



Society of Petroleum Engineers

# OFFICIAL SHIPPING MANUAL



**ATCE 2014**  
**27-29 OCTOBER 2014**

**ATCE 2014**

27-29 October 2014

**AMSTERDAM • RAI • NETHERLANDS**

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# Official Shipping Manual

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## Services we offer

- m Offloading and reloading of vehicles onsite
- m Deliveries and collections to / from booth
- m Intermediate warehousing
- m Collection, storage & redelivery of empty crates
- m Customs formalities
- m Collections from port / airport
- m International transport (sea, road, air, express)
- m Equipment and manpower supply
- m Courier receipt and delivery
- m Insurance
- m Any other services related to logistics for trade shows and events



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## EF-GSM Contact Details

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## Consignment & Shipping Instructions



### Roadfreight via Warehouse

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

**Acceptance of Roadfreight shipments at advance warehouse from 1st October.**

**Consignee address:**

Kammerman c/o Valverde BV  
Koolhovenlaan 100  
1119 NH Schiphol  
The Netherlands

**Notify:**

ATCE 2014  
Exhibitor name:  
Stand Nr:

**Deadline of arrival is as latest on the 17th of October 2014**

Opening times of the warehouse are from Monday till Friday  
9:00am - 17:30 hours.

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## 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 send goods by courier we suggest that you send them to our advanced warehouse.

### Consignee address:

Kamerman c/o Valverde BV  
Koolhovenlaan 100  
1119 NH Schiphol  
The Netherlands

### Notify:

ATCE 2014  
Exhibitor name:  
Stand Number:

**Deadline of arrival is as latest on the 17th of October 2014**  
Opening times of the warehouse are from Monday till Friday  
9:00am - 17:30 hours.

### Track & trace information:

We recommend you to 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:

Pre-advice have to be sent to us at least two days before arrival at destination by fax or email to above mentioned contact details, including:

- **Commercial Invoice**

### Restricted products:

The following products with origin outside the European Union are restricted by Dutch Customs and cannot be shipped to the event in any case: Food (candies for give always are considered food), beverage, medicines, cosmetics, live 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.



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## Air freight

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

### Consignee Address:

Valverde BV  
Evert van de Beekstraat 46  
1118 CL Schiphol  
The Netherlands

### Notify:

ATCE 2014  
Exhibitor Name:  
Stand Number:

**Air Freight Deadline of arrival on Schiphol (AMS) airport is 16th of October 2014**

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** have to be sent to EF at least two days before arrival at destination airport by fax or email to above mentioned contact details including:

- Copy of Airwaybill / Flight details
- Copy of invoice / packing list

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## Sea freight

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

### Ocean freight shipments should be consigned to:

Valverde BV  
Evert van de Beekstraat 46  
1118 CL Schiphol  
The Netherlands

### Notify:

**S&R Marine Services**  
**T: +31 10 2010761**  
ATCE 2014  
Exhibitor Name:  
Stand Number:

**Ocean freight deadline of arrival port of Rotterdam: 9th of October 2014**

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** have to be sent to EF at least two days before arrival at destination by fax or email to above mentioned contact details including:

- Copy of Express release B/L / Vessel details
- Copy of invoice / packing list



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## Direct Trucks

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 EF-GSM

Please contact the above mentioned contact details to receive a booking confirmation of the required 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.



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## Customs clearance Information

### Documentation required for Customs Clearance

For shipments outside of the European Community please note the following information:

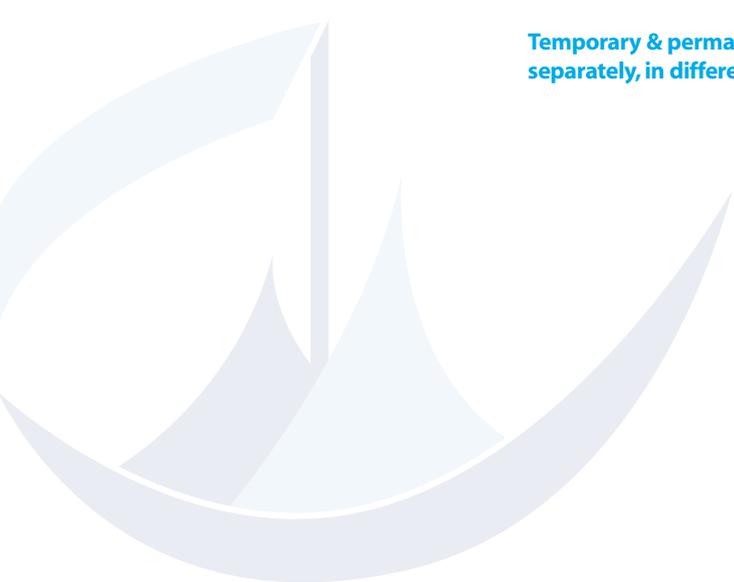
**Permanent entries:** Goods to be consumed during the show, such as consumables, giveaways, catalogues, etc.

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

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

- **As the venue does not have a free bond status, we strongly recommend the use of an [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 Dutch Customs for inward and outward movements. Goods under temporary bond cannot be sold during the show, any sale operation must be reported to Dutch Customs Authorities, otherwise heavy penalties might incur. Please contact EF in case you intend to sell any temporary goods.**

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



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# Case Marking

All your Packages should be clearly marked as follows:

- m **Name of Exhibiting Company / Contact name at event**
- m **Name of Event**
- m **Hall and Stand n°**

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 n°, 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.

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# Insurance



The liability of EF ceases with the 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 collected from the stand by EF / Contractor.

We strongly recommend all exhibitors to arrange insurance coverage including transit to and from the exhibition, whilst on display and in storage. Please note that EF does not insure automatically unless asked to do so in writing. Please note that if goods are left on the stand, it is the exhibitor's responsibility to ensure adequate security measures are taken to guarantee the security of such items. EF is not liable for any losses, theft or pilferage.

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# Further Information



### Late arrival surcharges:

Any shipments arriving after our deadlines will be subject to a late arrival surcharge of 30% on our Official Forwarding Tariff.

### 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.

### Important notice:

Please always send your goods on conditions prepaid (paid by sender) up to destination. Shipments arriving with freight charges to be paid by the destination party (EF) 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 EF in advance.



# INTERNATIONAL TARIFF OF CHARGES

## Handling costs

(un) loading of goods directly from vehicle to stand per 1 m <sup>3</sup>	Euro 58,50 ( min 2 m <sup>3</sup> )
(un) loading of goods via warehouse to stand per 1 m <sup>3</sup>	Euro 110,50 ( min 2 m <sup>3</sup> )
(un) loading of a complete trailer direct to the stand <i>(Above services and rates will be applied to the outbound/return movement)</i>	Euro 1118,00( 50 m <sup>3</sup> )

## Storage costs

Storage of empties including collection and re-delivery to your stand (minimum charge is 2 m <sup>3</sup> )	Euro 65,00 ( min 2 m <sup>3</sup> )
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## Customs clearance

Temporary import clearance per shipment	Euro 156,00
Temporary import bond fee (min Euro 130,-)	1.95 % of the CIF Value
Customs Examination	Euros 45 .50 per shipment
Permanent entry per shipment	Euro 130,00
Duties and VAT are payable upfront with a surcharge of	15 %
Re-export documentation per shipment	Euro 156,00
Export bond fee ( min Euro 130,-)	1.95 % of the CIF Value

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### Airfreight

From free arrival Schiphol airport (AMS) till arrival show site per shipment excl. airline storage charges, agent fees, customs formalities and delivery to the stand.

Per kg (1 m<sup>3</sup> = 167 kg)

*(Above services and rates will be applied to the outbound/return movement)*

Euro 1.95 per kg min. 200 kg.

### Ocean freight

From free arrival port of Rotterdam till delivered Amsterdam RAI fairground, incl. terminal handling charges. Excl. customs inspection, demurrage charges, (un)loading and customs formalities:

20ft container:

40ft container:

*(Above services and rates will be applied to the outbound/return movement)*

Euro 1625,00

Euro 1950,00

### Courier Shipments

Receipt and delivery of courier shipment less than 50 kgs, per shipment

Euro 104,00

Receipt and delivery of courier shipment between 50 – 100 kgs per shipment (Above 100 kgs will be charged as per normal tariff)

Euro 130,00

Courier customs clearance (exclusive VAT or duties)

Euro 130,00

### File and shipment costs

We will charge file and document fee per shipment of

Euro 65,00 each way

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