

Shipping Manual

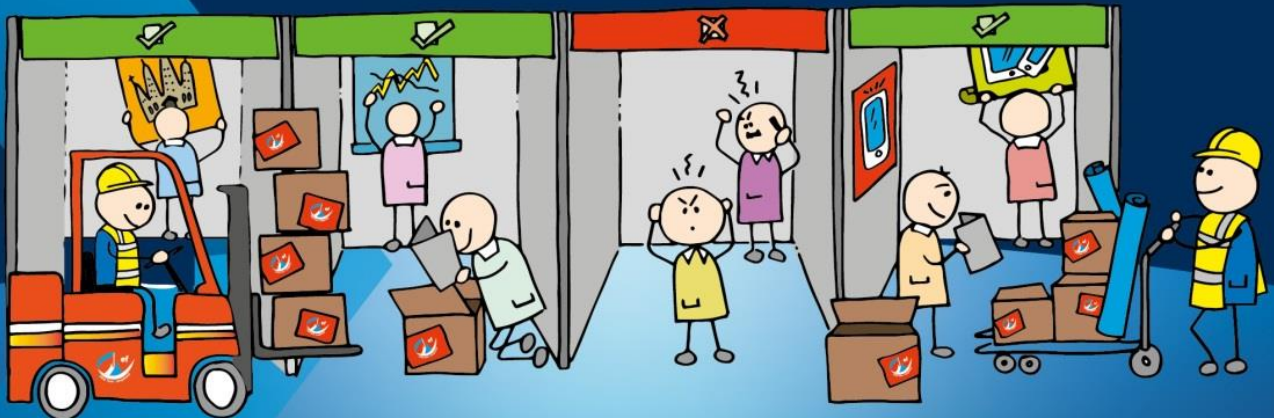


AIRPORTS COUNCIL
INTERNATIONAL

30TH ACI EUROPE Annual Assembly & Congress

20th – 22nd October 2020

Geneva, Switzerland



Lyn Morna

Tel: +44 (0)1732 885131

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ESSA | Event Supplier and
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30th ACI EUROPE GENERAL ANNUAL ASSEMBLY & CONGRESS 2020
INTERCONTINENTAL GENEVA, SWITZERLAND
20th – 22nd OCTOBER 2020

INTERNATIONAL SHIPPING INSTRUCTIONS

Exhibition Freight G.S.M. Limited, appointed as Sole official Freight Forwarder, On site handling and Customs broker for the **30th ACI Europe General Annual Assembly & Congress 2020**

Due to strict customs formalities, Exhibition Freight G.S.M. Ltd are pleased to share their International freight and Local Customs experience to ensure your exhibits reach your stand for the right date and time.

Exhibition:	30 th ACI Europe General Annual Assembly & Congress 2020
Venue:	InterContinental Geneva, Switzerland
Hall:	Ballroom BCD
Organiser:	PPS Publications
Build up (Space Only):	19 th October 2020, Starting from 9:00 hrs
Build up (Shell Scheme):	19 th October 2020, Starting from 11:00 hrs
Running time:	20 th – 22 nd October 2020
Dismantling:	22 nd October 2020, 14:00 – 19:00 hrs

FREIGHT ENQUIRY CONTACT DETAILS

Exhibition Freight G.S.M. Limited

Global House
Unit 5 Station Court, Station Approach
Borough Green, Kent TN15 8AD
United Kingdom

Attn: Lyn Morna

Tel: +44 (0) 1732 885131
Email: lyn@ef-gsm.com
Web: www.ef-gsm.com

All work carried out is subject to the terms and conditions of the British International Freight Association 2017 edition.
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FREIGHT ARRIVAL DEADLINES

ADVANCED WAREHOUSE CH-4133 Pratteln warehouse	Arrival deadline in Pratteln warehouse 4 working days prior to build up date
AIR FREIGHT Arrival airport – Geneva Airport (GVA)	Arrival deadline in GVA: 4 working days prior to build up date

CONSIGNEE INSTRUCTIONS / WAREHOUSE SHIP TO ADDRESS:

AIR FREIGHT CONSIGNEE – ARRIVAL IN GVA:

Jetivia SA
 8, chemin de l'Emeraude
 CH-1214 Vernier / Switzerland
 Attn. Import

Notify:
 BTG Suisse Ltd.
 Salinenstrasse 61
 CH-4133 Pratteln / Switzerland
 Exhibition goods for: ACI Europe General Assembly, Geneva

ROAD FREIGHT CONSIGNEE:

Delivery address

BTG Suisse Ltd.
 Salinenstrasse 61
 CH-4133 Pratteln / Switzerland
 Attn. Dominique Geiser
 Tel: +41 61 487 87 02

T1 address

Zollimpex AG
 Salinenstrasse 61
 CH-4133 Pratteln / Switzerland

Customs house

Basel / Weil am Rhein – Autobahn
 NTCS: CH001801

OR

Rheinfelden Autobahn
 NTCS: CH001501

** All freight must be sent on Prepaid basis, 25% outlay fee will be levied for any Freight collect shipments *



DOCUMENTS:

Kindly contact EF-GSM for assistance.

Please send us copies of all shipping documents for approval in advance prior to shipping. Failure to do so will mean that Exhibition Freighting G.S.M. Limited cannot be held responsible for customs fines, additional charges or non-clearance of goods. Any fee's / fines levied will be for the shippers account and must be paid before final delivery to stand.

Please contact Exhibition Freighting G.S.M. Limited for assistance. All Shipping documents must be approved prior to dispatch from country of origin.

Please forward your Full pre-alert including - Service Order Form (NB: Including stand delivery date and contact on stand), Airwaybill / Courier Waybill, Combined Commercial Invoice & Packing List (CC IPL), Flight information. **Templates are available upon request.**

CC IPL: Must include detailed description of all items in English language only, country of manufacture, HTS Codes and values per unit / item & total value.

IMPORTANT NOTE: Items that are imported into Switzerland Permanently + All consumable items (Leaflets, Give-Aways etc.) must be packed separately and issued on an individual CC IPL.

For enquires / pre alerts: lyn@ef-gsm.com +44 1732 885131

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