



More than just forwarding...

KRISTAL BV
Brucargo Building 734
1830 Machelen - Belgium
+32 (0)2 751 46 80
info@kristal-logistics.com
www.kristal-logistics.com

BTW BE 0453.812.916
RPR Brussel
Verg. Vervoerscomm. 226.001
KBC 444-8624521-45
BIC KREDBEBB
IBAN BE 44 4448 6245 2145

SHIPPING GUIDELINES ESHRE 2024 Amsterdam (7-10 July 2024)

Introduction

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

For safety and logistical reasons only Kristal or their agents will be allowed to operate lifting services at the exhibition.

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 Amsterdam. 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 crane
- 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> :	Thursday	4 July 2024	08.00 to 22.00
	Friday	5 July 2024	08.00 to 22.00
	Saturday	6 July 2024	08.00 to 22.00
	Booth construction must be completed and empty packaging be removed from the hall on 6 July before 22.00.		
	Sunday	7 July 2024	08.00 to 17.00 (stand decoration only)
<u>Dismantling</u> :	Wednesday	10 July 2024	15.00 to 24.00
	Thursday	11 July 2024	08.00 to 17.00

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 10 July before 18.00.

If you use your own transport company to pick-up your goods after the exhibition, note that all goods not removed from the hall on 11 July at 17.00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.

International Coordinators

Kristal Contact : Geert Frere or Wim Poels
Cargo Building 734 Tel : +32 (0)2 7514680
B-1830 Machelen e-mail: geert.frere@kristal-logistics.com or wim.poels@kristal-logistics.com



More than just forwarding...

KRISTAL BV

Brucargo Building 734
1830 Machelen - Belgium
+32 (0)2 751 46 80
info@kristal-logistics.com
www.kristal-logistics.com

BTW BE 0453.812.916
RPR Brussel
Verg. Vervoerscomm. 226.001
KBC 444-8624521-45
BIC KREDBEBB
IBAN BE 44 4448 6245 2145

Consigning instructions

AIR FREIGHT

MAWB consigned to : Schenker Logistics Nederland BV
Fokkerweg 300
NL-1438 AN Oude Meer

Notify : Ctc Fairs & Events Tel +31 225 3973
Ref : ESHRE 2024 / Name of Exhibitor / Stand nr

Goods to reach Amsterdam airport not later than 26 June 2024.
Airport destination : AMS.

ROAD FREIGHT or COURIER shipments to the advanced warehouse

You can either ship to the warehouse in Belgium or the warehouse in the Netherlands.
There will be a discount of 10 % on handling charges for shipments consigned to Kristal Belgium.

1/ Belgium address :

Consigned to : Kristal BV
Brucargo 734
B-1830 Machelen
Ctc Wim Poels Tel +32 2 7514680
Ref : ESHRE 2024 / Name Exhibitor / Stand nr

Goods to reach advanced warehouse not later than 3 July 2024.

2/ Netherlands address : Schenker Logistics Nederland BV
Fairs & Events
Casablancaweg 22
NL-1047 HN Amsterdam

Goods to reach advanced warehouse not later than 3 July 2024.

DIRECT DELIVERIES

Address : RAI Amsterdam, Europaboulevard, Marshalling Yard P6, NL-1078 GZ Amsterdam

Direct deliveries with trucks to the venue are restricted.

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

Due to limited space at the site, only few trucks / vehicles can park at the same time at the unloading area.

Therefore we will follow a strict policy for direct deliveries to the site.

- All vehicles, even if unloading themselves will have to apply for an unloading slot. Slots will be given on a first come / first served basis.
- On arrival vehicles need to report to the Kristal staff at the marshalling yard, Parking P6 from where they will be guided to the unloading area.
- Marshalling yard fee for trucks will be 50.00 euro per vehicle.
- Vehicles need to be removed immediately once unloading/reloading operations have been completed. Maximum time for self-unloading will be 60 minutes for a full trailer and 45 minutes for trucks up to 6 meters. After unloading trucks will be guided to a day parking by the traffic department of the RAI.
- Priority access will be given for companies using Kristal handling services.
- All trucks arriving without an unloading slot, will be unloaded once the full schedule has been completed.
- Vehicles with a height of less than 1.90 meter will need to be unloaded in the parkings P-1-3-4.



More than just forwarding...

KRISTAL BV

Brucargo Building 734
1830 Machelen - Belgium
+32 (0)2 751 46 80
info@kristal-logistics.com
www.kristal-logistics.com

BTW BE 0453.812.916
RPR Brussel
Verg. Vervoerscomm. 226.001
KBC 444-8624521-45
BIC KREDBEBB
IBAN BE 44 4448 6245 2145

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, serial numbers, addressed to ESHRE 2024 Exhibitors name & stand number, RAI Amsterdam NL-1078 GZ Amsterdam.

For Permanent items :

We will need a separate invoice for all permanent items such as give-away items, brochures, etc.... addressed to ESHRE 2024 , Exhibitors name & stand number, RAI Amsterdam NL-1078 GZ Amsterdam.

Courier Shipments

We discourage the use of Couriers to ship any materials directly to the booth at the show site. Courier companies will have difficulties to deliver inside the congress center. To avoid problems, please 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.

Courier shipments from outside EU need to be shipped DDP all duties and taxes paid at origin. Shipments that require an advance payment of duties or other charges will be refused, unless agreed in advance.

Shipping pre-advice

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

Case Marking

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

Your Company Name and booth nr _____

Case Number (ex. 1/3 – 2/3) _____

Gross Weight _____

Dimensions in cm _____

Insurance

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, on-site handling, during the exhibition, and the return.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, cost of insurance cover is not included in our charges.

On written demand, Kristal or their agents can arrange this for you.

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 BV or their agents implies acknowledgement and acceptance of Kristal BV conditions of trading.

Terms of payment

Payment is due on presentation of invoice unless otherwise agreed in writing with Kristal BV 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 BV within seven days of invoice date.