

ISE 2024

SHIPPING INSTRUCTIONS

TARIFF

ONLINE ORDERING





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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 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 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 BARCELONA we will have offices within the halls to assist you during the build-up, show days and breakdown.

Build-up (Early Access upon approval from ISE)	21-22 Jan 2024
Build-up Dates	23-28 Jan 2024
LAST Build-Up Day for all space-only exhibitors/contractors.	28-28 Jan 2024
Final Dress Day Only (No Building Allowed)	29-29 Jan 2024
Show Dates	30-02 Feb 2024
Breakdown Dates	02-05 Feb 2024

Shipping Deadlines



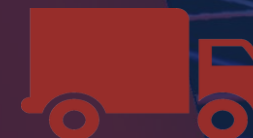
Seafreight LCL / FCL at any Barcelona Port

LCL = 14 Days before delivery
FCL = 7 Days before delivery



Airfreight at Barcelona Airport (BCN)

7 Days before delivery



Road freight direct to Venue
Day required on stand via SOT

Road freight via Warehouse
3 days prior to delivery date

Shipments arriving after the deadline will incur a 30% late arrival surcharge

Shipments that arrive which need to be delivered under 72hrs will incur a 30% surcharge for priority delivery.

Please send all pre alerts to the CEVA contacts below.

International / Freight enquiries:
Kevin.Watkins@cevalogistics.com
+44 (0) 330 587 7406

Onsite Handling enquiries:
ISE@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 timeframe between 08:00 and 12:00 (Midday) from Sunday 21 January to 28 January. Self-unloaders, single stand deliveries are welcome after mid-day until 20:00.

Exhibitors who have been granted early access can unload from 15:00 the day before (at CEVA's discretion) but work cannot commence 08:00 the following morning. The regular build up schedule will begin on Tuesday 23rd January and will run until Sunday 28th January at 20:00.

On Sunday 28th January the following activities must be finished by 20:00 - Vehicle movements, collection of empty cases, forklifts, cherry pickers and moveable platforms.

There **will not be** any build up permitted on Monday 29th January. Fine tuning for all exhibitors only. No vehicles allowed on-site.

Breakdown

Friday 2 February 2024	18:00 - Midnight Midnight – 10:00 (Saturday)	Priority empty cases will be returned Next Day empty cases will be returned
Saturday 3 February 2024	08:00–11:00 11:00–19:00 19:00–22:00	CEVA and self-loaders up to 8 mtrs, single stand collections CEVA only reloading CEVA and self-loaders all vehicles for single, stand collections
Sunday 4 February 2024	08:00–22:00	CEVA and self-loaders all vehicles for single stand collections
Monday 5 February 2024	08:00–18:00	CEVA and self-loaders all vehicles for single stand collections

Any goods not collected by 18:00 on 5th February will be moved to our warehouse at your cost.



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

Consignee:

RESA / Showfreight
ISE 2024

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

Notify:

RESA / Showfreight
Kevin.Watkins@cevalogistics.com
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

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

Consignee:

RESA / Showfreight
ISE 2024

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

Notify:

RESA / Showfreight
Kevin.Watkins@cevalogistics.com
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

Please forward all documentation to Kevin.Watkins@cevalogistics.com for approval before shipping.

ROAD



Deliveries of stand building materials direct to Fira Gran Vía for unloading should be addressed as follows and go via the marshalling yard at SOT:

RESA / CEVA Showfreight

ISE 2024

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

Notify: RESA / CEVA Showfreight
ISE@cevalogistics.com
Telephone: +44 (0) 330 587 7777

All other shipments and cargo for multiple exhibitors onboard the same truck must be delivered to and collected from the advance warehouse located in FIRA MONTJUIC Barcelona.

RESA / CEVA Showfreight

ISE 2024

For: [*Exhibitor name / Booth nr.*]
FIRA Montjuic Hall 2
Avenida Rius i Taulet 2/4
Barcelona 08004,
Spain
GPS: 41.372757, 2.153827

Notify: RESA / Showfreight
ISE@cevalogistics.com
Telephone: +44 (0) 330 587 7777

For security reasons and to aid in efficient traffic management at the FIRA, only full trucks that have loaded at the exhibitor's premises, driven directly to the venue, and unloaded to the exhibitor's stand are permitted to enter via The SOT Buffering Zone.

Non EU road-freight shipments that require customs clearance please contact kevin.watkins@cevalogistics.com



All cases should be clearly marked as follows:

ISE 2024
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.



Courier deliveries should be consigned as follows:

RESA / CEVA Showfreight

ISE 2024

For: [Exhibitor name / Booth nr.]

**FIRA Montjuic Hall 2
Avenida Rius i Taulet 2/4
Barcelona 08004,
Spain**

**Notify: RESA / Showfreight
Kevin.Watkins@cevalogistics.com
Telephone: +44 (0) 330 587 7406**

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 all documentation 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 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 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 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.

SOIVRE SAFETY INSPECTION:

SOIVRE has been introduced by the Spanish government to ensure products being imported into Spain on a permanent basis conform with the country's safety and quality rules, such as (but not restricted to) foodstuff, textiles, clothing, toys and electronics. SOIVRE inspection will need to be completed before we can deliver the goods to your stand. Therefore, it is essential that any supporting documentation is provided at the earliest possible opportunity.



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

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

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



Please forward all documentation to Kevin.Watkins@cevalogistics.com for approval before shipping

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'

**IMPORTANT INFORMATION ON SPANISH CUSTOMS,
NON EUROPEAN UNION SHIPMENTS:**

All products to be imported must comply with EU regulations and CE marking when required. The following items are restricted and will be subject to a lengthy customs inspection if imported which could result in the delay of your shipment:

- Foodstuff/beverages (including sweets, mints & tablets)
- All products in contact with foodstuff/ beverages (cups, mugs, bags, cutlery, empty bottles/ empty recipients)
- Pharmaceutical and medical equipment (including hand sanitisers/ masks)
- Toys (like fidget spinners & teddy bears)
- Cosmetics
- Medicines
- Plants
- Live animals
- Any shipment remaining in Spain containing batteries are also restricted.

Please consign as follows:

ISE 2024

RESA / Showfreight

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

C/Botánica - Entrada Nr. 4 Fira Gran Via

08908 - L'Hospitalet

Notify: Showfreight

Kevin.Watkins@cevalogsitcs.com

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'

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

ADDITIONAL | INFORMATION

Storage of Empty Cases

The definition of “empty cases” are pallets, crates, cases and all packing materials associated with the build and dressing of your stand, which need to be stored by CEVA Showfreight during the exhibition.

Exhibitors that have been granted Early Access must have their empties available by 14:00 on Saturday 27th January.

Exhibitors that start their build from the official build-up date (*Tuesday 23rd January*) must have their empties available for collection no later than 14:00 on Sunday 28th January.

Any empty cases removed on Monday 29th January will incur a 100% surcharge.

Priority Empty Case Storage incurs a maximum volume of 10cbm per exhibitor.



Insurance

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

CEVA accept no responsibility for any goods left unattended are the sole responsibility of the exhibitor, and therefore strongly recommend that your freight is fully insured.

For a quote for all risks insurance cover 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

Permanent customs clearance up to CIF Value €5,000	€235.00 per clearance
Permanent customs clearance up to CIF Value €15,000	€385.00 per clearance
Permanent customs clearance over CIF Value €15,000	€465.00 per clearance
Duty / VAT	Cost + 15 % disbursement fee (min €50.00)
ATA Carnet Clearance – Import	€200.00 per entry
Carnet Holding Fee	€100.00 per Carnet
<u>Temporary Import Customs Clearance:</u>	
Up to CIF Value €10,000	€275.00 per clearance
Up to CIF Value €25,000	€440.00 per clearance
Up to CIF Value €50,000	€575.00 per clearance
CIF Value €50,001 - €100,000	1.3%
Over CIF Value €100,000	1.5%
Transit document to fairground – Each way	€105.00
Use of Spanish Registration Document - Consumables	€150.00 per entry
Use of Spanish Registration Document - Permanent	Price Upon Request
SOIVRE Safety Inspection Fee (if applicable)	€125.00 per clearance

INTERNATIONAL | INBOUND | TARIFF

From arrival Barcelona (BCN) to delivered stand 1 cbm = 167 kgs.

AIR

Price per kg	€1.47 per kg (min 300kg)
Service fee per shipment / exhibitor	€55.00 per consignment
Third party charges	At cost + 15%
Airport Handling Continuity Service Fee	€30.00 per HAWB

From arrival Barcelona Port to warehouse.

SEA

LCL Freight	€135.00 per cbm (min 3cbm)
Container intervention fee – containers not consigned to CEVA	€205.00 per container
FCL 20ft	€1520.00 per container
FCL 40ft	€1730.00 per container
FCL 40ft HC	€1940.00 per container
Service fee per shipment / exhibitor	€55.00 per consignment
Third Party charges	At cost + 15%

OCEAN | FREIGHT | MINIMUM | HANDLING | CHARGES

20FT Container	25 cbm min per container
40FT Container	45 cbm min per container
40FT HC Container	50 cbm min per container
45FT Container	55 cbm min per container

ONSITE | HANDLING | TARIFF

Received at warehouse and delivered to stand	€105.00 per cbm (min 2cbm)
Unload direct to stand	€23.00 per cbm (min 2cbm)
Next day empty case storage	€68.50 per cbm (min 3cbm)
Priority empty case storage (Max 10 cbm)	€94.50 per cbm (min 3cbm)
Full Goods Storage	€94.50 per cbm (min 3cbm)
Accessible Storage	€105.00 per cbm (min 3 cbm)
Storage cost per day (prior to and after official tenancy period)	€8.00 per cbm / per day (min 3cbm)
Labour to assist – unskilled (Excludes overtime)	€49.00 per man hour (min 4 hours)
Forklift Hire for erection/dismantling/re-lifts	€120.00 per hour (min 4 hours)
Reloading from stand to vehicle via warehouse	€105.00 per cbm (min 2cbm)
Reload direct from stand	€23.00 per cbm (min 2cbm)
Communication Fee	€45.00 per shipment / exhibitor
Bank Admin Fee	€8.00 per file

Any work carried out on Monday 29 January will incur a 100% surcharge

SCISSOR LIFTS

Scissor Lift transport to/from venue (each way)	€247.00
Scissor Lift - Daily Hire (6mtr.) Electric (without driver)	€215.00
Scissor Lift - Daily Hire (8mtr.) Electric (without driver)	€247.00
Scissor Lift - Daily Hire (10mtr.) Electric (without driver)	€277.00

CHERRY PICKERS

Cherry Picker transport to/from venue (each way)	€305.00
Cherry Picker - Daily (12mtr.) (without driver)	€236.00
Cherry Picker - Daily (16mtr.) (without driver)	€275.00
Cherry Picker - Daily (20mtr.) (without driver)	€380.00

Copy of Operating License must be provided upon ordering

ATA Carnet Export Clearance	€235.00 per ATA Carnet
Re-export customs clearance up to CIF value €10,000	€275.00 per consignment
Up to CIF value €25,000	€385.00 per consignment
Up to CIF value €50,000	€572.00 per consignment
CIF value €50,001 - €100,000	1.2%
Over CIF value €100,000	1.3%
Transit document from Fairground	€105.00 per consignment

TARIFF | EXCLUSIONS

Insurance / Port Storage / Port Handling / Deconsolidation Fees / Import Duties and Taxes / Customs Inspection Fees / Fumigation
Airline Storage / Handover or Third Party Carrier Fees / Upper Floor Surcharge / Heavy Lift Surcharge over 2500kgs

All shipments will be rounded up to the nearest CBM or 100kgs, whichever is greater. 1 CBM is equal to 300kgs, unless otherwise stated.

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

Any work performed before 08:00 or after 18:00 carries a 50% surcharge.

INTERNATIONAL | OUTBOUND | TARIFF

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

AIR

Price per kg	€1.47 per kg (min 300kg)
Service fee per shipment / exhibitor	€55.00 per consignment
Export Handling Fee	€58.00 per consignment
Export AWB Fee	€74.00 per AWB
AMS Fee	€47.00 per AWB (if applicable)
Battery Declaration	€105.00 (if applicable)
Airline storage	At cost + 15%

From warehouse to arrival Barcelona Port

SEA

LCL Freight	€137.00 per cbm (min 3 cbm)
FCL 20ft	€1520.00 per container
FCL 40ft	€1730.00 per container
FCL 40ft HC	€1940.00 per container
Additional Port charges	At cost + 15%
SOLAS Fee: Per shipment for LCL / Per container for FCL	€32.00 per LCL €105.00 per FCL
Bill of Lading Fee	€68.00 per consignment
ISF Fee	€47.00 per consignment
Service fee per shipment / exhibitor	€55.00 per consignment

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

[BOOK ONLINE HERE](#)

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



Orders received after 9th January 2024 will incur a 30% late booking surcharge.