

THE QUICK REFERENCE INFORMATION PROVIDED BELOW IS TO BE READ IN CONJUNCTION WITH OUR DOCUMENTARY REQUIREMENTS AND GENERAL INSTRUCTIONS AND DOES NOT REPRESENT OUR COMPLETE SET OF INSTRUCTIONS.

SHOW DETAILS

Exhibition name : EUROSHOP 2011
 Location : DUSSELDORF, GERMANY
 Venue : MESSE DUSSELDORF
 Show date (from) : 26TH FEBRUARY 2011
 Show date (to) : 2ND MARCH 2011
 GBH local agent: CRETSCHMAR MESSECARGO

CARGO RECEIVING ADDRESS (ALL CARGO)

SHEFFIELD DEPOT
 GBH Exhibition Forwarding Limited
 10 Orgreave Drive
 Handsworth,
 Sheffield, S13 9NR

Open: Monday to Friday between 0900am & 1730pm
 Map - <http://www.multimap.com/s/QRMD5RBF>

LAST RECEIVING & DEPARTURE DATES

Mode of transport	Receiving / Departure point	Cargo Deadline (1)	Type of cargo (2)
1. ROAD GROUPAGE	SHEFFIELD DEPOT (ABOVE)	18 TH FEBRUARY 2011	GENERAL CARGO
2. PART LOADS	SHIPPERS PREMISES	2-5 DAYS PRIOR TO DELIVERY	GENERAL CARGO
3. FULL LOADS	SHIPPERS PREMISES	2-3 DAYS PRIOR TO DELIVERY	GENERAL CARGO

¹ Please remember that the date(s) shown represent the last day for receiving cargo at our Sheffield depot. If you want us to collect from your UK premises, we will need to collect at least 2 (two) working days in advance.

² Unless otherwise stated, the dates shown are for ambient, non-restricted cargo suitable for shipment by standard Tautliner trailers. Please check for receiving dates of all other cargo.

DELIVERY TO STAND

Unless otherwise requested, GROUPAGE LOADS will be delivered direct to your stand approx 2 days prior to show opening. Please refer to section 3. **DELIVERY OF GOODS TO SHOW** for more information.

FULL LOADS and PART LOADS will be delivered according to the requested schedule.

DOCUMENTARY REQUIREMENTS

GBH Standard forms	YES	Commercial invoice	YES
Packing List	YES	Administrative Accompanying Document	If required
Dangerous Goods Note	If required	Other documentation	If required

Please refer to the following documentary requirements for further information on the documentation that is requested above.

CASE MARKINGS / LABELLING

EXHIBITOR NAME _____
 EXHIBITION _____
 LOCATION _____
 CASE NO _____ OF _____
 GROSS WEIGHT _____ KGS
 DIMENSIONS _____ x _____ x _____ CMS

Even though your exhibits are destined for an international trade fair and no customs borders will be crossed, it is still necessary for your shipment to be correctly documented so that everyone concerned is aware of what is being shipped. As well as complying with basic security and liability issues, random checks are made at ports and border points and cargo is required to be correctly documented and manifested.

DRAFT DOCUMENTATION IS REQUIRED PRIOR TO SHIPMENT

GBH STANDARD FORMS

- You will be asked to complete a "Billing Information sheet" and an "Insurance declaration form" at the time of confirming your booking.

COMMERCIAL INVOICE

- The commercial invoice should be addressed to your stand at the exhibition, to cover all items contained within your shipment. Please ensure that the invoice includes individual values for each item, non-technical names for equipment and a declaration of origin.
- We recommend that you show realistic values on your invoice. Please remember that duty and vat is not applicable on goods in free circulation.

PACKING LIST

- The packing specification should detail which items have been packed inside each outer packages that has been shipped.
- Multiple packages stowed on one or more pallets should indicate the total amount of pallets.
- The packing details may be shown on the commercial invoice and should correspond to the markings on your cases.

ADMINISTRATIVE ACCOMPANYING DOCUMENT (AAD)

1. An AAD will be required to cover any products moving in excise duty suspension between EU member states.

DANGEROUS GOOD NOTE

- A Dangerous Goods Note will be required to cover any items of hazardous nature, regardless of quantity. The declaration will need to be produced by the supplier of the hazardous articles prior to departure from your premises.

SPECIFIC CUSTOMS DOCUMENTATION

- It is possible that you will be shipping products that are under customs control and need to be declared to customs at the UK port of departure. If this is the case, please provide us with documentation prior to shipment so that we can comply with the relevant rules and regulations.

ADDITIONAL DOCUMENTATION

- Additional documentation may be required for specific products.

1. PACKING AND LABELLING

Please ensure that your goods are adequately packed for export shipment. It is your responsibility as the shipper of the cargo to ensure it is packed and secured in such a manner as to withstand transportation and handling to destination.

We highly recommend the use of wooden cases for your exhibition goods that can be re-used on future occasions. Although this may seem an unnecessary expense, we would ask you to consider that it is far better to go to the trouble and ensure your goods arrive on your exhibition stand in a first class condition, rather than be faced with the prospect of having to display damaged goods.

Exhibition venues, no matter how secure they may appear, are ideal for casual or spontaneous thieves. When packing your shipment, consider how valuable and desirable your display and stand materials may be and ensure that valuable plasma screen monitors, computers and other similar items are securely crated and not easily identifiable.

While everyone concerned will take every possible precaution when handling your shipment, it is inevitable that at some point your cargo will be subject to some degree of stress. Sudden movements in vehicles while in transit as well as loading and unloading operations are all unavoidable and should also be considered when packing.

Please ensure that palletised cargo is well secured with stretch-wrap and any cartons that you may wish to use after the show are suitable for that purpose.

2. ALL RISKS INSURANCE

Exhibitors are reminded that their goods are carried and handled entirely at owners' risk. We therefore strongly recommend that you arrange for your goods to be covered for all risks insurance from the moment your goods leave your works until they reach the final destination after the show has closed. **It is the responsibility of the cargo owner to ensure that cargo is insured.**

We suggest that you consult your own insurers and verify that you are suitably covered. You may find that your shipment is covered by an existing policy or can be included on one of your existing policies for a small charge.

If your insurers are unable to assist, please provide us with full cargo details and your service requirements so that a quotation can be calculated and submitted for your consideration. Please note that a quotation does not constitute provision of cover and that cover will only be effected upon supply of a certificate of insurance.

3. DELIVERY OF GOODS TO SHOW

Full loads and part loads shipped on a door to stand basis will be scheduled for delivery to your stand on your requested date.

Unless otherwise requested, GROUPAGE LOADS will be delivered direct to, or as close as possible to, your stand approximately 2 days prior to show opening. If you require intermediate storage prior to your arrival, this is available as an optional extra.

We would draw your attention to the fact that our liability ceases when the cargo is delivered to the stand area, irrespective of whether the exhibitor, or appointed representative, is present or not.

4. ADDITIONAL LIFTING AND HANDLING

Our basic services will allow for your cargo to be offloaded from the delivering vehicle and placed on, or as close as possible to, the designated stand. Once this operation has been performed, equipment and labour is available to assist you with unpacking and positioning on your stand. This service is commonly referred to as "Second lifts".

Any second lifts you require can be booked in advance with our office in Sheffield or directly with local representative when you arrive on-site. However, please note that the later you make a booking for lifting services, the longer you may have to wait for equipment to be become available.

5. REMOVAL, STORAGE AND RETURN OF EMPTY PACKING MATERIALS

On your request, any empty packing materials you have for storage during the show will be removed from your stand during build-up and returned at the earliest opportunity after the show has closed.

In most instances, a representative will call by your stand and discuss your requirements for storage. If, for any reason, no one visits you during the build-up period **please do not assume that empty cases, cartons or pallets will be taken away automatically.** A quick call to our site representatives' office, our office in Sheffield or our on-site representative should be sufficient for the service to be initiated.

Please rest assured that every effort will be made to return your packing materials as promptly as possible, after the show has closed. Because of the high volume of empties, we are unable to provide you with any guarantee on what time they will be returned to your stand. The process of returning empties generally begins shortly after the show closes and continues throughout the evening.

6. STORAGE OF CONSUMABLE ITEMS

If you are running equipment during the show and intend to process raw materials for demonstration or have large quantities of product or promotional gifts for distribution, it is very likely that you will be unable to store all of the items on your stand. In such cases, we ask that you contact us to see that this service is available to you at preset times during the show or on an ad hoc basis.

Do not store any consumable items or un-used equipment with your empties. All such items should be stored in secure areas and handled accordingly. Once items are placed into empties storage, under no circumstances can they be retrieved until after the show has closed.

7. CUSTOMS CLEARANCE FORMALITIES

In most instances, goods of United Kingdom origin will not need to be declared to customs offices within the European Union.

If you are transporting or exhibiting any items that are under customs control, you will be required to supply us with relevant information prior to dispatch so that the relevant customs procedures can be adhered to

Excise products such as alcoholic beverages in free circulation must be accompanied by an AAD so that local excise duties and taxes can be paid.

8. POST SHOW SHIPPING REQUIREMENTS

It is important that our agent be informed of your requirements before the close of the show. In most instances, a representative will visit you on your booth. Occasionally, it is not possible for a representative to visit you on the show floor because of restrictions and security measures imposed by the venue or organisers. You are there urged to contact our local representative (details of which will be advised in advance of the show) on the morning of the last day of the show if no one has visited you on your booth.

Could we please ask any exhibitor who requires any items forwarded to any onward destination by a specific date to notify us of this requirement prior to the export shipment when we will endeavour to ensure that this requirement is complied with. However, we must emphasise that under the rates offered, any additional expenses incurred through returning goods on a special basis to meet deadlines must be for the account of the individual exhibitor.

9. AGENTS LIABILITY

We would draw your attention to the fact that our liability and that of our agents' ceases once the cargo has been delivered to the stand area, irrespective as to whether the exhibitor or local representative is present or not.

Liability for return transport commences with collection of the exhibits from the stand area, even if the shipping documents were handed in at the forwarding agents office or to a representative prior to collection. Whilst every effort will be made to clear the goods from the show venue as speedily as possible upon closure of the exhibition, we cannot accept responsibility for any goods left on the booth without the supervision of your stand personnel.

10. TERMS AND CONDITIONS

GBH Exhibition Forwarding Limited is a freight forwarder and all business undertaken is in accordance with the trading conditions of the [British International Freight Association \(2005 edition\)](#) as AGENTS only - Details of which can be found on our covering letter. Additional copies are available on request. Our company does not operate its own vehicles, containers, aircraft or vessels. Where carriage is undertaken by these modes of transport, the carriage will be subject to the terms or conditions or obligations of that carrier.

In the event of any disputes concerning alleged carriers liability in connection with loss, damage, delays, etc., necessitating insurance claims, there shall be no right of set off against outstanding moneys due to GBH Exhibition Forwarding Limited for the services rendered.

11. SUMMARY

This information has been provided for your guidance and assistance. It is always our intention to make the shipment and handling of your goods to and from the event as simple an exercise as possible but we must ask for your co-operation in ensuring that our requirements are complied with. If you have any queries whatsoever concerning any aspect of this operation, please contact us immediately

E & O E

Office & warehouse address

Contact numbers

GBH Exhibition Forwarding Limited

10 Orgreave Drive
Handsworth
Sheffield
South Yorkshire
United Kingdom
S13 9NR

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Department	Contact	Position	Email address
Sales	Mark Saxton	Sales Manager	mark@gbhforwarding.com
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	Andy Cotton	Exhibition Forwarding Clerk	andy@gbhforwarding.com
	Sean Willis	Exhibition Forwarding Clerk	sean@gbhforwarding.com
Administration	Teresa Smith	Office Administrator	teresa@gbhforwarding.com
Accounts	Ian Sawyers	Accounts Administrator	ian@gbhforwarding.com

IELA (International Exhibition Logistics Associates)



Both Cretschmar MesseCargo and GBH Exhibition Forwarding Ltd are members of IELA.

The International Exhibition Logistics Associates is a worldwide trade association dedicated to enhancing the professionalism of the transportation logistics and freight handling segments of the exhibition industry.

All IELA members are required to operate strictly within the parameters established in the IELA Standards of Performance. By choosing an IELA member as your agent you have the assurance that you will be dealing with a company that can call on a GLOBAL NETWORK OF IELA ASSOCIATES covering all the major fairgrounds throughout the world - all of whom are professionals in the exhibition logistics industry.

BIFA (British International Freight Association)



GBH Exhibition Forwarding Ltd is a member of the British International Freight Association.

BIFA's mission is to promote Best Practice and Total Quality in the provision of freight services by all of its Members. It also regulates the Membership to observe the highest standards of professional competence.

A. PRE-SHOW SERVICES

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| <p>1. UK Haulage: From UK premises to our Sheffield depot (optional service)</p> <p>2. Cargo handling: From arrival Sheffield depot to delivered stand area Dusseldorf
To include:
- Cargo checking and handling at our Sheffield depot
- Road transport from our Sheffield depot to MesseDusseldorf
- Unloading by forklift truck at the MesseDusseldorf and direct delivery to stand
- On site supervision and representation fees</p> <p>3. Consignment service fee</p> | <p>According to requirements</p> <p>£ 80.00 per cubic metre (minimum £80.00)
(where 300kilos is equal to 1.00 cbm)</p> <p>£ 25.00 per shipment</p> |
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B. POST-SHOW SERVICES

- | | |
|--|---|
| <p>1. Cargo handling: From collected stand area Dusseldorf to arrival our Sheffield depot
To include:
- On-site supervision and representation fees
- Collection from stand and direct loading at the MesseDusseldorf by forklift
- Road transport from MesseDusseldorf to our Sheffield depot
- Cargo checking and handling at our Sheffield depot</p> <p>2. Consignment service fee</p> <p>3. UK Haulage: From our Sheffield depot to UK premises (optional service)</p> | <p>£ 90.00 per cubic metre (minimum £90.00)
(where 300kilos is equal to 1.00 cbm)</p> <p>£ 25.00 per shipment</p> <p>According to requirements</p> |
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C. OPTIONAL ADDITIONAL CHARGES

**THESE CHARGES DO NOT APPLY FOR VEHICLE UNLOADING / RELOADING
REFER TO GENERAL NOTES AND CONDITIONS ITEMS 4 & 5**

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|--|--|
| <p>1. Removal, storage and return of empty packing materials</p> <p>2. Labour (unskilled)</p> <p>3. 3 ton fork-lift</p> <p>4. Pallet-truck</p> | <p>£ 36.00 per cubic metre (minimum £72.00)
(rounding up to nearest full cubic metre for charging)</p> <p>£ 40.00 per man hour (minimum 2 hrs per man)</p> <p>£110.00 per hour (minimum 1 hour)</p> <p>£ 20.00 per hour (minimum 1 hour)</p> |
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Above rates are based on normal working hours: MONDAY to FRIDAY 0730hrs to 1700hrs

D. GENERAL NOTES & CONDITIONS

1. The rates quoted are subject to the availability of suitable equipment.
2. As this tariff is computed on the basis of volume or weight and has no correlation with the value of cargo, it should be noted that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and the return of exhibits to domicile, including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally
3. Unless otherwise stated, all rates exclude the following additional services:
 - a) Any customs clearance charges for non-community or bonded cargo.
 - b) Unpacking/repacking and any additional labour or mechanical handling that may be required.
4. The rates quoted are calculated on first lift only. First lift is one lift per piece from vehicle and placing directly to floor, as close to the stand as is possible at the time of unloading, as a single uninterrupted operation. Similarly, for re-loading, First lift is defined as one lift per piece from floor direct to vehicle as a single uninterrupted operation.
5. The rates exclude second lifts where necessary. Second lifts are for example, lifting out of, or back into packing cases or removal from or placing onto pallets/skids subsequent to the first lift having been carried out. Second lifts may also be necessary due to reasons beyond our control i.e. congestion outside the halls, in the aisles or on the stand or stand area.
6. The rates quoted are based on HM Revenue & Customs exchange rates between 01/01/09 and 28/02/10 and projected freight rates. Should there be any fluctuations in these rates at the time of shipment, we reserve the right amend our rates accordingly
7. The company is a freight forwarder. All business is undertaken in accordance with the trading conditions of the British International Freight Association (2005 Edition) as AGENTS only, details of which can be found on the reverse of our covering letter, additional copies are available upon request. The company does not operate its own vehicles, containers, aircraft or vessels. Where carriage is undertaken by these modes of transport the carriage will be subject to the terms or conditions or obligations of that carrier.
8. Payment terms: Strictly 7 days from date of invoice. However, we do reserve the right to apply other payment terms.
9. Errors & Omissions Excepted.