

IBC2024

SHIPPING INSTRUCTIONS

TARIFF

ONLINE ORDERING



13-16 SEPTEMBER 2024
RAI, AMSTERDAM

ceva
LOGISTICS



CONTENTS

[INTRODUCTION](#)

[KEY INFORMATION](#)

[SEA & AIR](#)

[ROAD](#)

[COURIER](#)

[CASE MARKINGS & EXHIBITION PACKING](#)

[CUSTOMS CLEARANCE](#)

[DOCUMENTATION](#)

[ADDITIONAL INFORMATION](#)

[INBOUND CUSTOMS](#)

[INTERNATIONAL INBOUND TARIFF](#)

[ONSITE HANDLING TARIFF](#)

[EXPORT CUSTOMS](#)

[INTERNATIONAL OUTBOUND TARIFF](#)

[ONLINE ORDERING](#)

[TERMS AND CONDITIONS](#)

INTRODUCTION

CEVA Showfreight are bringing their exhibition site logistics and forwarding skills to Amsterdam as the **SOLE OFFICIALLY APPOINTED FREIGHT FORWARDER AND LIFTING CONTRACTOR** for IBC2024. This puts us in the unique position of being the only company to operate forklifts, cranes and 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 IBC can then travel together to Amsterdam, saving money and avoiding multiple handling of shipments, thus reducing the risk of damages.

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



KEY | INFORMATION

Build-up (Early Access upon approval from IBC)

Build-up Dates

Show Dates

Breakdown Dates

5th September 2024

6-12th September 2024

13-16th September 2024

16-19th September 2024

Shipping Deadlines



Seafreight LCL / FCL at any Rotterdam Port

LCL = 26th August 2024

FCL = 29th August 2024



Airfreight at Schiphol Airport (AMS)

30th August 2024



Road freight directly to IBC2024
Day required on stand via P20

Road freight via Warehouse
3 days prior to delivery date

Orders received after **23rd August 2024** will incur a 30% late booking surcharge or any shipment arriving after the above shipping deadlines.

Please send all pre alerts to the CEVA Contacts below.

International / Freight enquiries:

Kevin.watkins@cevalogistics.com

Onsite Handling enquiries:

IBC@cevalogistics.com

KEY | INFORMATION

TENANCY | DEADLINES

Build-up

Deliveries and collections are to be made to the RAI during the official build-up and breakdown periods only (unless early access has been authorised by IBC).

Breakdown

Breakdown period will end at 14:00 on 19 September 2024. Any shipments that remain either in the exhibition halls or in one of CEVA Showfreight's onsite warehouses after this date/time, will be removed from site and transferred to a third-party warehouse at the exhibitor/contractor's cost.

To avoid delays and ensure the shipment can be delivered on the required date, please ensure that shipment arrives no later than the deadline dates.

Monday 16 September 2024	17:00–23:00	Priority empty cases will be returned
	23:00–10:00 (Tuesday)	Next Day empty cases will be returned
Tuesday 17 September 2024	08:00–11:00	Self-unloaders and CEVA can reload
	11:00–19:00	CEVA only reloading
	19:00–22:00	CEVA and self-loaders
Wednesday 18 September 2024	08:00–22:00	CEVA and self-loaders
Thursday 19 September 2024	08:00–18:00	CEVA and self-loaders

*Any freight or equipment not collected by 14:00 19 September will be moved to our warehouse at your cost.

For more information, please contact our team using the following email IBC@cevalogistics.com

EMPTY | CASES

We offer a two-tier service for empty packing cases:

Next Day Service

This guarantees all empty cases will be returned to your stand by 10:00 Tuesday 17 September 2024

Priority Service

This service begins at 17:00 hours and ends at 23:00 hours on Monday 16 September. Please be aware we are not permitted to operate forklift trucks in the halls until 1.5 hours after the show closes.

For the Priority Service it is essential that we have written confirmation of your requirements and that you collect the relevant storage labels from our offices at the RAI.

3rd party companies who wish to book priority empties must have booked both unloading and reloading with us. If priority services have been requested with unload and reloading this will then be charged for the amount of empties received.

In Summary

- Priority Empty Case returns begin at 17:00 hours and will be completed by 23:00 hours on Monday 16 September.
- Next day Empty Case returns begin at 23:00 hours and will be returned by 10:00 hours on Tuesday 17 September.
- Freight collections begin at 08:00 hours on Tuesday 17 September.
- Vehicles will not be allowed on site until earliest 21:00 hours on Monday 16 September.
- All vehicles must report via P20.

***All stand building empty cases must be labelled and removed from the hall no later than 18:00 hours on Thursday 12 September**

For more information please contact our team using the following email IBC@cevalogistics.com



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

Consignee:
CEVA Showfreight
IBC2024
Exhibitor Name
Hall & Stand Number
Elektronweg 24
3542 AC Utrecht
The Netherlands

Notify:
CEVA Showfreight
Contact: Kevin Watkins
Telephone: +44 (0) 330 587 7406

Documents required in advance of Shipment

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



All Airfreight consignments should be sent freight prepaid to Amsterdam Airport Schiphol (AMS) and consigned as follows:

Consignee:
CEVA Showfreight
IBC2024
Exhibitor Name
Hall & Stand Number
Folkstoneweg 182
1118 LN Schiphol
The Netherlands

Notify:
CEVA Showfreight
Contact: Kevin Watkins
Telephone: +44 (0) 330 587 7406

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

Using consolidators will delay customs clearance and delivery. Any deconsolidation charges will be passed on at cost + 10%. Please forward all documentation to kevin.watkins@cevalogistics.com for approval before shipping.

ROAD | FREIGHT | SHIPMENTS



Shipments delivering direct to the RAI should first report to the marshalling area detailed on page 8 and be consigned as follows:

**CEVA Showfreight
IBC2024
Exhibitor Name
Hall & Stand Number
Parking area P20
Heining
1047 Amsterdam
The Netherlands**

Documents required in advance of Shipment

- Copy of customs transit document
- Copy of commercial Invoice / Packing List
- Copy of Power of Attorney
- Copy of CMR

All part load shipments not loaded directly at the customers premises should first report to the marshalling area detailed on page 8 and will be direct to advanced warehouse.

**CEVA Showfreight
IBC2024
Exhibitor Name
Hall & Stand Number
Parking area P20
Heining
1047 Amsterdam
The Netherlands**

NCTS Code NL000854

Documents required in advance of Shipment

- Copy of customs transit document
- Copy of commercial Invoice / Packing List
- Copy of Power of Attorney
- Copy of CMR

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 the RAI via the buffering zone. Any other shipments and groupage cargo must be delivered or collected via the warehouse.

For road-freight shipments that require customs clearance please contact: kevin.watkins@cevalogistics.com for detailed information.

Please forward pre advice to kevin.watkins@cevalogistics.com for approval before shipping

For full traffic information please contact: admin.showfreight@cevalogistics.com

ROAD | FREIGHT | SHIPMENTS



MARSHALLING AREA

All vehicles delivering / collecting from the RAI will be first directed to a traffic marshalling area at Parking area P20 Heining, 1047 Amsterdam, managed by RAI Traffic. Vehicles will be held in a queuing system until space is available at the relevant delivery door or for part load shipments sent to the advance warehouse.

Directions to P20 registration area. Here your drivers will register with CEVA traffic and gain their access pass for the RAI or the advanced warehouse.

CEVA ONLY UNLOADING TIMEFRAME

Only vehicles unloaded by CEVA, in full, are allowed to enter the RAI loading docks from 08:00 onwards until Friday 06 September. In case a trailer is partially unloaded by CEVA and partially self-unloaded, then drivers are welcome from 12:00 onwards. All self-unloaders are welcome from 15:00 or after 15:00 the day before. This system has been introduced to speed up access and unloading process for all parties involved.

Timeframe	Early Access up to and including 6 September
08:00-12:00	Fully unloading by CEVA
After 12:00	Self-unloaders

Truck Registration & Lorry Parking

Sleeping in the truck is not allowed

RAI P20

Sat Nav.address:
Heining, 1047 Amsterdam
latitude (52.23°50.8N), longitude (4.46°15.6E)
(52.397440, 4.770994)

The map displays the RAI P20 registration area in a yellow box, located near Westpoort in Amsterdam. It shows a network of roads (A2, A4, A5, A8, A9, A10, A1) and surrounding areas including Haarlem, Amsterdam Noord, and Hoofddorp. The RAI logo is also visible on the map.

CEVA Showfreight accepts no responsibility for queuing times at P20.

Please forward pre advice to admin.showfreight@cevalogistics.com for approval before shipping.

COURIER



Courier deliveries should be consigned as follows:

CEVA Showfreight Courier Shipment

IBC2024

Exhibitor Name

Hall & Stand number

****Shipment terms DTP****

Entrance P5A

RAI

Europaplein

NL1078 GZ

Amsterdam

The Netherlands

Please Note: Courier entrance point P7

Documents required:

- Copy of consignment note (terms DTP)
- Copy invoice
- All commercial invoices, must include a detailed description, individual HS codes, piece counts, unit and total values.
- Failure to provide this will result in clearance delays
- For assistance before shipping@ kevin.Watkins@cevalogistics.com

Exhibitors should note that courier companies are not permitted to enter the halls at IBC and deliver direct to stands. Any courier shipments will be held at the new reception point and can only be delivered when an exhibitor makes themselves known to CEVA at this reception point.

Courier shipments correctly consigned and pre advised with no local Customs requirements that are collected from the CEVA Courier Reception point will be free of any charges. It is for this reason that ALL courier shipments must arrive at the RAI on a Delivered Duty Paid basis (DDP) meaning, fully Customs Cleared and All Duties and Taxes Pre-Paid, i.e. charged back to the sender in the country of origin before they are delivered to the RAI.

Any courier shipment that does arrive at the RAI without prior customs clearance by your chosen Courier Company, the following additional charges will be levied, Cancellation of T1, Permanent import clearance and Duty / Tax outlay. All of the charges are listed in our INBOUND Customs tariff page.

A one of courier intervention fee of €210.00 will also apply.

Courier shipments that are required for final delivery to stand will be charged at €70.00 per cubic metre with a minimum charge of 2 cubic metres.

Exhibitors choosing to collect from the courier reception point are free to do so, however all charges incurred for Customs Formalities must be paid before release.

Please forward pre advice to kevin.watkins@cevalogistics.com for approval before shipping.

CUSTOMS | CLEARANCE

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

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 NL customs. Goods under temporary entry cannot be sold during the show and any sale operation **MUST BE** reported to the NL 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 cannot hand over goods to 3rd 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 NL customs.

HS CODE / CUSTOMS TARIFF HEADINGS

All international freight destined for IBC, must declare HS codes in compliance to EU regulations only – failure to comply will result in cargo not being able to Customs clear. For checking, please click [HERE](#)

ATA CARNET

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.



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

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:

- Temporary and Permanent import goods must be packed and listed on separate commercial invoices
- All cases/pallets must be listed with dimensions and gross weight – all items packed within must include a clear breakdown, including individual HS code, Net weights, units and total values
- Country of Origin
- Confirmation that the packing conforms to local regulations
- Individual Tariff heading(s) / H.S. Codes must be in line with EU Regulations [SEE HERE](#)
- Serial numbers (where applicable)
- Clear description of all commodities
- The EU have implemented a new import regulation in regards to use of Russian Iron & Steel to make products. All products containing Iron or Steel requires an MTC certificate(Mill Test Certificate) from the manufacturer to confirm the origin of the Iron & steel. Products purchased before June 2023 requires proof of purchase.

Please note: Everything has a value. Consumables should show a realistic value `For Customs purposes only` Please consign as follows:

CEVA Showfreight
IBC2024
Exhibitor Name
Hall & Stand Number
RAI
Europaplein 1078
GZ
Amsterdam
The Netherlands

On your commercial invoice please specify the appropriate import status:

PERMANENT:

'Goods are for permanent entry into The Netherlands'

TEMPORARY:

'Goods are for display purposes at IBC2024 and will be returned after the event'

Electronic copies of a commercial invoice can be downloaded [HERE](#)





Power of Attorney

To act on your behalf at Dutch customs, CEVA Showfreight requires that you grant us 'Power of Attorney' for all customs related matters. By giving us Power of Attorney, CEVA Showfreight will provide customs services in accordance with article 5, paragraph 6 of the Union Customs Code (regulation 952/2013).

A Blank Power of Attorney can be provided upon request.

CEVA Showfreight cannot provide customs services without a signed Power of Attorney.

ADDITIONAL | INFORMATION



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:

kevin.watkins@cevalogistics.com



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

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

INBOUND | CUSTOMS

Cancelation of import T1 Document

€41.00 Per 100kg (Min €123.00 / Max €434.00)

Temporary /Permanent Import and ATA Carnet Clearance

€41.00 Per 100kg (Min €123.00 / Max €434.00)

Commercial invoice / document check

€38.00

Temporary Import Bond Fee

1.5% of CIF Value (min€33.00)

Consumable Customs Entry

€135.00 Per Declaration for Give-away items

VAT Duties

At Cost

Advancement Fee

10% (min €44.00)

INTERNATIONAL | INBOUND | TARIFF

AIR

From free arrival Schiphol Airport (AMS), Inward handling with delivery direct to stand excluding customs clearance.

0 To 50kg	€220.00 (Min Charge)
51 To 200kg	€235.00
201 To 300kg	€245.00
301 To 400kg	€285.00
401 To 500kg	€340.00
501 To 1000kg	€340.00 Plus €0.55 Per Kg
+1000 Kg	€575.00 Plus €0.55 Per Kg

There will be an additional charge of €16.00 per 100kg / €48.00 per cbm (min €96.00 whichever the greater) for freight via the warehouse. Deliveries to stand in overtime will be charged via warehouse + 50%

SEA

INBOUND FCL INBOUND LCL

Terminal Handling	€120.00 Per 1000kg Or 2cbm (Min €120.00)
Import Documentation	€210.00 Per Item
Transport To The RAI	€145.00 Per 1000kg Or 2cbm (Min €330.00)
Intervention Fee	€110.00 Per Item
Transport from port to RAI	
20 Foot Container	€980.00 Per Container
40 Foot Container	€980.00 Per Container
40 Foot High Cube Container	€980.00 Per Container
Intervention Fee	€210.00 Per Item

OCEAN | FREIGHT | MINIMUM | HANDLING | CHARGES

20FT Container	25cbm Min Per Container
40FT Container	50cbm Min Per Container
40FT HC Container	55cbm Min Per Container
45FT Container	60cbm Min Per Container

ONSITE | HANDLING | TARIFF

Unload Direct From Vehicle To Stand	€37.00 Per cbm (Min 2cbm)
Unload Via On-site Warehouse To Stand	€74.00 Per cbm (Min 2cbm)
Reload Direct From Stand To Vehicle	€37.00 Per cbm (Min 2cbm)
Reload Via On-site Warehouse To Vehicle	€74.00 Per cbm (Min 2cbm)
Relifting	€37.00 Per cbm (Min 2cbm)
Labour (Unskilled) For Unpacking / Repacking	€51.00 Per Hour (Min 6 Hours)
Fork-lift Hire For Erection Or Dismantling	€110.00 Per Hour (Min 2 Hours)
Communication Fee	€49.00 Per Consignment
Collection Storage And Redelivery Of Next Day Empty Cases	€61.00 Per cbm (Min 3cbm)
Collection Storage And Return Of Priority Empty Cases	€94.00 Per cbm (Min 3cbm)
Collection Storage And Redelivery Of Accessible Storage	€85.00 Per cbm (Min 3cbm)
Storage Costs Per Day *Prior To And After Official Tenancy Period	€14.50 Per cbm Per Day (Min 3cbm)
Full Goods Storage	€71.00 Per cbm (Min 3cbm)

OUTBOUND | CUSTOMS

Issue of re-export T1 €21.00 per 100kgs

min €63.00 – max €205.00

Export ATA Carnet Clearance €21.00 per 100kg

min €63.00 – max €205.00

Export Clearance €21.00 per 100kg

min €63.00 – max €205.00

Export T1 Guarantee Fee

0.7 % of CIF value (min €33.00)

INTERNATIONAL | OUTBOUND | TARIFF

AIR

Collection from stand to free arrival at Schiphol Airport (AMS) excluding export customs clearance

0 to 50kg	€110.00 (min charge)
51 to 200kg	€120.00
201 to 300kg	€135.00
301 to 400kg	€145.00
401 to 500kg	€165.00
501 to 1000kg	€165.00 plus €0.25 per kg
+1000 kg	€215.00 plus €0.25 per kg
Export Handling Fee	€80.00 per consignment
AWB Fee	€85.00 per consignment
AMS/AMF Fee (if applicable)	€55.00 per AWB
Battery Declaration	€105.00 (if applicable)

OUTBOUND LCL

From RAI Centre to arrival Rotterdam

Terminal Handling	€120.00 per 1000kg or 2cbm (min €100.00)
Documentation	€200.00 per item
Transport from the RAI to the Port	€145.00 per 1000kg or 2cbm (min €320.00)
SOLAS LCL Charge	€37.00 per LCL Shipment

The reloading of containers will take place on Thursday 19 September 2024. From RAI Centre to Rotterdam

SEA

OUTBOUND FCL

20 foot container	€980.00 per container
40 foot container	€980.00 per container
40 foot High Cube container	€980.00 per container
SOLAS FCL Charge	€138.00 per FCL container
ISF Fee	€53.00 per consignment
Intervention Fee	€360.00 per item
Bill of Lading Fee	€86.00 per consignment

TARIFF | INFORMATION

- Road freight will be charged at 300kg = 1cbm whichever is the greater.
- Any work undertaken is subject to our **TERMS & CONDITIONS**, a copy of which is on the last page of this document.
- A surcharge of 30% will apply for shipments arriving after the arrival deadline and for rush airfreight exports.
- Late arrival surcharges of 30% for shipments and bookings received after specified deadlines.
- Work carried out before 08:00 or after 18:00 on weekdays or at any time during the weekend is subject to a 50% surcharge.
- Charges excluded from the tariff include Port Storage, Full Risk Insurance, Deconsolidation Fees, Import Duties and Taxes, Customs Inspections and Fumigation Costs.
- All wooden packing materials entering the EU must be in ISPM-15 compliant.
- All cbm rates are rounded up to the next cbm.

For any services not listed in the document, please contact IBC@cevalogistics.com

ONLINE | ORDERING



All onsite services are to be booked online, please click the button above to order.

Should you require any specialist lifting *and or* further details on Sea, Air or Road freight, please contact IBC@cevalogistics.com



Please Note: Orders received after **23 August 2024** will incur a 30% late booking surcharge.

TERMS | CONDITIONS

CEVA Logistics Netherlands B.V. Show freight

CONDITIONS

The latest version of the Logistics Services Conditions ("LSC") as filed by the Netherlands Association for Forwarding and Logistics (Fenix) and TLN (Transport and Logistics Netherlands at the office of the District Court in Rotterdam applies to all activities of Showfreight. In addition to the LSC, the following provisions shall apply to all services performed. The full text of the LSC can be provided on request.

CONDITIONS OF CEVA SHOWFREIGHT

A GENERAL

1 Definitions:

CEVA Logistics Netherlands B.V. doing business as CEVA Showfreight: hereafter also called CEVA Showfreight", provides logistics services for trade fairs, exhibitions and events on the instruction of trade fair organisers, stand builders, exhibitors, etc.

Client: a company or organisation that has instructed CEVA Showfreight to perform work.

Exhibitor: a company or organisation that takes part in a trade fair, exhibition or event. **Stand builder:** builds a stand on the instructions of an exhibitor, and, if requested, sets up the display.

Hall lessor/manager: the owner of a hall complex who leases exhibition space to a trade fair organiser or trade fair exhibitors.

Trade fair organiser: a company or organisation that organises events and exhibitions in hall complexes and that is not the owner of the hall complex.

2 CEVA Showfreight shall be present on location during the normal working hours and days.

At its discretion, CEVA Showfreight may perform work at different times, subject to a surcharge. All additional costs related to the work performed outside of the normal working hours, such as travelling time and waiting time, shall be charged to the client on the basis of the actual costs incurred.

3 If the client requests materials not present at the trade fair location, these materials can be provided on request if available. The client shall be charged for the cost of delivery and removal and the daily rental charge.

4 If, after written confirmation of an order, the client chooses not to make use of the services 7 days prior to the commencement of the services, CEVA Showfreight reserves the right to charge the client a maximum of 50% of the order value.

B REPRESENTATIVE

*Unless agreed otherwise, any person who instructs CEVA Showfreight to carry out activities

will be deemed to be the authorised representative of the exhibitor / stand builder / organiser for whom the services are being provided. This representative declares that he/she agrees with both the LSC and the Conditions of CEVA Showfreight. Unless agreed otherwise, CEVA Showfreight will deem this representative to be the person authorised to give instructions and directions while the work is being performed.

C PROVISION OF SERVICES

1 The client shall bear the expense and the risk of the work performed by CEVA Showfreight.

2 If goods are addressed to CEVA Showfreight, CEVA Showfreight will deem this to be an order to CEVA Showfreight and shall handle/deliver the goods accordingly (after payment in cash where deemed necessary). The costs of this service may be charged to the exhibitor / stand builder / organizer or to the client.

3 CEVA Showfreight reserves the right to suspend the activities, such as loading and unloading, if:

- 1.it is not clear on whose instructions the work is being performed;
- 2.the shipment details are unclear and/or incomplete;
- 3.the goods are in such a condition that further handling of these goods could result in damage / further damage to goods and/or third parties and/or cause injury to persons;
- 1.the material required is not available;
- 2.this has resulted or could result in damage of any nature;
- 3.the instructions of CEVA Showfreight personnel have not been correctly followed;
- 4.the location at which the work is to be performed is not accessible or not available.

D CLIENT'S RESPONSIBILITIES

1 Any goods handled are not insured by CEVA Showfreight, the client must arrange an adequate (transport) insurance.

2 The client is responsible for the situation in and around the stand that will enable CEVA Showfreight to perform the work at the agreed times.

3 The exhibitor/stand builder shall be present to provide guidance and instructions while the work is being performed.

4 The client is responsible for providing written instructions, or when agreed oral instructions, on the work that is to be performed.

E RESPONSIBILITIES/LIABILITY OF CEVA SHOWFREIGHT

1 Unless agreed otherwise, CEVA Showfreight shall deliver goods directly to the stand, after which the exhibitor / stand builder shall bear the expense and risk of these goods. CEVA Showfreight is authorized to sign proofs of delivery on behalf of client or the consignee as the case may be.

2 CEVA Showfreight shall under no circumstances be liable for damage to or loss of goods left unattended in trade fair halls and/or stand locations.

3 CEVA Showfreight is not liable or responsible for the contents of the parcels.

4 CEVA Showfreight is not liable or responsible for the number of parcels loaded from the stand or placed in storage.

5 CEVA Showfreight is not liable for damage or loss arising from incorrect labelling of the goods that are to be transported or loaded under the direction of CEVA Showfreight.

6 Unless agreed otherwise, CEVA Showfreight is not liable for the incorrect loading of the goods in the absence of the client.

7 CEVA Showfreight is not liable for damage arising from the use of unsuitable transport equipment by the client.

8 CEVA Showfreight is not liable for damage that arises as the result of improper stowage if the client or a party acting on the client's behalf or another interested party has not provided instructions or has provided inadequate instructions and if CEVA Showfreight has not been informed of the objections to the manner of stowage in writing at the time of the performance of the work.

9 CEVA Showfreight is not liable for damage that arises as the result of the breakdown of hoists, lifting equipment or other equipment, unless the equipment belongs to CEVA Showfreight and it can be shown that the equipment was not in proper working order or did not meet government requirements or, in the absence of government requirements, did not meet the requirements that could reasonably be expected.

10 CEVA Showfreight is not liable for loss or damage caused by another party working on the grounds of the trade fair, whether or not under the orders of the hall managers or trade fair organisers.

11 CEVA Showfreight shall only consider claims if the damage is reported to the office immediately when it occurs, but in any case before the goods leave the grounds of the trade fair so that CEVA Showfreight has the opportunity to record that damage and have a professional assessment made if it deems this necessary.

F INSTRUCTIONS OF HALL MANAGERS/TRADE FAIR ORGANISERS

1 Handling of the participants' goods and packaging, such as internal transport and storage on the instructions of hall managers, trade fair organisers or other interested parties, may be charged to the stand builder / exhibitor or the client as the case may be.

2 Costs for the activities arising from changes to the construction and dismantling times, location, etc. shall be charged to the stand builder / exhibitor or the client as the case may be.

G STORAGE OF PACKAGING

1 CEVA Showfreight is not liable for the nature, quality or quantity of packaging material collected from the stand during the set up of a trade fair.

2 CEVA Showfreight reserves the right to, upon completion of the work order, store the packaging material at a site to be selected by CEVA Showfreight. The location of this site will not affect the application of the packaging surcharges.

3 When placing the order, it must be made clear whether and to what extent the packaging will be empty or full.

4 CEVA Showfreight provides no guarantee for the time at which the packaging will be returned to the stand.

5 Packaging is usually stored in areas that cannot be securely locked; CEVA Showfreight is not liable for damage or loss that may arise as a consequence thereof.

6 The packaging storage area is not accessible to the client.

7 At the end of the trade fair, the packaging will be brought back to the stand, at which time the responsibility for the packaging will transfer to the exhibitor.

H STORAGE

1 CEVA Showfreight is not liable for the nature, quality or quantity of goods that the client has requested CEVA Showfreight to place into storage.

2 If stored goods damage the property of third parties or materials or buildings, the cost arising from this damage may be charged to the client.

3 The storage area will be accessible during normal working hours; access will be provided upon approval of and under the supervision of a CEVA Showfreight employee.

4 Entering the storage area is at the visitor's own risk. Visitors to the storage area must respect all CEVA Showfreight instructions and regulations.

5 The client shall bear the costs related to the supervision of the visit to the storage area.

6 The client is liable for any direct or indirect damage caused by the client or any person falling under the client's responsibility.