



OFFICIAL SHIPPING MANUAL



MWVC19™ Barcelona

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MWVC BARCELONA 2019

GRAN VIA, BARCELONA, SPAIN
25th FEBRUARY – 28th FEBRUARY 2019





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1. SERVICES

Dear Exhibitor / Contractor

Please read this relevant information carefully concerning logistics at MWC Barcelona and Spanish customs regulations, in order to ensure smooth delivery of your items to your stand.

Exhibition Freighting GSM and Resa Expo Logistic (working in partnership) have been appointed as the sole official freight forwarder and onsite handling contractor for MWC Barcelona 2019



- International Freight forwarding – Worldwide
- Offloading and re-loading of vehicles onsite
- Deliveries and collections to / from stand
- Intermediate Warehousing
- Collection, storage and re-delivery of empty crates
- Customs Formalities
- Collections from Port / Airport
- EF-GSM and RESA onsite management team
- International transport (Sea, Road, Air, Express)
- Repacking service and manpower supply
- Courier receipt and delivery
- Insurance (upon request)

1.1 IMPORTANT INFORMATION – FEBRUARY 24th 2019.

We would like to make all exhibitors and contractors aware that during MWC19, GSMA will enforce a **'no vehicle movement'** and **'no work at height'** policy during **Sunday 24th of February**.

This is in order to ensure a safe working environment on the day before the show opens to attendees, while there is a considerable amount of exhibitor staff present in the halls.

On **Sunday 24th of February**, the use of hard hats and high visibility vests is still recommended to anyone that needs access to the site, but is not compulsory for entry as is required during the rest of the build-up period.

The following activities must be finished by **21:00h on Saturday 23th of February**:

- Deliveries of goods
- Collection of empty freight & boxes
- Collection of toolboxes
- Movement of Forklifts, Cherry pickers, Cranes, movable platforms
- Placement of heavy exhibits
- Rigging
- Securing of safety chains
- Adjustments in height of rigged elements
- Working on stepladders or other elevation tools

None of these activities is allowed on Sunday 24th of February. Any rented equipment will be removed from the stand on Saturday 23th February.

A surcharge shall be imposed on any vehicle or machinery movement carried out on **Sunday 24th February**, this includes delivery of shipments and collection of empty cases on the **24th of February only**. This is to ensure that the environment surrounding the activity is kept safe. Deliveries during show hours are prohibited.

2. CONSIGNMENT OF SHIPMENT & DEADLINES

2.1 AIRFREIGHT



Your shipment should arrive at BCN, Barcelona airport no later than **7 working days** before desired delivery date to stand.

Consignee Instructions:

RESA EXPO LOGISTICS
For MWC Barcelona
Exhibitor name / Stand no.
C/Botánica, Entrada Nr. 4 – FIRA GRAN VIA
08908 - Barcelona

Notify: Shipping Department
Tel +34 932334038

Please send your shipments prepaid, on own Master Airwaybill, consigned to above mentioned address.

3 Original invoices should be attached to the Master Airwaybill

Please send pre advices to us at least 2 days prior to arrival in Barcelona

By fax or email to +44(0)1732886689: roger@ef-gsm.com dave@ef-gsm.com

- Copy of Airwaybill/ Flight details
- Copy of invoice/ packing list
- Forwarding and handling order form

2.2 SEAFREIGHT



Your shipment should arrive at Barcelona Seaport no later than **10 working days** before desired delivery date to stand.

Consignee Instructions:

RESA EXPO LOGISTICS
For MWC Barcelona
Exhibitor name / Stand no.
C/Botánica, Entrada Nr. 4 - FIRA GRAN VIA
08908 - Barcelona

Notify: Shipping Department
Tel +34 932334038

Please send your shipments prepaid, on own Ocean Bill of Lading, consigned to above mentioned address.

3 Original invoices should be attached to the Ocean Bill of Lading.

Please send pre advices to us at least 2 days prior to arrival in Barcelona

By fax or email to +44(0) 1732886689, daniel@ef-gsm.com

- Copy of Bill of Lading/ Vessel details
- Copy of invoice/ packing list
- Forwarding and handling order form

2.3 ROADFREIGHT (NON COURIER SHIPMENTS)



Please note that, due to security and safety reasons, all shipments must be delivered to the advance receiving warehouse, since direct deliveries to the venue are not allowed (with the exception of full trucks of stand material arriving at the venue straight from the customer premises). Same for the outward movement, shipments must be collected from the warehouse, since direct collections from the venue are not allowed. Shipments should arrive at our onsite warehouse no later than **3 days** before required delivery date. **Deadline: Thursday 21st February 2019**

Warehouse address:

EF-GSM / RESA EXPO LOGISTICS
For MWC Barcelona
Exhibitor name / Stand no.
Hall 2, FIRA MONTJUIC
Avenida Rius Taulet 2/4
Barcelona 08004, Spain

Notify: Road Freight Department
Tel +34 93 233 4110

Please send pre advices to us at least 2 days prior to arrival in Barcelona
By fax or email to +44(0)1732886689, roger@ef-gsm.com dave@ef-gsm.com.

- Details of Transport Company
- Copy of CMR
- Forwarding and handling order form

2.4 DIRECT TRAILER TO THE VENUE



Direct Trailers should arrive directly at truck waiting area for Fira Gran Via in Barcelona, in accordance with the official Build-Up Dates and Times. The access of vehicles to the venue is restricted, please read carefully the vehicle access section below. Please note, only full trucks of stand material arriving at the venue straight from the customer premises are to be unloaded direct at the MWC Barcelona, all shipments and Groupage cargo must be sent to the Advance warehouse. Same for the outward movement, shipments must be collected from the warehouse, since direct collections from the venue are not allowed.

Truck Waiting Area:

RESA EXPO LOGISTICS
Sot del Migdia – Truck Waiting Area
Carrer del Foc, s/n
E – 08004 Barcelona Spain
Notify: MWC / Exhibitors Name
Hall / Stand Number.

All incoming vehicles are requested to register at the marshalling area called “El Sot del Migdia”, next to the exhibition area. Vehicles will wait until space is cleared at the offloading/reloading areas. Please use the Forwarding and Handling Service Order Form available from RESA to pre book the time slot for your truck. You will be issued with a booking number which must be produced at time of arrival.

Pre advices for direct trucks should be sent in advance by fax to +34 93 263 1894

- Truck details (Truck no, Haulier, ETA)
- Forwarding and handling order form



2.5 COURIER



Please note, we do not recommend sending your shipment via Courier, especially from outside the EU, due to the difficulty of customs clearance. We would suggest you contact us and we can put you in touch with a recommended partner in your country.

However if you do intend sending your shipment via courier please follow advice below. All shipments are recommended to be delivered to our advance receiving warehouse. Please complete the attached service order form and return it to Roger Bowman of EF-GSM on fax no: +44(0)1732886689 or email: roger@ef-gsm.com or mwcbarcelona@ef-gsm.com

Courier Delivery Warehouse Address

(Available from the 15th – 22nd of February)

EF-GSM / RESA EXPO LOGISTICS
 For MWC Barcelona 2019
 Exhibitor / Stand no.
 Hall 2, Fira Montjuic
 Avenida Rius Taulet 2/4
 Barcelona 08004 SPAIN
Contact:
 Courier Department
 Tel. +34932334110

Case Marking

- Name of Exhibitor
- MWC Barcelona 2019
- Hall and Stand no.
- Delivery date to stand

EF-GSM / RESA EXPO LOGISTICS
 Hall 2, Fira Montjuic
 Avenida Rius Taulet 2/4
 Barcelona 08004 SPAIN

Box 1 of ... / 2 of ... / 3 of ... etc.

Handling Tariff:

You are requested to report to the EF-GSM on-site HQ office to make payment of handling charges prior to delivery of your shipment to your stand. Payments can be taken at the office located in CC2 Room 2.1, outside Hall 2. Please see map attached for further details.

| | |
|--|----------|
| <u>Courier handling rate:</u> | |
| From arrival BCN warehouse to delivered stand for shipments 50kgs or less (1m3=167kgs) | 190.00 € |

| | |
|--|---------|
| <u>For any courier shipments over **50kgs, they will be charged at the road freight handling tariff as follows:</u> | |
| From arrival BCN warehouse to delivered exhibition stand (per m3): <i>Minimum 2 m3 / shipment</i> | 95.00 € |
| File and mail fee (per shipment): | 60.00 € |

Sunday February 24th – Surcharge

(please refer to important information on Page 4 :

Any delivery made on Sunday the 24th of February will incur a Surcharge of 100% of the warehouse to stand charge. Please note any empty cases taken away from the stand on the 24th of February will be charged at EUR 95.00 per m3 (Min 2m3). The same surcharge will apply for any shipments delivered during the event 25th – 28th.

Non EU Courier Shipments requiring Customs Clearance:

Shipments must be sent DDP (delivered duty paid / duties and taxes paid by the sender) and should be delivered to the above Barcelona warehouse address free of all charges. Please be aware that most courier shipments from outside the EU cannot be cleared automatically by the courier companies and they will require a Spanish importer of record. If we are requested to provide this service it will be charged at € 125.00 per clearance. If we are requested to arrange full customs

clearance this will be charged in accordance with the official tariff. The same € 125.00 exporter of record fee will apply for any **non-EU** shipment returning / picked up from warehouse.

Return Instructions:

If you intend returning your shipment via courier you must advise the shipping manager at the shipping desk within your specific exhibition hall. Shipping desks can be located on the attached map. The shipping manager will go through return instructions with you and give you labels to attach to your shipment. Once instructions have been taken, payment of return handling charges must be paid at the EF-GSM HQ Office in CC2 room 2.1. Handling charges will need to be settled prior to your courier collecting from the warehouse.

3. DOCUMENTATION REQUIRED FOR CUSTOMS CLEARANCE – * Please Read Carefully!!

For shipments outside the EU, the following documents are required:

- 3 original invoices should be attached to the Air waybill/ Ocean Bill of Lading / CMR
- Packing list in English showing number of units / weights /sizes / total number of boxes / values/ full description of items including serial numbers, model and HS / Customs codes.
- ***Please issue separate invoices for temporary and permanent imports.**
- Please state on the invoice “Samples not for sale, value for statistical purposes”
- Invoices must be addressed to :

**MWC Barcelona c/o EF-GSM / RESA Name
of Exhibitor / Hall & Stand No.
FIRA GRAN VIA
08908 - Barcelona**

- If necessary – Certificate of Origin
- The flight details, plus a copy of Air Waybill and commercial invoice/packing list should be sent to EF-GSM at least 2 days prior to arrival in Barcelona.

Temporary Import Entries

- ***All exhibits / material entered under temporary importation are subject to control and examination by Spanish Customs for Inward and Outward movements.**
- ***Shipments cleared under temporary import must be exported within 14 days.**
Only EF-GSM / Resa are allowed to return the shipment back to destination Airport – we cannot hand over to 3rd parties after the event.
- ***Goods under temporary bond cannot be sold during the show, any sale operation must be reported to Spanish Customs Authorities, otherwise heavy penalties might be incurred. Please contact EF-GSM if you intend to sell any temporary goods.**
- ***The re-export weight for temporary shipments must match the same as the import. Penalties will be incurred for a change in weight.**
- ***It is imperative that Permanent and Temporary Items are PACKED separately.**

Permanent Import Entries

- ***We can clear on a definitive basis consumable materials such as brochures, giveaways and other promotional materials. No Promotional Items can be cleared as temporary import, and returned to Origin by EF-GSM. Please do not send Equipment destined to return after the event by courier company.**
- ***EF-GSM / RESA will stand as importer and exporter of record for promotional items and giveaway, we reserve the right to not stand as importer of record if the items are undervalued or deemed as equipment to return.**
- ***Shipments must have realistic values declared on the customs invoices**

Restricted Products

- The following products are restricted and need special requirements and health certificates: Pharmaceutical products, any kind of food stuff and beverage (candies for giveaways are also considered foodstuffs by customs) and creams for skin use.
We recommend NOT shipping this kind of items, to avoid have your shipment stopped by customs

4. FURTHER INFORMATION

Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that EF-GSM Limited do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. EF-GSM Limited is not liable for any losses, theft or pilferage.

Late arrival surcharges

Any shipments arriving after our deadlines will be subject to a late arrival surcharge of an additional 30% of our official tariff.

Any shipment delivered to stand once the event has started will be subject to a special handling surcharge of an additional 100% of our official tariff.

Worldwide Network

We can recommend an agent in your country who is a specialist in exhibition freight forwarding, offering you professional advice on the preparation of your shipment. Through the "DOOR TO STAND" service, you will get an all-in package that covers all the steps from your domicile to the venue and vice versa, until your items are returned back after the event. The list of our agents worldwide is available on request.

5. ACCEPTED METHODS OF PAYMENT

Please note that we do not extend credit terms for services performed. Invoices raised are for immediate settlement by the following methods.

- Bank Transfer
- Credit Card: we accept Visa, MasterCard and American Express.
(All transactions are subject to up to 5% disbursement fee on Invoice value.)
- Cash: All major currencies accepted.

6. BASIC CONDITIONS OF CONTRACT

All work undertaken is subject to the BIFA, British International Freight Forwarders terms and conditions, newest edition, and the EF-GSM Ltd liability policy, in conjunction with the conditions and rates for trade fair transportation.

The liability of EF-GSM Ltd / RESA ceases with delivery and commences with collection of freight at the exhibition stand, not considered with the exhibitor's absence from the stand. It is the exhibitor's responsibility to ensure the security of material until collected from the stand by EF-GSM / RESA.

No unauthorized credit will be accepted. Our invoices will be due immediately after issue without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay charges prior to the start of the event, on-site during the event or before return shipping of their exhibits. All charges levied will be in accordance with the official exhibition tariff.

7. OFFICIAL SHIPPING TARIFF

INBOUND TARIFF

| SEA FREIGHT SHIPMENTS | |
|--|---------------|
| From free arrival BCN Seaport to delivered exhibition stand. | |
| LCL per CBM (Min 2 CBM) | EUR € 173.00 |
| FCL 20' Container | EUR € 1925.00 |
| FCL 40' Container | EUR € 2390.00 |
| FCL 40' HC Container | EUR € 2840.00 |
| Please note that each container will have 1 Forklift and 2x labour to offload for 4 hours only, therefore if further labour is required to offload the container the charge will be in addition to the above tariff. | |
| File and Admin fee (Per shipment / Per Way) | EUR € 60.00 |
| Port charges as per receipt +15% | |

| AIRFREIGHT SHIPMENTS | |
|--|-------------|
| From arrival BCN Airport to delivered exhibition stand (Per kg). | EUR € 1.33 |
| Minimum 200kgs / shipment (1m3 = 167kgs) | |
| File and Admin fee (Per shipment / Per Way) | EUR € 60.00 |

| ROADFREIGHT SHIPMENTS | |
|---|-------------|
| From free arrival BCN exhibition warehouse to delivered exhibition stand (Per M3) | EUR € 95.00 |
| Minimum 2m3 / shipment (1m3 = 333kgs) | |
| File and Admin fee (Per shipment / Per Way) | EUR € 60.00 |

| IMPORTANT: Sunday 24th February | |
|--|--|
| For any delivery made on Sunday the 24 th of February a 100% surcharge will be charged. | |

~ THE REVERSE IS APPLIED FOR THE RETURN MOVEMENT ~

7. OFFICIAL SHIPPING TARIFF

| IMPORT FORMALITIES | |
|---|--------------|
| Inbound Customs Clearance | |
| Permanent Import Clearance (Excludes duties and taxes @ cost + 15%) | |
| Up to CIF Value €5000 | EUR € 225.00 |
| Up to CIF Value €15000 | EUR € 365.00 |
| Over CIF Value €15000 | EUR € 445.00 |
| ATA Carnet Clearance | EUR € 190.00 |
| Temporary Import Clearance | |
| Up to CIF Value €10,000 | EUR € 260.00 |
| Up to CIF Value €25,000 | EUR € 420.00 |
| Up to CIF Value €50,000 | EUR € 545.00 |
| CIF Value €50,001 to €100,000 | EUR € 1% |
| Over CIF Value €100,000 | EUR € 1.2% |
| Transit document up to Fairground | EUR € 100.00 |
| EXPORT FORMALITIES | |
| Outbound Customs Clearance | |
| Export Clearance with commercial invoice | EUR € 265.00 |
| ATA Carnet Clearance | EUR € 225.00 |
| Temporary Export Clearance | |
| Up to CIF Value €10,000 | EUR € 260.00 |
| Up to CIF Value €25,000 | EUR € 365.00 |
| Up to CIF Value €50,000 | EUR € 545.00 |
| CIF Value €50,001 to €100,000 | EUR € 1% |
| Over CIF Value €100,000 | EUR € 1.20% |
| Transit document from Fairground | EUR € 100.00 |
| AWB / BL Fee (Per AWB) | EUR € 45.00 |
| OTHER CHARGES | |
| Empty Case Storage (Per CBM) (Removal, storage and return of empty cases. Minimum 2 cubic metres - per exhibitor.) | EUR € 60.00 |
| Empty Case Storage – 24 th Feb (Per CBM) (Removal, storage and return of empty cases. Minimum 2 cubic metres - per exhibitor.) | EUR € 95.00 |

7. OFFICIAL TARIFF EXCLUSIONS

Excluded on all rates are:

- VAT (For EU countries only)
- Full risk insurance
- Storage charges at airports, ports and road terminals
- Deconsolidation fees, courier fees or any other fees charges by 3rd parties
- Express collection or deliveries with dedicated vehicles
- Payment of import duties & taxes, to be charged as per outlay +15% surcharge as advanced payment fee
- Customs inspection when requested
- Late arrival surcharges for shipments arriving after deadlines, 30% on top of published rates.
- Deliveries to stand once the show has started will be subject to an additional 100% on top of published rates

***EF-GSM / RESA FORWARDING SERVICES ORDER FORM
MWC BARCELONA 2019***

OFFICIAL SHIPPING MANUAL

Please send this form to Roger Bowman of EF-GSM Ltd on fax no.: + 44(0)1732 886689 or email: roger@ef-gsm.com or dave@ef-gsm.com or mwcbarcelona@ef-gsm.com

COMPANY DETAILS:

| | |
|-----------------------|----------|
| Company Name: | |
| Address: | |
| Zip Code /Post Code : | Country: |
| Tel: | VAT No. |
| Fax: | E-mail: |

DELIVERY DETAILS:

| | |
|---|-----------------|
| Exhibitor name: | Contact name: |
| Hall / Stand no: | Contact mobile: |
| Delivery Date to Stand: (This must be completed) | |
| <i>Please Note: All Deliveries must be made no later than 8pm on the 23rd Feb</i> | |

SERVICE OPTIONS (Please put (X) to indicate which of the below services you require):

| | |
|--|---|
| <p>1. DOOR TO STAND We require EF-GSM or partner office to arrange collection from my premises, arrange all customs clearances and deliver to stand.</p> <p><input type="checkbox"/> Please contact me regarding my shipment</p> | <p>2. FROM ARRIVAL AIRPORT / PORT TO STAND: Our own freight forwarder will get the goods to Barcelona airport or port and we will require Customs clearance, collection from port / airport and delivery to stand. <i>(See tariff for costings)</i></p> <p><input type="checkbox"/> Please ensure you complete your shipment details below.</p> |
| <p>3. FROM ADVANCE WAREHOUSE TO STAND: We will use our own freight forwarder/courier company and will deliver to the advance warehouse, already customs cleared and duties paid. We require EF-GSM/ RESA to transport goods from the warehouse to stand. <i>(See tariff for costings)</i></p> <p><input type="checkbox"/> Please ensure you complete your shipment details below.</p> | <p>4. EMPTY CASE STORAGE We require EF-GSM to remove our empty cases from our stand, and returned at the end of the event. <i>(See tariff for costings)</i></p> <p><input type="checkbox"/> Please ensure you complete your shipment details below.</p> <p>**Please note there will be a delay at the end of the show whilst packages are re-delivered to stands. Bear this in mind when booking return flights from the show**</p> |

APPROXIMATE SHIPMENT DETAILS (To be completed if using options 2 and 3 only):

| | | | |
|--|-------------|------|----------------|
| Name of own Freight Forwarder / Courier company: | | | |
| AWB / Waybill no / Tracking Number: | | | |
| Estimated date goods due to arrive at: Airport / Port / Warehouse: | | | |
| Nº of pieces: | Weight: | kgs. | Type of goods: |
| Value: | Dimensions: | | |

All work is undertaken under BIFA (2005 Edition) trading terms and conditions, copy on request. All charges for the above services will be charged as per the official tariff. All charges must be settled in full prior to delivery unless otherwise agreed.

