



**ESMO Conference:  
12th World Congress on  
Gastrointestinal Cancer**

**BARCELONA, SPAIN**

**30 June – 3 July 2010**

**OFFICIAL SHIPPING MANUAL**



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## SERVICES WE OFFER

- Offloading and reloading of vehicles on Site
- Deliveries and collections to / from booth
- Intermediate Warehousing
- Collection, storage & redelivery of empty crates
- Customs formalities
- Collections from Port / Airport
- International transport (sea, road, air, express)
- Equipment and manpower supply
- Courier Receipt and delivery
- Insurance (upon request)
- And any other services related to logistics for trade shows and events.



ESMO Conference: 12th World Congress on Gastrointestinal Cancer  
Barcelona, Spain  
30th June – 3rd July 2010

Dear Exhibitor / Contractor:

Please read this relevant information concerning logistics and customs regulations at the ESMO Conference: 12<sup>th</sup> World Congress on Gastrointestinal Cancer 2010, in order to ensure a smooth delivery of your items to your booth.

## 1. RESA CONTACT DETAILS

**Marta Pastor**

[mpastor@resainternacional.com](mailto:mpastor@resainternacional.com)

Direct Tel.: + 34 93 2334758

**General Fax: + 34 93 2631894**

**Jorge Reina**

[jreina@resainternacional.com](mailto:jreina@resainternacional.com)

Direct Tel.: + 34 2334743



## 2. CONSIGNMENT & SHIPPING INSTRUCTIONS



### 2.1 AIRFREIGHT

Your shipments should arrive at Barcelona airport BCN No later than **3 working days before desired delivery to stand.**

**Consignee Address:** RESA EXPO LOGISTIC  
For WCGI 2010  
Exhibitor name / Stand no.  
C/Cal Pi de l'Olla, 48-50 / ZAL Prat  
08820 – El Prat (Barcelona)

**Notify:** RESA EXPO LOGISTIC  
Tel +34 932334758 - Fax + 34932631894

Please send your shipments prepaid, on own Master Airwaybill, consigned to above mentioned address. 3 original Invoices should be attached to the Airwaybill.

**Pre-advices** Please send to us at least two days before arrival in Barcelona by Telefax or email to above mentioned contact details:

- Copy of Airwaybill / Flight details
- Copy of invoice / packing list
- Forwarding and Handling Order Form (please find the



### 2.2 SEAFREIGHT

Your shipments should arrive at Barcelona Sea Port no later than **5 working days before desired delivery to stand.**

**Consignee Address:** RESA EXPO LOGISTIC  
For WCGI 2010  
Exhibitor name / Stand no.  
C/Cal Pi de l'Olla, 48-50 / ZAL Prat  
08820 – El Prat (Barcelona)

**Notify:** RESA EXPO LOGISTIC  
Tel +34 932334758 - Fax + 34932631894

Please send your shipments prepaid, on own Ocean Bill of Lading, consigned to above mentioned address. 3 original Invoices should be attached to the OB/L

**Pre-advices** Please send to us at least two days before arrival in Barcelona by Telefax or email to above mentioned contact details.

- Copy of **Express release** B/L / Vessel details
- Copy of invoice / packing list
- Forwarding and Handling Order Form (please find the



## 2.3 ROADFREIGHT VIA WAREHOUSE

Your shipments should arrive at our Barcelona warehouse no later than **3 working days before desired delivery to stand.**

**Consignee Address:** RESA / TREBIG HANDLING  
For WCGI 2010  
Exhibitor name / Stand no.  
C/Cal Pi de l'Olla, 48-50 / ZAL Prat  
08820 – El Prat (Barcelona)

**Pre-advice** See Pre Alert Form at end of this document. Please fill in and send back to us by email or Telefax at least 2 days before arrival of goods to Barcelona.



## 2.4 DIRECT TRUCKS TO VENUE

Due to the limited space available for offloading/reloading vehicles, direct access to the venue with trucks is restricted and needs to be reconfirmed with RESA.

Please contact to the above mentioned contact details to receive a booking confirmation of the wished time & date for offloading/reloading your vehicle.

Together with the confirmation you will receive an access plan and indication on how to access the area.



## 2.5 COURIERS

### **Courier Delivery Address.**

We strongly recommend **not** sending Courier shipments direct to your stand unless you have a member of your staff present to receive them. If you do send goods by courier we suggest that you send them to our advanced warehouse, address as follows:

RESA / TREBIG HANDLING

For: WCGI 2010

Exhibitor name / Stand no.

C/Cal Pi de l'Olla, 48-50 / ZAL Prat

08820 – El Prat (Barcelona)

The charge for the receipt and delivery of courier shipments under 50kgs is Euros 100 per shipment. Over 50kgs will be as per the Roadfreight to our Warehouse service stated in our tariff. If customs clearance is required, this will be charged as per the customs clearance service. No liability is accepted for shipments sent directly to the stand.

### **Track & trace information:**

We recommend that you have the tracking number (assigned by the courier company) on hand at the exhibition; this will make it easier to locate your shipment.

### **Pre advice:**

It is imperative to send us a pre notice of your shipment immediately once sent, to the above mentioned contact details. (See Pre Alert Form at end of this document)

### **Spanish customs formalities:**

Please be aware that courier shipments above a certain weight (approx. 10 Kgs) and value (40 USD) cannot be cleared automatically by the courier companies and will require a Spanish importer of the record. Therefore a proforma invoice must travel with the goods for the import formalities. Please read the Customs Formalities section of the manual.

### **Restricted products:**

The following products with origin outside the European Union are restricted by Spanish Customs and cannot be shipped to the event in any case: Food (candies for giveaways are considered foodstuff), beverage, medicines, cosmetics, life animals or plants, pharmaceutical products, protected species. Do not include any of these items to avoid having your shipment stuck at customs! Textiles products are restricted depending on the country of origin. Please ask us before shipping.



### 3. CUSTOMS CLEARANCE INFORMATION

## CUSTOMS CLEARANCE INFORMATION

For shipments outside of the EC, please note the following information:

**Permanent entries:** Goods to be consumed during the show, such as consumables, giveaways, catalogues etc.

- Any permanent entry is subject to payment of import tax and duties, calculated off the CIF value of the goods (CIF value = declared value + freight costs). An additional 10% will be charged as Resa's deferment fee.

**Temporary entries:** Goods returning to origin after the show.

- Please note that the venue does not have a free bond status, therefore we strongly recommend the use of **ATA carnet**. With this document you will save extra costs and delays on delivery of your items to the stand.

- All exhibits / material entered under temporary importation are subject to control and examination by Spain customs for Inward and Outward movements. Goods under temporary bond cannot be sold during the show, any sale operation must be reported to Spanish Customs Authorities, otherwise heavy penalties might incur. Please contact to RESA staff in the case you intend to sell any temporary goods.

**Temporary & permanent materials must be packed separately, in different boxes.**

**Issuing the invoice:**

Please state on the invoice: "Samples not for sale, value for statistical purposes"

Invoice must be addressed to:

RESA EXPO LOGISTIC

For: WCGI 2010 / Exhibitor name / Stand no.

C/Cal Pi de l'Olla, 48-50 / ZAL Prat - 08820 – El Prat (Barcelona)

- 3 Originals of Proforma Invoice / packing List in English, showing: No. of units / weights / sizes / total no. of boxes / values / full description of items in English, including serial number, model and customs code nr. (Brussels nomenclature). All items must be declared with a value, which must be accepted by Spanish Customs.

**Restricted products:** The following products with origin outside the European Union are restricted by Spanish Customs and cannot be shipped to the event in any case: Foodstuff (candies for giveaways are considered foodstuff), beverage, medicines, cosmetics, life animals or plants, pharmaceutical products, protected species. Do not include any of these items to avoid having your shipment stuck at customs! Textiles products are restricted depending on the country of origin. Please ask us before shipping.



## CASE MARKING

## 4. CASE MARKING

All your Packages should be clearly marked as follows: **please use the attached label sample, with following information:**

- Name of Exhibiting Company
  - WCGI 2010
  - Hall and Stand number
  - RESA / TREBIG HANDLING
- C/Cal Pi de l'Olla, 48-50 / ZAL Prat - 08820 – El Prat (Barcelona)

Please number the packages (1 of... / 2 of ... / 3 of ... etc.)

It is very important to mention on the labels the delivery information at the venue:  
Name of Exhibitor, Stand/Hall Nr, contact name and cell phone n°.

Shipments without proper delivery information as per above might not be delivered and will remain at our warehouse until the exhibitor requests them (no claims will be accepted for delayed deliveries of unmarked shipments).



## PAYMENTS TERMS AND FORMS

## 5. PAYMENT TERMS AND FORMS

Please note following accepted methods of payment:

- **Bank Transfer:** Only accepted on pre-payment basis, if you wish to pay after receiving services, a credit card payment is required. Please note our bank details as follows:

**RESA Expo Logistic account Details**

BANC SABADELL

Avenida Madrid, 188

08028 Barcelona

Account: 0081 0557 1900 0102 9711

IBAN: ES17 0081 0557 1900 0102 9711

SWFIT: BSABESBB

Please provide a copy of the Transfer Statement.

- **Credit Card:** we accept VISA, Mastercard and American Express
- **Cash:** all major currencies accepted



## BASIC CONDITIONS

## 6. BASIC CONDITIONS

### Basic Conditions of Contract:

- All work undertaken is subject to the Resa insurance terms and conditions. The liability of Resa for the transportation is determined by the national or international insurance regulation applicable to the contracted transport. The liability insurance of Resa for storage and handling covers a maximum of 10 Euros per Kg. (Gross weight of damaged or lost goods), per incident.
- The liability of RESA ceases with delivery and starts with the collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of his material until this collected from the stand by RESA.
- Our invoices will be due immediately after issuance without any further notice. Customers with whom we have not agreed any terms of payment, will be asked to settle our expenses before the event starts or on-site during the event or before the return transportation of their exhibits.



## FURTHER INFORMATION

## 7. FURTHER INFORMATION

### Full Risk Insurance:

We strongly recommend that all exhibitors arrange extra insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that RESA does 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.

### Transport Conditions

Please always send on conditions prepaid (paid by sender) up to destination. Shipments arriving with freight charges to be paid by the destination party (Resa) will be refused, unless we are given clear instructions to take care of charges on your behalf. In this case there would be a 10% deferment fee on all charges paid by RESA in advance.

### Worldwide Network:

Our recommended agent in your country is specialized 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 country of origin 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.



## FORWARDING, HANDLING & CUSTOMS SERVICES ORDER FORM WCGI 2010 BARCELONA

Please send this form to Tanja Wilhelm, fax +34 932631894 / email : [tanja@resainternacional.com](mailto:tanja@resainternacional.com)

Please tick which of the bellow types fits with your company:

EXHIBITOR  CONTRACTOR/STANDBUILDER  SUPPLIER

Company Name:		
Complete Address:		Country:
Tel. n°:	Fax n°:	Email:
Exhibiting company Name:		
Hall n°:	Stand n°:	Arrival date of company staff to the venue: / January/
Contact person on stand:		Cell Phone n°:

### SERVICE OPTIONS (Please tick which of the below services you require):

<b>1. DOOR TO STAND SERVICE</b> <input type="checkbox"/> RESA's nominated agent in your country will arrange pick up from your domicile and deliver through to stand. If you choose this option you'll get complete contact details of our agent.	<b>2. FROM ADVANCE WHSE TO STAND</b> <input type="checkbox"/> Your own freight forwarder/courier company will deliver to our warehouse, already customs cleared. We will transport goods from warehouse to stand
<b>3. FROM ARRIVAL AIRPORT / PORT TO STAND.</b> <input type="checkbox"/> Your own freight forwarder will get the goods to Barcelona airport or port and we will arrange Customs clearance, transport to show site and delivery to stand.	<b>4. DIRECT DELIVERY TO SHOWSITE/ VEHICLE REGISTRATION:</b> <input type="checkbox"/> PLEASE CONTACT AS ABOVE MENTIONED

For other services please contact with RESA

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

Name of own Freight Forwarder:				
Tel.:				
Estimated Date Goods due to arrive Airport/Port/Warehouse:				
N° of pieces:	Volume:	m3	Weight:	kgs.
Type of goods:	Value:			
SHIPMENT REF. N° (TRACKING N°/ AWB / ...)				
Date Goods required on stand:	/ January/	Aprox. Time Required on stand:		

All work undertaken is subject to Resa's insurance terms and conditions. The liability of Resa for the transportation is determined by the national or international insurance regulation applicable to the contracted transport. For handling and storage onsite, the insurance of Resa covers a maximum of 10 Eur /Kg (Gross weight of damaged or lost goods, per incident). The liability of RESA ceases with delivery and begins with the collection of freight at the exhibition stand. The complete information about Resa's insurance policy is available on request.