



More than just
forwarding...

Bedrijvenzone Machelen
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IBAN BE 44 4448 6245 2145

SHIPPING GUIDELINES ESTRO2020 - VIENNA (31 JULY – 4 AUGUST 2020)

Introduction

KRISTAL bvba, have been appointed by the organizer - ESTRO - as the official freight forwarder, customs clearance agent and official drayage contractor.

It is our commitment to ensure exhibits arrive on time and in good condition for the opening of the exhibition.

This shipping manual will assist you in your preparation for the correct and timely dispatch of exhibits to Vienna. Please follow these instructions closely.

The range of service provided by our company include :

- Transportation, national and international
- Temporary and permanent customs clearance
- On-site handling, labor, forklift and craneage
- Labeling, removal and storage of empty boxes and crates, return to stand upon closure of the exhibition.
- Accessible storage for brochures and give-away items during the event
- On-site assistance & supervision

General

<u>Build-up</u> :	Monday	27 July 2020	08.00 to 22.00
	(Early build-up for stands of or over 100 sqm only)		
	Tuesday	28 July 2020	08.00 to 22.00
	Wednesday	29 July 2020	08.00 to 22.00
	Thursday	30 July 2020	08.00 to 22.00
	Friday	31 July 2020	08.00 to 12.00
Booth construction must be completed and empty packaging to be removed from the hall on 31 July at 12.00.			
<u>Dismantling</u> :	Monday	3 August 2020	17.00 to 24.00
	Tuesday	4 August 2020	08.00 to 22.00
	Wednesday	5 August 2020	08.00 to 22.00

To allow us to remove the carpets and to return the empty crates to the stands, vehicles bigger than a van will not be allowed in the loading area on 3 August before 19.00.

If you use your own transport company to pick-up your goods after the exhibition, note that all goods not evacuated on 5 August at 20.00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.

International Coordinators

Kristal Contact : Geert Frère
Cargo Building 721 Tel : +32 (0)2 7514680
B-1830 Machelen e-mail: geert.frere@kristal-logistics.com



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Consigning instructions

AIR FREIGHT

AWB consigned to : DHL Freight - Trade Fairs & Events
Trabrennstr.5/ hall D

A-1020 Vienna
Notify : DHL Global Forwarding GmbH
Att Harald Hagen Tel + 43 1 7283160
For ESTRO 2020
Name Exhibitor / Stand nr

Goods to reach Vienna Airport not later than 20 July 2020 .

ROAD FREIGHT or COURRIER shipments to the advanced warehouse

Consigned to : DHL Freight - Trade Fairs & Events
Trabrennstr.5/ hall D
A-1020 Vienna
Att Harald Hagen Tel + 43 17283160
For ESTRO 2020
Name Exhibitor / Stand nr

Goods to reach advanced warehouse not later than 27 July 2020.

DIRECT DELIVERIES

Address : Reed Messe Vienna, Trabrennstrasse 5, 1020 Vienna, Austria

Direct deliveries with trucks to the venue are restricted.

Direct shipments to the booth at exhibition site will only be accepted on move-in dates and hours.

Vehicles need to be removed immediately once unloading / reloading operations have been completed.

To avoid traffic congestion and to allow us a fast and smooth move-in, an unloading slot will be required for all vehicles larger than a van.

Please fill in the attached form to obtain move-in / move-out schedule and return by email to geert.frere@kristal-logistics.com.

All trucks arriving without an unloading slot, will be unloaded once the full schedule has been completed.

On arrival all trucks need to register to the Kristal desk at the entrance of the fair grounds and this approx. 1 hour prior to the confirmed slot.

If the truck does not arrive at the booked time, slot will automatically be given to the next in the queue.

Documentation for goods outside EU

For Temporary items :

ATA Carnet or commercial invoice.

In case of commercial invoice document needs to show values of each item, description of the goods, serial numbers , addressed to ESTRO , Exhibitors name & stand number, Reed Messe, A-1020 Vienna.

For Permanent items :

We will need a separate invoice for all permanent items such as give-away items, brochures, etc.... addressed to ESTRO , Exhibitors name & stand number, Reed Messe, A-1020 Vienna.



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Courier Shipments

Because of temporary Import Bonds, we discourage the use of Couriers to ship any material from outside EU directly to the booth at the show site. Courier companies will not be able to clear your goods and will have difficulties to deliver your goods in time. To avoid this, it is advisable to consign the goods to the advanced warehouse address. You will be liable for customs and handling charges but this ensures your goods are delivered to your booth.

Shipping pre-advice

Full details of dispatch together with copies of invoices, AWB, CMR, Bill of Lading have to be send upon departure to Kristal by email to : geert.frere@kristal-logistics.com.

Case Marking

All cases must be clearly marked/stenciled on two (2) sides with the following information :

Your Company Name _____

For ESTRO 2020

Booth number _____

Case Number (ex. 1/3 – 2/3) _____

Gross Weight _____

Dimensions in cm _____

Insurance

It is the exhibitor's responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises. On written demand, Kristal or their agents can arrange this for you.

Return transport

We will contact all exhibitors separately on-site to organize the return of the goods to point of origin or other designated destinations.

Terms & Conditions of Trading

All business is undertaken by owner's risk. Tariffs are calculated using current freight and exchange rates. Any major fluctuation in either between now and work-date will be reflected in our final invoice. Contracting Kristal bvba or their agents implies acknowledgement and acceptance of Kristal bvba conditions of trading.

Terms of payment

Payment is due on presentation of invoice unless otherwise agreed in writing with Kristal bvba or their agents. In all other cases on-site charges billed at the exhibition will require immediate payment by cash or credit card.

Any disputes or queries relating to invoices originating from this office should be notified to Kristal bvba within seven days of invoice date.