



SHIPPING MANUAL

eHealth Week & World of Health IT 2015

RIGA, LATVIA

MAY 11 – 13, 2015



INTERNATIONAL EXHIBITION LOGISTICS ASSOCIATION



INTRODUCTION

The following instructions are to assist all exhibitors / contractors with the smooth flow of freight to and from WoHIT 2015.

The rules and regulations for importing of goods in to Latvia are very strict and failure to comply with any of these instructions may result in late or non-delivery of freight, from which Interflow Logistics Ltd. cannot be held responsible.

SHOW CONTACT

You can contact our team for all your enquiries on the following lines of communication

Email: beverley.marchi@interflow.ie

Tel: +353 (0) 1 6853845

DELIVERIES

In order to avoid waiting time and problems accessing the site, Interflow will be operating an advance warehouse facility.

All goods can be consolidated at this point and transferred to the stand. As the official agent, we will have priority access during the build up and break down periods to the halls. This will ensure timely delivery to your stand. We strongly recommend that you make use of the advance warehouse facility.

ADVANCE WAREHOUSE

All shipments arriving at our advance depot must be sent with a pre-advice to the show contact above.
Advance warehouse delivery address:

SCHERP LATVIA,
c/o: WoHIT 2015,
Kipsalas 8,
LV-1048 Riga, Latvia.
For: (exhibitor name),
Hall No _____
Booth No _____

NOTIFY: SCHERP LATVIA, Reinis Petersons Tel.: +371 2 9203596

*** Please ensure that each item is clearly labelled with your company name, hall and stand number. As per attached label sample.



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CONSIGNEE DETAILS (CMR, INVOICE, AWB or B/L):

ALL SHIPMENTS MUST BE SENT PREPAID

We cannot give any guarantee of on-time and correct handling of any shipments of which the consignee instructions are not respected.

CONSIGNMENT INSTRUCTIONS

All documents such as the Bill of Lading and Master Airway Bill must show the consignee as indicated below:

SCHERP LATVIA

C/o: WoHIT 2015.

Kipsalas 8,

LV-1048 Riga, Latvia.

For: exhibitor name,

Hall No _____ booth No _____

NOTIFY: SCHERP LATVIA, Reinis Petersons Tel.: +371 2 9203596

Please note: All exhibition goods, dispatched either by seafreight or airfreight, shall be consigned "Freight Prepaid". A 5% outlay commission will be imposed on all "Freight Collect" consignments.

LOCAL AGENTS

Interflow Logistics Ltd. has a global network of partners and freight agents to assist the exhibitors with Shipping to and from the event. The agent's contact details are available upon request and we strongly recommend that you use one of these specialised agents. They will be able to assist you with all shipping queries & quotations.

Exhibitors / contractors using their own shipping company must ensure a pre-advice detailing all the necessary information is sent to us in advance of the goods arriving. This will ensure speedy customs clearance and avoid high storage charges being incurred by airlines and shipping lines.

COURIER SHIPMENTS

Any shipments that are sent should be on a delivery duty paid (DDP) basis i.e customs cleared and all charges including taxes and duties billed to the shipper. Please consign all your courier shipments to the advance warehouse address. Interflow Logistics cannot be held responsible for any consignments addressed directly to your stand.



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CUSTOMS CLEARANCE

Please pay attention to the following points to accurately complete your invoice as per Customs requirements:

- ◆ Customs codes – Please make sure that your invoice has HTC numbers to identify the exact merchandise you are sending
- ◆ Descriptions – Please use clear and detailed product descriptions to allow us to make a proper Customs entry
- ◆ Serial numbers – Please indicate the serial numbers and model of your goods, if serial numbers are not available please include a picture of the items
- ◆ Quantity – Please list the quantity of each item
- ◆ Weight – Please list the weight and the content of each package
- ◆ Values – Use values that represent fair market value to avoid a possible value adjustment by the Customs. Each invoice will have to show the following sentence “The value shown is true, real and is according to the market value”.
- ◆ Origin of the goods – Please indicate the TW : “Invoiced goods are for display purposes only during the exhibition and will be re-exported at the end of the show”
- ◆ Literature and give-aways – Such items must be listed on a separate invoice with individual values indicated and must be separately packed. Generally such items are subject to import duties
- ◆ Mail address of the exporter and importer and full name of company
- ◆ Issuing date, invoice number
- ◆ Terms of delivery: “DAP RIGA”
- ◆ Exhibition name, date and address (same as delivery address)

INTERFLOW cannot make Customs entry on shipments where invoices indicate general descriptions such as “Exhibition goods” or “Stand-fitting materials” or “give-aways”. Nor can INTERFLOW make entry on invoices that indicate lump sum value only. In these instances entry will be delayed until detailed invoices are received from the shipper.

DOCUMENTATION

- ✓ 1 copy of Commercial Invoice & Packing List (for definitive and temporary imports)
- ✓ 1 copy of Original B/L / AWB
- ✓ 1 copy of Insurance Policy (if insured)
- ✓ 1 copy of container / consolidation manifest

DEFINITIVE IMPORTATION

Brochures, give-aways, samples, other goods to be consumed during exhibition.

Please mention on the bottom of invoice: 'NO COMMERCIAL VALUE, VALUE FOR CUSTOMS PURPOSE ONLY. THESE GOODS ARE FOR FREE DISTRIBUTION DURING THE FAIR'

A separate declaration will be made by us on which we will pay import taxes and duties (to be charged to your company).

TEMPORARY IMPORTATION

Items to be returned to origin or other countries after event.

Please issue **PROFORMA INVOICES** for these goods and mention: 'TO BE RE-EXPORTED AFTER THE END OF THE FAIR'.

CARNET ATA:

In addition to the ATA Carnet we will require packing list and Letter of Authorisation to PAN-LITService from the holder of Carnet ATA to intervene on their behalf with ATA Carnet.

Literature, brochures, consumable, give-away items are not to be included on the ATA Carnet.

The exhibitor is responsible for all consequences, additional charges and costs resulting from incorrect and/or insufficient details mentioned on the documents!

Special information:

Special customs regulations and import prohibitions are in place for some goods such as medicaments, alcohol, tobacco etc. Please do not send these goods without first confirming with Interflow what the required documents and procedures are for clearance. Please note to obtain necessary permission for such goods can take 30 days or more.

- Food products of animal origin must be accompanied with additional Certificates of origin and Veterinary certificates (**originals**)
- Food products of plant origin must have additional Certificates of origin and Phytosanitary or Quarantine certificate (**originals**)



FREIGHT ARRIVAL DATES AT TERMINAL AND WAREHOUSE

	port/airport/terminal	goods must be received by
Ocean Freight FCL	RIGA	12 working days before requested delivery date
Ocean Freight LCL	RIGA	20 working days before requested delivery date
Airfreight	RIGA (RIX)	7 working days before requested delivery date
Truck	RIGA	3 working days before requested delivery date
Truck direct deliveries	RIGA warehouse	As per move in/out dates

For cargo arriving beyond deadlines, an additional 30% handling surcharge will be added to cover the additional costs. INTERFLOW will make all reasonable efforts to ensure the delivery before the show opens; however, no guarantees can be given. The surcharge will apply regardless of the delivery date to the show site.

CASE MARKINGS

For easy identification, all packages must be marked as follows:

Name of Exhibitor _____
Hall Number _____
Stand Number _____
Case Number _____
Gross/Net Weight _____
Dimensions _____

PACKING

We advise strong, bolted, wooden crates or cases for exhibits and displays.

Furthermore we recommend "pallet size" cartons for all loose materials and that the pallet is sealed with plastic wrapping film. Heavy equipment must be placed on skids and provided with lifting or hoisting resources (hoist bolts, skids which can be handled by forklifts etc).

All wooden packaging coming from outside the EU must conform to current regulations – the following information must be marked or stamped on the consignment:

ISPM15 Logo

ISO Country Code

Licence number assigned to the company that performed the fumigation

Fumigation method (HT or MB treatment used)





ON SITE HANDLING

For all orders for on site services, we must have the following details before any work is carried out:

- Dimensions and Total gross weight
- Weight of the heaviest piece
- Type of equipment / manpower required (crane, fork truck, labour etc)

Please contact us via the methods stated on page 3 to make your booking

EMPTY CASE STORAGE

Interflow Logistics Ltd. will operate a two tier system for the return of the empty case storage:

- Priority Storage To be returned within 4 hours of allowed access into the halls
- Standard Storage Will be delivered after the return of all the priority storage

INSURANCE

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, whilst there and / or in storage and also in transit to other destinations. Interflow Logistics Ltd can insure your goods for you but this is on a request basis.



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GENERAL TERMS

Unless freight is routed via our appointed agent or you have an account with us, we will require immediate payment of all charges immediately upon receipt of our invoice. Bank details are specified at the bottom of the invoice. Credit cards are also accepted for account settlement. Interflow Logistics Ltd. or their appointed agents will not accept any responsibility for loss or damage on products or materials left unattended on a stand or items that are inadequately packed.

Interflow Logistics Ltd. or their appointed agents will not accept any responsibility for delay in clearance or delivery for shipments that have not been consigned as per our instructions, shipped without the requested documents or arriving after the mentioned deadlines

All Cargo must be forwarded to us 'FREIGHT PREPAID 'For all shipments received 'Freight Collect ' will be subject to an additional surcharge + 10 % and must be paid on site at the stand delivery.

Insurance excluded: Full risk Insurance available: 1.3% on invoice value

All business of Interflow Logistics Ltd. is transacted under the current edition of the Standard Trading Conditions of the Irish International Freight Association (please ask for a copy)



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