



**More than just  
forwarding...**

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info@kristal-logistics.com  
[www.kristal-logistics.com](http://www.kristal-logistics.com)

BE 0453 812 916 - RPR Brussel  
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## SHIPPING GUIDELINES ESHRE 2017 - GENEVA

### Introduction

KRISTAL , have been appointed by the organizers 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 Geneva. 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> :	Thursday	29 June 2017	07.00 to 22.00
	Friday	30 June 2017	07.00 to 22.00
	Saturday	1 July 2017	07.00 to 22.00
	Sunday	2 July 2017	07.00 to 17.00

Empty packaging need to be removed and aisles to be cleared on 2 July at 12.00.

<u>Dismantling</u> :	Wednesday	5 July 2017	15.00 to 24.00
	Thursday	6 July 2017	08.00 to 24.00

Vehicles bigger than a van will not be allowed in the loading area on 5 July before 17.00 and this to allow the removal of the carpets and return delivery of the empty boxes to the stands.

If you use your own transport company to pick-up your goods after the exhibition, please note that all goods not evacuated on 6 July at 24.00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.

**International Coordinators**

Kristal  
Brucargo Building 829a  
B-1830 Machelen

Contact : Geert Frère  
Tel : + 32 (0)2 7514680  
e-mail: [geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com)

**Consigning instructions****AIR FREIGHT**

AWB consigned to : Inter Expologistics Ltd  
30 Route François-Peyrot  
CH-1218 Grand Saconnex ( Geneva)  
Att Roberto Fumani  
Tel + 41 22 7981328  
For ESHRE 2017  
Name Exhibitor / Stand nr

Goods to reach Geneva Airport not later than 20 June 2017 .

**ROAD FREIGHT/COURRIER shipments to the advanced warehouse**

Consigned to : Inter Expologistics Ltd  
30 Route François-Peyrot  
CH-1218 Grand Saconnex ( Geneva)  
Att Roberto Fumani  
Tel + 41 22 7981328  
For ESHRE 2017  
Name Exhibitor / Stand nr

Customs office Palexpo Geneva ( NCTS code : CH006521 )  
Goods to reach advanced warehouse between 25 and 29 June 2017.  
**All goods arriving before 25 June will incur storage charges.**

**DIRECT DELIVERIES**

Address : Palexpo, 30 route François Peyrot, CH- 1218 Geneva

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](mailto: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 / Inter Expologistics desk at the entrance of hall 1 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.

For the dismantling on Wednesday 5 July vehicles bigger than a van will not be allowed in the loading area before 17.00 and this to allow us to remove the carpets and to arrange the return delivery of the empty crates to the stands.

### **Customs**

Booth fitting material and exhibits can be imported duty-free on a temporary basis against either a ATA carnet or a Customs Bond which we can supply against payment of a bond fee.

To facilitate customs clearance we strongly advise to use ATA Carnet for temporary import.

It is not allowed to include items for permanent import on an ATA Carnet.

Permanent items, printed matter such as catalogues for free distribution at the show can be imported duty-free. This also refers to CD-rom catalogues. Give-away items such as pens, lighters, T-shirts, ..., are subject to payment of duties and VAT. So does any kind of foodstuff or alcoholic beverages.

### **Documentation**

#### 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 ESHRE 2017 c/o Inter Expologistics, Exhibitors name & stand number, Geneva Palexpo, 1218 Grand-Saconnex, Switzerland.

#### For Permanent items :

We will need a separate invoice for all permanent items such as give-away items, brochures, etc.... addressed to ESHRE 2017 c/o Inter Expologistics, Exhibitors name & stand number, Geneva Palexpo, 1218 Grand-Saconnex, Switzerland.

### **Courrier Shipments**

Because of temporary Import Bonds, we discourage the use of Couriers to ship any material 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](mailto: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 \_\_\_\_\_

ESHRE 2017--- \_\_\_\_\_

Booth number \_\_\_\_\_

Case Number ( ex. 1/3 – 2/3 ) \_\_\_\_\_

Gross Weight \_\_\_\_\_

**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.



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ESHRE GENEVA 2017

## STAND CONTRACTOR INFORMATION FORM

Exhibitor name : .....

Stand nr : .....

( ) We ordered a shell scheme, through organizers / exhibition centre,  
we do not have a stand building contractor

( ) We will use the stand building contractor below

Company name : .....

Contact person : .....

Address : .....

.....

.....

VAT nr : .....

Tel nr : .....

Fax nr : .....

e-mail : .....

Please return completed form by e-mail **before 2 May 2017**

To Kristal Logistics

Att. Geert Frère

e-mail : [geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com)



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## ESHRE 2017 MATERIAL HANDLING AND FREIGHT INFORMATION FORM

Company name : .....  
Contact : .....  
Email : .....  
Tel nr : ..... Fax : .....  
Hall nr : ..... Stand nr : .....

1. We have no materials to be shipped to Geneva ( )  
We will take our goods in our luggage or with our car ( )

2. We would like to ship our materials by your company, please send us an offer without any engagement :  
Pick-up address : .....  
.....  
.....  
Estimated volume / weight : ..... m<sup>3</sup> .....  
Transport by : ( ) ocean ( ) air ( ) road  
Return transport : ( ) yes ( ) no  
Value of the goods :

3. We will ship our material :  
By transport company : .....  
Tel. : ..... Ctc : .....  
Estimated volume / weight : .....  
Transport by : ( ) ocean ( ) air ( ) road  
Directly to show site ( ) To the advanced warehouse ( )

4. Storage empty crates during the exhibition: Estimated volume (m3): .....

5. On site handling requirements  
( ) forklift 3T ( ) labour ( ) pallet truck

6. Remarks : .....  
.....

7. Invoicing address : .....  
.....  
.....  
VAT nr : .....  
Signature : .....

Please return completed form by e-mail **before 1 June 2017**  
To Kristal Logistics  
Att. Geert Frère  
e-mail : [geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com)



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ESHRE 2017

UNLOADING / RELOADING SCHEDULE

FORM FOR DIRECT DELIVERIES TO GENEVA

Company name : .....
Contact : .....
VAT nr : .....
Email : .....
Tel nr : .....
Fax nr : .....
Hall nr : ..... Stand nr : .....

We would like to have following unloading/reloading slots :

Build-up

Date : .....
Hour : .....
Estimated volume – m3 : .....
Truck license number : .....

Dismantling

Date : .....
Hour : .....
Estimated volume – m3 : .....
Truck license number : .....

Slots will be given on a first come / first served base.

Trucks need to report to the Kristal desk at the entrance of the hall and this minimum 1 hour before the confirmed slot.

Final slots will be confirmed to you 3 days before start of build-up.

Please return completed form by e-mail **before 23 June 2017**

To Kristal Logistics

Att. Geert Frère

e-mail : [geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com)