [claudio.zani@schenkerit.com](mailto:claudio.zani@schenkerit.com)

Ms. Silvia Rosin - Fairs Team - [silvia.rosin@schenkerit.com](mailto:silvia.rosin@schenkerit.com)

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**Before sending exhibition goods or standbuilding material please get in touch with our office**

## 1. SHIPPING INSTRUCTIONS

### ➤ Air Freight

In AWB's "Consignee's name and address" please print:

Schenker Italiana S.p.A.  
Fairs and Exhibitions Dept.  
Via F.lli Bandiera, 29  
20068 Peschiera Borromeo  
Attn. Claudio Zani

Notify: exhibitor's name c/o "EXPORIVASCHUH 2010 Riva del Garda " - hall nr.... - stand nr.....

In AWB's "Nature and quantity of goods" you must print the cargo dimensions in cms and total volume.

#### ***Deadlines for air freight:***

Goods that require Customs clearance must arrive at Milano Malpensa apt **no later than 04 June 2010.**

Goods that do not require Customs clearance must arrive at Milano Malpensa apt **no later than 07 June 2010.**

If you're going to airfreight the cargo to another airport (different from Milano Malpensa) please contact us so that we can give you the correct deadline.

### ➤ Sea Freight

Please arrange issue of B/L as follows:

Consignee: Schenker Italiana S.p.A.  
Fairs and Exhibitions Dept.  
Via F.lli Bandiera, 29  
20068 Peschiera Borromeo  
Attn. Claudio Zani

Notify: exhibitor's name c/o "EXPORIVASCHUH 2010 Riva del Garda " - hall nr.... - stand nr.....

#### ***Deadlines for sea freight LCL:***

Please get in touch with our office in order to fix deadlines that may match your needs/requirements, according to the Italian port of entry you consider.

#### ***Deadlines for sea freight FCL :***

Goods that require Custom clearance must arrive at Genova or La Spezia Port **no later than 31 May 2010.**

**If you're going to despatch your consignment to a different Italian port of entry, or via co-loader (without using Schenker's ocean consol service) please give us prompt notice, in order to agree a deadline that may match your requirements.**

➤ **Road Freight**

Please arrange issue of B/L as follows:

Consignee on CMR: Schenker Italiana S.p.A.  
Fairs and Exhibitions Dept.  
Via F.lli Bandiera, 29  
20068 Peschiera Borromeo  
Attn. Claudio Zani

Place of delivery on CMR: exhibitor's name c/o "EXPORIVASCHUH 2010 Riva del Garda" -hall nr... - stand nr.....

**Deadlines for non EU roadfreight:**

- to our terminal Peschiera Borromeo at above mentioned address **no later than 04 June 2010.**
- to our Trento terminal (Schenker Italiana S.p.A. - Via Innsbruck 33 - 38121 Trento - Attn. Mr. Massimo Montaguti) **no later than 08 June 2010.**

**Please contact us before departure to have correct instruction for issuing the Customs papers!!**

**Deadlines for EU roadfreight:**

- to our terminal Peschiera Borromeo at above mentioned address **no later than 07 June 2010.**
- to our Trento terminal (Schenker Italiana S.p.A. - Via Innsbruck 33 - 38121 Trento - Attn. Mr. Massimo Montaguti) **no later than 10 June 2010.**

**2. DOCUMENTATION**

a) **COMMERCIAL INVOICE**

Five original invoices on yr letter headed paper are required.  
Each copy should bear an original signature and be addressed as follows :

EXHIBITORS NAME  
HALL N° ..... STAND N° .....  
EXPORIVASCHUH 2010 - Riva del Garda  
ITALY

The invoice should detail all items in yr consignment with separate values for each item, even when nominal.  
A separate invoice is required for brochures and giveaway items with the above information. The invoice should also confirm the total value plus the number of packages and weight.

Delivery terms : FREIGHT PREPAID - shipment with different delivery term will not be accepted

During the exhibition we strongly recommend that you keep a copy of yr proforma invoice/packing list on hand in order to mark off any items being given out, this will reduce confusion with the customs and will expedite import clearance in the country of destination.

We need to know in advance before arranging shipments of goods subject to particular docs and restrictions (es.cites, Washington declaration etc) in order to communicate you in due time what customs will require for these kind of goods.

Exhibitor should stay with their consignment until all export documentation has been completed and the Schenker representative has confirmed the piece count of your consignment.

b) **PACKING LIST**

Items that should appear in the packing list: number of pieces, kind of packaging (case, crate, pallet...), gross weight, net weight. We shall require 4 originals copies of your packing list on your letter headed paper. Alternatively this may be incorporated in your invoice.

### 3. SHIPPING DOCUMENTS IN ADDITION TO AWB or B/L (English language only)

➤ **EU Goods:**

4 copies proforma invoice/packing list

➤ **Non EU Goods:**

Temporary importation: is allowed with CARNET ATA or with Proforma invoice and packing list .

**Temporary importation is not allowed for brochures, gadgets and give-away items that will be imported as permanent importation. A separate set of docs has to be provided for this.**

Permanent importation: shipper's invoices are needed but there must be an Italian importer (shipper's agent or representative) duly registered by Italian Authorities (with regular VAT number) to whom all Customs docs will be addressed. Alternatively the Fair Organizer might act as importer of your record. Customs bill will be issued under their name but Italian duties and taxes would be debited to the exhibitor. Please contact them to get this opportunity.

**A regular shipment pre advice must be sent to our office before departure of cargo for approval.**

### 4. HAND CARRIED EXHIBITS

All hand carried exhibits must be notified to our office before departure.  
They will be also subject to clearance conditions as specified above.

### 5. MARKING OF CASES

All packages have to be clearly marked with the following:

Name of exhibitor  
Hall and stand no.  
EXPORIVASCHUH 2010 Riva del Garda , Italy

Case no. 1/3....2/3....3/3 (according to the nr. of packages composing the shipment)  
Gross weight / Net weight  
Dimensions in cms.

### 6. PACKING

Generally packing should be suitably designed, with sufficient attention to internal padding and battening, according to the nature of the goods and the method of transport being used to be adequate to withstand both the outward and return movement as well as handling and storage during the exhibition period. Where it's probable that goods will be returned to the country of origin or despatched to another destination overseas, it's strongly recommended that the tops and sides are bolted so that unpacking can be carried out with the minimum of damage to cases.

Schenker will not be responsible for any damage of uncrated, unpacked or not properly packed materials, for concealed damage and loss or theft of exhibits after they have been delivered to the booth, nor before they are being picked up again for return at the close of the exhibition.

### 7. PAYMENT

Inbound Services:

Settlement of charges (duty and taxes included) has to be made cash or by credit card before delivery to exhibition booth.

Outbound Services:

Settlement of charges has to be made cash or by credit card before re-shipment of cargo.

**8. SPECIAL NOTE**

Shipment concerning/including: perishable goods / foodstuffs

MUST BE NOTIFIED TO OUR OFFICE BEFORE DEPARTURE FROM STATION OF ORIGIN.  
WE'LL GIVE YOU CORRECT INSTRUCTIONS ACCORDING TO EACH SINGLE REQUEST.

**9. ON-SITE REPRESENTATIVE**

Experienced representative will be on site, during the build up/breakdown and show periods to supervise Customs clearance and handling and liaise with exhibitors regarding return or onward shipping arrangements.

**10. RETURN**

After the exhibition every exhibitor should label his consignment properly and furnish completed "RETURN SHIPPING INSTRUCTIONS" before leaving the exhibition hall.

**11. LIABILITY**

The liability for inbound services ends once cargo is delivered to exhibitor's booth (1 time spotting, goods in packed condition) even if nobody is present at stand to receive the freight.  
The liability for return transport begins once the goods are picked up from the booth by Schenker, even if the transport documents were handed over to the forwarder's office in advance.

**12. INSURANCE**

- a) You're strongly recommended to check with your All Risks insurer that you're fully covered for all work we may undertake on your behalf and to advise them of our conditions.
- b) We cannot follow shipment subject to Fine Arts control/authorisation and goods including hazardous or dangerous goods.
- c) Schenker Italiana S.p.A. couldn't be hold responsible for any delay/change of scheduled departure/arrival times and dates of aircrafts/vessels/trucks it may occur as well as in the handling operations that airlines/shipping lines/hauliers and third parts involved, performed without notice within their terminals/customs areas and fairgrounds.
- d) Schenker Italiana S.p.A. is acting exclusively as shipping & forwarding agents. In any case our responsibility is limited in compliance with International Laws and Conventions regulating transportation contracts we stipulated on your behalf.

**BEFORE SENDING EXHIBITION GOODS PLEASE GET IN TOUCH WITH OUR OFFICE.**

If you need any more information or would like to discuss your requirements further, please do not hesitate to contact us.

Best regards.

Schenker Italiana S.p.A.

Fairs & Exhibitions Dept.