



**RESA
EXPO**
Logistics

OFFICIAL
SHIPPING & ONSITE HANDLING
MANUAL



24-27 February 2020

CONTACT:

Freight and Shipping
Exhibition Freighting G.S.M

T: +44 (0)1732 885131
F: +44 (0)1732 886689

Roger Bowman
Dave Bennett

roger@ef-gsm.com
dave@ef-gsm.com
mwcbarcelona@ef-gsm.com

CONTACT:

Onsite Handling
RESA Expo Logistics

T: +34 93 2334038
F: +34 93 2631894

Jorge Reina

jreina@resaexpo.com
mwc@resaexpo.com



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- MWC Shipping Order Form**
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- Onsite Office Map**

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 Freight **GSM** and **Resa Expo Logistics** (working in partnership) have been appointed as the sole official freight forwarder and onsite handling contractor for MWC Barcelona 2020



- 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 23rd 2020.

We would like to make all exhibitors and contractors aware that during MWC20, GSMA will enforce a ‘**no vehicle movement**’ and ‘**no work at height**’ policy during **Sunday 23rd 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 23rd 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 22nd of February**:

- Deliveries of goods
- Collection of empty freight cases & 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 equipment

None of these activities are allowed on Sunday 23rd of February. Any rented equipment will be removed from the stand on Saturday 22nd February.

A surcharge shall be imposed on any vehicle or machinery movement carried out on **Sunday 23rd February**, this includes delivery of shipments and collection of empty cases on the **23rd 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 20th February 2020**

Warehouse address:

EF-GSM / RESA EXPO LOGISTICS
For MWC Barcelona
Exhibitor name / Stand no.
Fira Montjuic – Hall 7
Av. Francesc Ferrer i Guardia, 9
08038 – Barcelona
SPAIN

GPS: 41.370500, 2.149528

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 TRAILERS TO THE VENUE



Direct Trailers should arrive directly at the 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

TIME SLOT BOOKING NR.:

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 Onsite 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.

Send pre advices for direct trucks to the following email: mwc@resaexpo.com

- 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 14th – 21st of February)

EF-GSM / RESA EXPO LOGISTICS
For MWC Barcelona 2020
Exhibitor / Stand no.
Fira Montjuic – Hall 7
Av. Francesc Ferrer i Guardia, 9
08038- Barcelona SPAIN

Contact: Courier Department
Tel. +34932334110

Case Marking

- Name of Exhibitor
- MWC Barcelona 2020
- Hall and Stand no.
- Delivery date to stand

EF-GSM / RESA EXPO LOGISTICS
Fira Montjuic – Hall 7
Av. Francesc Ferrer i Guardia, 9
08038- Barcelona - 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 23rd February – Surcharge

(please refer to important information on Page 4 :

Any delivery made on Sunday the 23rd 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 23rd February will be charged at EUR 110.00 per m3 (Min 2m3). The same surcharge will apply for any shipments delivered during the event 24th – 27th February.

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. EMPTY CASE STORAGE

During MWC build-up the exhibition halls and the whole exhibition site must be free of packing materials 24 hours before the event commences. After this time the Organisers reserve the right to forbid any further work being carried out on stands. Please [click here](#) to see build-up schedule.

If the exhibitors or their contractors have not removed all empty packaging by the specified time the Organiser may order their removal with any associated costs being borne by the exhibitor. The Organiser does not take any responsibility for packaging material removed.

No excess stock and literature or packing cases or other flammable materials may be stored in any unauthorized areas or voids.

Storage underneath stages and structures is strictly forbidden.

Please note that after the event, empty cases will only start to return once it is safe in the halls to do so and main aisle carpets have been lifted. Exhibit cases will be given priority, however this process will not commence until at least 3 hours after the closure of the show and will continue throughout the night. Please take this into account when planning your return travel.

For more information please contact below or complete and return service order form to mwcbarcelona@ef-gsm.com

Resa Expo Logistic

Tel: +34 932334743

Fax: +34 932631894

Email: jreina@resaexpo.com

Or

Exhibition Freighting GSM

Tel: +44 1732885131

Fax: +44 1732887789

E-mail: roger@ef-gsm.com or mwcbarcelona@ef-gsm.com

5. 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 are 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.

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.

MWC BARCELONA 2020 SHIPPING SERVICES ORDER FORM

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 (2017 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.

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MWC BARCELONA 2020 ONSITE SERVICES ORDER FORM

Please complete and sign this form and forward it to: mwc@resaexpo.com

Event name: MWC 2020	Exhibiting company:
Standfitting company (when applicable):	Hall and Stand number :
Contact person at stand:	Cell Phone nr:

BOOKING FOR EQUIPMENT:

Units	Equipment	Start date	Start time	Finish date	Finish time	Equipment purpose

Comments:

Do you require storage of empty boxes during the event: Yes No Volume: cbm

INVOICING AND PAYMENT:

Payment process: RESA will send you an estimate of costs in conformity with the applicable rate. Payment must be made before the realization of our first service according to the chosen method of payment. A final invoice will be sent after the conclusion of the dismantling.

Company Name (billing party):		
Address:		
City:	Zip Code:	Country:
VAT Nr. (only European companies):		Tel:
Email:		

METHOD OF PAYMENT:

Credit Card (credit card form will be sent)

Bank transfer (to be made before realization of our first service, providing the proof of bank transfer)

All work undertaken is subject to Resa's terms and conditions and insurance policy. The Resa insurance policy for handling with manned equipment covers a maximum of 10 Euros per Kg (gross weight) of damaged or lost goods, per incident. The Resa insurance for unmanned equipment does not cover damages to third parties. Breakdowns due to bad use such as overloading surpassing the admitted lifting weight will be chargeable to the customer. A complete information about Resa insurance policy is available upon request. Signature on this form is acceptance of our terms and conditions.

SHIPMENT LABEL

EXHIBITION MWC 2020	DESTINATION BARCELONA
EXHIBITOR NAME	
CASE NUMBER OF	
HALL No. STAND No.	DELIVERY DATE TO STAND
DELIVERY ADDRESS EF-GSM / RESA EXPO LOGISTIC Advance receiving warehouse MWC Barcelona 2020 Hall 7 , Fira Montjuic Av. Francesc Ferrer i Guardia, 9 Barcelona 08038 Spain	

EXHIBITION MATERIAL DO NOT DELAY
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CREDIT CARD AUTHORISATION FORM

INVOICING DETAILS	
Contact	
Company	
Address	
Telephone	
E-mail	
VAT Number	
CARD DETAILS	
Name of Card Holder	
Card Number	
Expiry Date	
Card Type	<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD
Security Code	
AUTHORISATION	
<p>I authorise Exhibition Freighting GSM Ltd / RESA INTERNACIONAL EVENTS to debit my credit card for inbound & outbound handling charges including return freight costs if requested in accordance with the Official MWC Barcelona 2020 Shipping tariff</p>	

SIGNATURE: _____ DATE: _____

(Please note payment will show up on your statement as: RESA INTERNACIONAL EVENTS SL)

PLEASE RETURN COMPLETED FORM BY FAX. FAX NUMBER: +44 (0)1732 886689



24-27 February 2020

EF + RESA ONSITE SERVICE LOCATIONS

