

# ISE 2022

## SHIPPING INSTRUCTIONS

## TARIFF

## ONLINE ORDERING



OFFICIAL SUPPLIER  
2022





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# INTRODUCTION

CEVA Showfreight are bringing their exhibition site logistics and forwarding skills to Barcelona as the SOLE OFFICIALLY APPOINTED FREIGHT FORWARDER AND LIFTING CONTRACTOR. This puts us in the unique position of being the only company to operate forklifts, cranes, electric pallet trucks in the halls and on the terraces surrounding the site.

We have specialised partners across the globe to take care of your shipping requirements and consolidation points so that goods for ISE can then travel together to Barcelona saving money and avoiding multiple handling of shipments thus reducing the risk of damages.

When you arrive onsite at the FIRA we will have offices within the halls to assist you during the build-up, show days and breakdown.

# KEY | INFORMATION

Build-up (upon approval from ISE)	02-03 May 2022
Build-up Dates	04-09 May 2022
Show Dates	10-13 May 2022
Breakdown Dates	13-16 May 2022

## Shipping Deadlines



Seafreight LCL / FCL at any Barcelona Port

**LCL = 18 April 2022**

**FCL = 25 April 2022**



Airfreight at Barcelona Airport (BCN)

**25 April 2022**



Road freight directly to ISE 2022  
**Day required on stand via SOT**

Road freight via warehouse (FIRA Montjuïc)  
**3 days prior to delivery date**

Orders received after **18<sup>th</sup> April 2022** will incur a 25% late booking surcharge.

**Please send all pre alerts to the CEVA Contacts below.**

### International / Freight enquiries:

Kerry Anne Yorke

[kerryanne.yorke@cevalogistics.com](mailto:kerryanne.yorke@cevalogistics.com)

+44 (0) 330 587 7776

### Onsite Handling enquiries:

Mark Jackson

[mark.jackson@cevalogistics.com](mailto:mark.jackson@cevalogistics.com)

+44 (0) 330 587 7777

# KEY | INFORMATION

## TENANCY | DEADLINES

### Build-up

To help improve congestion in and around the show-site there is a CEVA-ONLY-UNLOADING timeframe between 08:00 and 12:00 (Midday) on Monday 02 May to Friday 06 May inclusive. All self-unloaders are welcome after mid-day until 20:00.

Exhibitors who have been granted access to the halls on the 03 May can **unload only** from 15:00 on the day prior to their granted access date.

On Sunday 8<sup>th</sup> May the following activities must be finished by 20:00 - Vehicle movements, collection of empty cases, forklifts, cherry pickers and moveable platforms

### Breakdown

Friday 13 May 2022	17:00–22:00 22:00–08:00 (Saturday)	Priority empty cases will be returned Next Day empty cases will be returned
Saturday 14 May 2022	08:00–11:00 11:00–19:00 19:00–22:00	Self-unloaders and CEVA can reload CEVA only reloading CEVA and self-loaders
Sunday 15 May 2022	08:00–22:00	CEVA and self-loaders
Monday 16 May 2022	08:00–22:00	CEVA and self-loaders



All Bills of Lading should be sent freight prepaid to Barcelona Port and consigned as follows:

Consignee:  
RESA / Showfreight  
ISE 2022  
For: [*Exhibitor name / Booth nr.*]  
C/Botánica - Entrada Nr. 4  
Fira Gran Via  
08908 - L'Hospitalet de Llobregat  
Spain

Notify:  
RESA / Showfreight  
Contact: Kerry Yorke  
Telephone: +44 (0) 330 587 7696

Documents required in advance of Shipment:

- Copy of Bill of Lading with 3 original invoices attached
- Copy of Shipping Invoice / Packing List



All Airfreight consignments should be sent freight prepaid to Barcelona Airport (BCN) and consigned as follows:

Consignee:  
RESA / Showfreight  
ISE 2022  
For: [*Exhibitor name / Booth nr.*]  
C/Botánica - Entrada Nr. 4  
Fira Gran Via  
08908 - L'Hospitalet de Llobregat  
Spain

Notify:  
RESA / Showfreight  
Contact: Kerry Yorke  
Telephone: +44 (0) 330 587 7696

Documents required in advance of Shipment :

- Copy of Direct Master AWB with 3 original invoices attached
- Copy of Shipping Invoice / Packing List
- Air shipments must be covered by one Master AWB
- ATA Carnet shipments- number must be shown on AWB

Please forward all documentation to [kerryanne.yorke@cevalogistics.com](mailto:kerryanne.yorke@cevalogistics.com) for approval before shipping.

# ROAD



Deliveries direct to Fira Gran Vía for unloading should be addressed as follows and go via the buffering zone at SOT:

RESA / Showfreight  
ISE 2022  
For: *[Exhibitor name / Booth nr.]*  
C/Botánica - Entrada Nr. 4  
Fira Gran Via  
08908 - L'Hospitalet de Llobregat  
Spain

Notify: RESA / Showfreight  
Contact: Mark Jackson  
Telephone: +44 (0) 330 587 7427

All part load shipments and shipments not loaded at the customers premises must go via the advanced warehouse prior to the **2nd May** :

RESA / Showfreight  
For: ISE 2022 / Exhibitor name  
C/Botánica -  
\*\*Entrada Nr. 4  
Fira Gran Via  
08908 - L'Hospitalet de  
Llobregat Spain

Notify: RESA / Showfreight  
Contact Mark Jackson  
Telephone + 44 (0) 330 587 7427

**\*\* From 2<sup>nd</sup> May onwards drivers should report to hall 8**

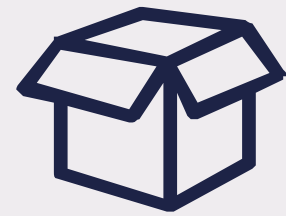
For security reasons, only full load trucks that have loaded at the customer's premises and have driven directly to the venue are permitted to enter via the SOT buffering zone. Any other shipments and groupage cargo must be delivered or collected via the site warehouse. For road-freight shipments that require customs clearance please contact [kerryanne.yorke@cevalogistics.com](mailto:kerryanne.yorke@cevalogistics.com) for detailed information.

Drivers of vehicles 12 metres or longer that are being unloaded or reloaded by hand must book a timeslot with CEVA prior to arrival at the marshalling yard to avoid unnecessary waiting times. There will be a fee of € 100 per single entry.

Drivers of vehicles or vans shorter than 12 metres will need to purchase a pass from the SOT registration area at a fee of € 12.00 per entry. Small vehicles do not need to book the timeslot in advance and can go straight to the marshalling yard to purchase the access pass.

For full traffic information please contact [Melanie.Shipway@cevalogistics.com](mailto:Melanie.Shipway@cevalogistics.com)

Please forward pre advice to [kerryanne.yorke@cevalogistics.com](mailto:kerryanne.yorke@cevalogistics.com) for approval before shipping.



Courier deliveries should be consigned as follows:

## ISE 2022

CEVA Showfreight c/o RESA

For: Exhibitor \_\_\_\_\_

Hall/Stand Number \_\_\_\_\_

C/Botanica – Entrade Nr 4

FIRA Gran Via

08908 – L'Hospitalet de

Llobregat Spain

Notify: CEVA Showfreight

Contact: Kerry Yorke

Email: [Kerry.yorke@cevalogistics.com](mailto:Kerry.yorke@cevalogistics.com)

Tele: +34 9323 34110

We do not recommend that you send your shipment via courier service (DHL, FedEx, UPS). Spanish customs may detain your shipment and we may need to complete customs clearance as if your shipment was a normal airfreight shipment. Airfreight is the better option unless your shipment is very small (less than 10 kgs) and has a very low value (max €40.00). For shipments above this value couriers are not able to customs clear the shipment and a Spanish importer of record is required. If we are requested to offer this service an additional €145.00 will be charged over and above our customs clearance fees listed in the tariff.

**Please Note:** For shipments which are not detained by customs, handling charges from free arrival our Barcelona address up to delivered your booth will be charged €150.00 per consignment, per exhibitor. If your shipment is detained by customs, handling charges will be as per our standard airfreight tariff. Any duty & tax paid on clearance will be charged at cost plus a 10% disbursement fee.

Shipments sent by courier service are done so at your own risk. CEVA Showfreight accept no responsibility for courier shipments which are delayed or do not arrive at the venue.

Please forward pre advice to [kerryanne.yorke@cevalogistics.com](mailto:kerryanne.yorke@cevalogistics.com) for approval before shipping.





All cases should be clearly marked as follows:

**ISE 2022**

c/o CEVA Showfreight

Exhibitor:

Hall/Stand No:

Case No:

Gross Wt:.....Nett Wt:.....

Please ensure that suitable packaging is used for your shipment. Exhibits will be in transit for long periods, both to and from the exhibition and cartons will not withstand the constant handling which takes place during transshipment

Temporary and permanent import materials must be packed separately in different boxes.

## EXHIBITION | PACKING

As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and rain, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used-packing materials (the case as well as aluminium foil, plastic covers, etc., very often would have been damaged already during unpacking).

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking and for sale for return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

# CUSTOMS | CLEARANCE

Shipments from outside the **European Union** are subject to customs clearance formalities. Please read the following information carefully:

**Temporary & Permanent Import materials must be packed separately, in different boxes.**

## **PERMANENT ENTRIES:**

Permanent entries can be done only for goods which are to be consumed during the show, such as consumables, office material, giveaways, catalogues, etc. Any permanent entry is subject to payment of import duties and taxes, which will be calculated from the CIF value of the goods (CIF value = declared value + freight costs).

## **TEMPORARY ENTRIES:**

Goods returning to origin after the show must be processed through a temporary import entry at customs, in order to avoid the payment of duties and taxes. All exhibits/materials entered under temporary importation are subject to control and examination by Spanish customs. Goods under temporary entry cannot be sold during the show and any sale operation **MUST BE** reported to the Spanish customs authorities, otherwise heavy penalties might be incurred. Please contact CEVA should you wish to sell any temporary import goods. All items must be re-exported within 14 days and we can not hand over goods to 3<sup>rd</sup> parties.

## **COMMERCIAL INVOICE:**

The combined invoice/packing list must show the following information: number of units per each item/values/full description of items in English, (including serial number for electronic devices), model numbers and customs code number (Brussels nomenclature), total number of boxes/pallets, weight and sizes. All items must have a declared value, which must be approved by Spanish customs.

## **ATA CARNET**

RESA / CEVA must be mentioned in box B of the ATA Carnet or a power of attorney must be provided so we can perform the clearance and no consumable items should be listed. Trucks arriving at the advanced warehouse or fairground cannot be cleared on ATA Carnet. Carnet clearances must be performed at port of import.

## **RESTRICTED PRODUCTS:**

The following products are restricted by Spanish customs and cannot be shipped to the event in any case: foodstuff, beverage, medicines, cosmetics, live animals or plants, pharmaceutical products, Toys, protected species, face masks and hand sanitiser. Do not include any of these items in your shipment to avoid having it detained by Spanish customs! Textiles products are restricted depending on the country of origin. Please ask us prior to shipping.



## Road freight shipments arriving from outside the EU arriving on T1 or T2 documents

### Consignee information (box 8)

CEVA c/o Resa Expo Logistics for ISE  
Recinto Fira Gran Via  
08908 Hospitalet (Barcelona) – Spain  
RESA NIF ESB63523740

### Description (Box 31)

Description of goods  
For ISE – FIRA Barcelona  
Exhibitor name \_\_Hall no. \_\_stand No—  
08908 L'Hospitalet de Llobregat – Spain

### Customs Code and office of destination

*(Please contact Kerry for this information)*

Pre-advices must be sent in advance of departure to include copy of CMR, Transit Document, Invoice/packing list and Order form

Email [kerryanne.yorke@cevalogistics.com](mailto:kerryanne.yorke@cevalogistics.com)



# DOCUMENTATION

All documents must be received at least 7 working days in advance of arrival and be written in English.  
A combined Commercial Invoice and Packing List is required containing the following Information:

- Country of origin
- Confirmation that the packing conforms to Spanish Regulations
- Tariff heading(s) / H.S. Codes
- Serial numbers (where applicable)
- Commodities are itemised and valued individually
- Weights and dimensions of individual packing cases
- Temporary & permanent import materials must be packed separately, in different boxes

**Please note:** Everything must show a value. Consumables should show a realistic value 'For Customs purposes only'

Please consign as follows:

## **ISE 2022**

RESA / Showfreight

For: [*Exhibitor name / Booth nr.*]

C/Botánica - Entrada Nr. 4

Fira Gran Via

08908 - L'Hospitalet

Notify: Showfreight

Contact: Kerry Yorke

Telephone: + 44 (0) 330 587 7696

**On your commercial invoice please specify the appropriate import status:**

### **PERMANENT:**

'Goods are for permanent entry into Spain'

### **TEMPORARY:**

'Goods are for display purposes at Integrated Systems Europe. Exhibition and will be returned after the event'

# ADDITIONAL | INFORMATION

## Storage of Empty Cases

Empty Stand Build Cases are all empty cases, crates and packing material involved in the build of your stand. Every exhibitor that starts their build from the official build-up (*Wednesday 4 May onwards*) must have all empty cases available for collection by 14:00 on Sunday 08 May at the latest. Exhibitors who are granted early access must have their empty cases ready for collection by 14:00 on Saturday 07 May at the latest.

Any empty cases removed on Monday 09 May will incur a 100% surcharge.

We are offering a **Priority Service** with a maximum permissible volume of 10cbm ensuring empty cases will be returned by 22:00 on Friday 13 May. A **next day service** will ensure the return of all remaining empty cases by 08:00 on Saturday 14 May.

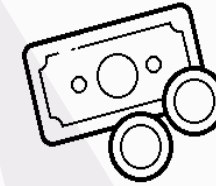


## Insurance

Insurance cover whilst goods are in transit or in CEVA's possession are covered under the limitations of CEVA's [terms and conditions](#).

Goods left unattended on stands after delivery or awaiting collection after an exhibition are the sole responsibility of the exhibitor, and therefore strongly recommend that your freight is fully insured.

Specific all risk cover for your freight is available from CEVA upon request, please contact [kerryanne.yorke@cevalogistics.com](mailto:kerryanne.yorke@cevalogistics.com) for a competitive quotation.



## Payment of Charges

Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance by bank transfer or alternatively on site by credit card.

**BNP Paribas**  
**10 Harewood Avenue**  
**London**  
**NW1 6AA**

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<b>Account Name:</b>	<b>CEVA Receivables Finance DAC</b>
<b>Account Number:</b>	<b>89848045</b>
<b>Sort Code:</b>	<b>40 – 63 – 84</b>
<b>IBAN:</b>	<b>GB40BNPA40638489848045</b>
<b>BIC (Swift):</b>	<b>BNPAGB22XXX</b>

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Permanent customs clearance up to CIF Value €5,000	€225.00 per clearance
Permanent customs clearance up to CIF Value €15,000	€365.00 per clearance
Permanent customs clearance over CIF Value €15,000	€445.00 per clearance
Duty / VAT	Cost + 15 % disbursement fee (min €45.00)
ATA Carnet Clearance – Import	€190.00 per entry
Carnet Holding Fee (if applicable)	€95.00 per Carnet
<u>Temporary Import Customs Clearance:</u>	
Up to CIF Value €10,000	€260.00 per clearance
Up to CIF Value €25,000	€420.00 per clearance
Up to CIF Value €50,000	€545.00 per clearance
CIF Value €50,001 - €100,000	1.2%
Over CIF Value €100,000	1.4%
Transit document to fairground – Each Way	€100.00
Use of Spanish registration document if required (giveaways only)	€145.00 per entry

# INTERNATIONAL | INBOUND | TARIFF

## AIR

From arrival Barcelona (BCN) to delivered stand 1 cbm = 167 kgs (Third party charges to be re-invoiced + 15 %)

Price per kg	€1.35 per kg (min 300kg)
Service fee / per shipment / Exhibitor	€50.00 per consignment
Third party deconsolidation charges	At cost + 15%

## SEA

From arrival Barcelona Port to *offsite* warehouse. Excludes port handling & consolidator charges to be re-invoiced

LCL Freight	€130.00 per cbm (min 3cbm)
Container intervention fee – containers not consigned to CEVA	€195.00 per container
FCL 20ft	€1450.00 per container
FCL 40ft	€1650.00 per container
FCL 40ft HC	€1850.00 per container
Service fee / shipment	€50.00 per consignment
Third Party port charges	At cost + 15%

## OCEAN | FREIGHT | MINIMUM | HANDLING | CHARGES

20FT Container	20cbm min per container
40FT Container	40cbm min per container
40FT HC Container	45cbm min per container
45FT Container	50cbm min per container



# ONSITE | HANDLING | TARIFF

Received at <i>offsite</i> warehouse to Delivered Stand	€95.00 per cbm (min 2cbm)
Unload direct to stand	€21.00 per cbm (min 2cbm)
Next day empty case storage	€60.00 per cbm (min 3cbm)
Priority empty case storage (Max 10 cbm)	€85.00 per cbm (min 3cbm)
Full Goods Storage	€85.00 per cbm (min 3cbm)
Accessible Storage	€95.00 per cbm (min 3 cbm)
Storage cost per day (prior to and after official tenancy period)	€7.50 per cbm / per day (min 3cbm)
Labour to assist – unskilled (Excludes overtime)	€45.00 per man hour (min 4 hours)
Forklift Hire for erection/dismantling/re-lifts	€110.00 per hour (min 4 hours)
Reloading from stand to vehicle via <i>offsite</i> warehouse	€95.00 per cbm (min 2cbm)
Reload direct from stand	€21.00 per cbm (min 2cbm)
Communication Fee	€40.00 per shipment / exhibitor
Bank Admin Fee	€7.00 per transaction

**\*Any work carried out on Monday 09 May will incur a 100% surcharge\***

# MACHINE | TARIFF

## SCISSOR LIFTS

Scissor Lift transport to/from venue (each way)	€225.00
Scissor Lift - Daily Hire (6mtr.) Electric (without driver)	€195.00
Scissor Lift - Daily Hire (8mtr.) Electric (without driver)	€225.00
Scissor Lift - Daily Hire (10mtr.) Electric (without driver)	€250.00

## CHERRY PICKERS

Cherry Picker transport to/from venue (each way)	€275.00
Cherry Picker - Daily (12mtr.) (without driver)	€215.00
Cherry Picker - Daily (16mtr.) (without driver)	€250.00
Cherry Picker - Daily (20mtr.) (without driver)	€350.00

**Copy of driving license must be provided upon ordering**

Insurance cover whilst goods are in transit or in CEVA's possession are covered under the limitations of CEVA's [terms and conditions](#).

ATA Carnet Export Clearance	€225.00 per ATA Carnet
Re-export customs clearance up to CIF value €10,000	€260.00 per consignment
Up to CIF value €25,000	€365.00 per consignment
Up to CIF value €50,000	€545.00 per consignment
CIF value €50,001 - €100,000	1%
Over CIF value €100,000	1.2%
Transit document from Fairground	€100.00 per consignment

## TARIFF | EXCLUSIONS

Insurance / Port Storage / Deconsolidation Fees / Import Duties and Taxes / Customs Inspection Fees / Fumigation Costs / Airline Storage / Handover or Third Party Carrier Fees / Upper floor surcharge.

This tariff is based upon current economic conditions, rates of exchange and fuel prices etc. and may be subject to alteration at any time by CEVA Showfreight

Services carry a 50% surcharge if carried out before 08:00 or after 18:00.

1cbm is equal to 300kgs. unless stated otherwise

# INTERNATIONAL | OUTBOUND | TARIFF

## AIR

From stand to arrival BCN Airport. 1 cbm = 167kgs

Price per kg	€1.23 per kg (min 300kg)
Service fee / shipment	€50.00 per consignment
Export Handling Fee	€55.00 per consignment
Export AWB Fee	€70.00 per AWB
AMS Fee	€45.00 per AWB (if applicable)
Battery Declaration	€100.00 (if applicable)
Airline storage	At cost + 15%

## SEA

From *offsite* warehouse to arrival Barcelona Port. 1 cbm = 300 kgs

LCL Freight	€130.00 per cbm (min 3 cbm)
FCL 20ft	€1450.00 per container
FCL 40ft	€1650.00 per container
FCL 40ft HC	€1850.00 per container
Additional Port charges	At cost + 15%
SOLAS Fee: Per shipment for LCL / Per container for FCL	€30.00 per LCL €100.00 per FCL
Bill of Lading Fee	€65.00 per consignment
ISF Fee	€45.00 per consignment
Service fee / shipment / Exhibitor	€50.00 per consignment

# ONLINE | ORDERING

All onsite services are to be booked online, click the button below.



Should you require any specialist lifting *and* or further details on Sea, Air or Road freight, please contact [mark.jackson@cevalogistics.com](mailto:mark.jackson@cevalogistics.com)



Orders received after 18 April 2022 will incur a 25% late bookingsurcharge.

