



OFFICIAL SHIPPING GUIDELINES

E&E Congress 2024

19-21 June 2024, Budapest

GENERAL

Schenker Ltd. has been appointed by Guarant as sole official on site contractor for this event at the Millenáris and can assist you with all your logistics requirements, mainly in the field of:

- Forwarding of exhibition goods by air-, sea or road transport
- Temporary and final customs clearance of exhibition goods
- Full scale of on-site handling services at the Millenáris site
- Import / export Customs Clearance and other documentations
- Support of technical tools, equipment and vehicles, like fork-lifts, trucks or other special appliances

CONTACT INFORMATION

General e-mail address: schenker.expohungary@dbschenker.com



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Of course we can provide contact details from our DB SCHENKER office in Your country. Please send us your requirements and our local colleague will get in contact with you.

SCHEDULE OF THE EVENT



Move in period:	18.06.2024
Event:	19.06.2024 - 21.06.2024
Move out period:	21.06.2024

PRE-ALERTS

All documentation to be received by Schenker prior to shipping for approval.

Pre-alerts must be sent to schenker.expohungary@dbschenker.com by the following deadlines:

Road transport – direct trucks to the venue	10 working days prior to arrival
Road transport – Schenker or other groupage	10 working days prior to arrival
Airfreight	10 working days prior to arrival
Sea freight	15 working days prior to arrival

Pre-Alerts must contain the following datas:

- Name of the exhibition: E&E Congress 2024
- Transport mode
- Truck/AWB (Air Waybill)/Sea-Waybill/Tracking number
- Weight of the shipment (btto/ntto kg)
- Dimensions (L X W X H cm)
- Soft copies of transport/customs documents
- Exhibitors name Hall and booth number
- Date of required booth delivery
- Responsible persons with phone numbers at the booth

To avoid problems with your shipment pls. send us the customs documents and AWB, B/L (Sea Waybill) drafts for checking before shipping!

CARGO ARRIVAL DEADLINES



To guarantee in time delivery of your consignments on the venue below deadlines have to be met:

Airfreight arrival at Budapest Liszt Ferenc Airport between 03-07.06.2024

Roadfreight via Advanced Warehouse from EU/non EU country

- for non EU shipments arrival at Schenker terminal between 03-07.06.2024
- for EU shipments arrival at Schenker terminal between 01-14.06.2024
- direct deliveries to showsite, agreed in advance 18.06.2024

Advanced Warehouse Address: Schenker Ltd., Fairs Dpt.
Leshegy str. 30., Building DC4
HU-2310 Szigetszentmiklós

Courier shipments from EU/non EU country

- arrival at Schenker advance warehouse between 03- 14.06.2024

Sea freight (LCL, FCL) arrival at Budapest terminal between 03-07.06.
(OOG shipments need separate arrangement)

Waybill Addressing

Consignee (and notify when needed) by AWB (Air Waybill), B/L and Groupage transport: SCHENKER Ltd.

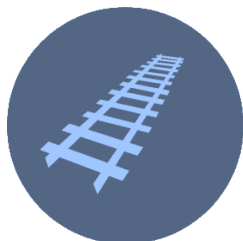
2310 Szigetszentmiklós, Leshegy utca 30. Building DC 4. – HUNGARY

Consignee on CMR for direct deliveries at the Millenáris site from the EU:

..... (Shipper's company name and address) c/o Schenker Kft. ,

Name of the event: E&E Congress 2024

1024 Budapest, Kis Rókus str. 16-20., Hall: Booth:....



INSTRUCTION & OTHER DETAILS ON DOCUMENTS FOR CUSTOMS CLEARANCE

If the goods are coming from a non EU country and customs clearance is needed, the **address on the pro-forma invoice** should be like down below:

Consignee

Schenker Ltd.
Leshegy str. 30.
H-2310 Szigetszentmiklós
c/o E&E Congress 2024

Notify party

Name of Exhibitor
c/o E&E Congress 2024
Hall: Booth:

Please pay attention on the customs documentation to be properly filled and fully presented, on time.

For temporary entry we strongly suggest to use **ATA Carnet in order to secure a smooth process of clearance**.

For **temporary entry**, documents must be stated as „**No commercial value! Value for Customs purposes only. Free of charge**”.

By temporary clearance with pro-forma invoice a **customs deposit** is required for full covering of calculated import duties and taxes. The deposit will be refunded when shipment leaves EU territory - or will be imported - in a proper way.

By **final customs clearance** for promotional materials please declare on the invoice that: „**Free of charge, the goods will be used for promotional purposes and will be consumed or distributed free under the visitors of the event and will not be sold.**”
Import duties and taxes are to be paid before starting of the clearance!

Customs may open any boxes or other items therefore we strongly recommend to secure the crates with cable ties to prevent the need to break locks.

Please also note, a lot of product groups (electrical goods, toys, pressure equipment machinery, medical devices, etc.) have to show CE marking. The directives requiring CE marking you can see under: https://en.wikipedia.org/wiki/CE_marking

Please use our attached Combined Pro-forma invoice/Packing list forms in every cases!

This document should be completed per shipment and should include all exhibitions materials within the shipment as well as detailed information of all items within each box & package:

- Detailed description of each item within each package including chemical or hazardous substances as well as make and model information
- Total value and unit value of each item
- Weight and dimensions of each item
- Identification numbers (production/serial numbers) of returnable items (machines, tools, instruments etc.)
- customs tariff code (H.S.)
- Package numbers/marks

Importing products of animal,plant origin,hunting accessories & cultural goods

For the above items as a first step we have to check with the relevant authorities the required permits. In certain cases –depending on the nature of the item or the country of origin – more than one type of permit may be required.Certain types of documents may need to be aquired before a permit is applied for or before entry to Hungary or the European Union. For permit applications we will be happy to assist you.

COURIER SHIPMENTS

It is not recommended to use a courier service for shipping your goods to the venue because of the uncertainty of the customs clearance process. In case of sending a courier shipment, please be sure to send us a pre-advice with the full details of the shipment:

- Courier company
- Number of pieces
- Tracking number
- Proforma invoice/packing list

Please note that customs clearance in most cases won't be done by courier companies without a detailed order given by Schenker Hungary and in many cases the import duties are to be paid by Schenker Hungary even if transport conditions are DDP. Please ask for quotation and instructions before shipping.



General information about importation of food, goods of animal origin, pharmaceuticals, alcohol, endangered species, products with medical character

a) Plants/flowers/fruits/vegetables

A phytosanitary certificate issued in the country of departure must accompany above mentioned goods.

b) Protection of endangered species

The Washington Agreement for the protection of endangered species and wildlife is always applicable in respect of so-called “exotic Animal and Plant products”

c) Pharmaceuticals/products with medical character

Pharmaceuticals as well as products with medical character trait are prohibited to be imported as they are considered as medicine

d) Alcoholic beverages

For the importation of alcoholic beverages **in a very limited quantity** following details need to be listed on documents

Bottle capacity, percentage of alcohol, total number of bottles, total amount of litres, kind of article (whisky, beer, liqueur...)

e) Products of animal origin

(e.g. honey, milk products, products containing eggs, all kind of meat)

It is mandatory to have public health- veterinary certificate for all products which are of animal origin. Border Control at the first European border by veterinary office is binding. For those kind

of goods there are special packing instructions (e.g. labelling, description of ingredients, eat by-date)

Please always check import possibilities with us before shipping!

REQUIRED DOCUMENTS ACCORDING TO MODE OF TRANSPORT

ROAD TRANSPORT

1 copy CMR or Delivery Note,T-1 or ATA Carnet

1 copy Combined proforma Invoice and Packing List or ATA Carnet

AIRFREIGHT

1 copy Master Air Waybill (MAWB) and 1 House Air Waybill (HAWB)

1 copy Combined proforma Invoice and Packing List or ATA Carnet

MAWB instructions:

Shippers: Schenker or other logistic company

Consignee: Schenker Ltd. Leshegy str.30, H-2310 Szigetszentmiklós

Notify : leave it empty

HAWB instructions:

Shippers: customer

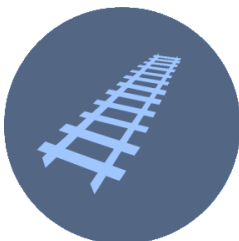
Consignee: customer incl. Exhibition name

Notify: leave it empty

SEAFREIGHT

1 Seawaybill – Non negotiable / Express Released

1 copy Combined proforma Invoice and Packing List or ATA Carnet



CASE MARKING & PACKING

All wood packing material used in the shipping of freight to Hungary must comply with current ISPM15 regulations. All wood packing material must clearly bear the markings confirming it has been treated in accordance with ISPM 15 regulations.

The packaging primarily has to protect the goods! All boxes and pallets must have a label filled completely and securely attached to a minimum of two sides of the collis.

All labels must show following information:

- Name of the Exhibitor
- Name of the Event 2024, Budapest, Hall & Booth number
- Number of cases/pieces
- Gross weight (kg), measures (L x W x H in cm)

Schenker Ltd. will not take any responsibility for goods not packed and marked the proper way!

CARGO INSURANCE



It is the responsibility of the participants to ensure that they have adequate Insurance for their goods whilst in transit to and from the venue, whilst there and/or in storage and also in transit to other destinations. Schenker Ltd. Can provide competitive cargo insurance upon written request.

DANGEROUS GOODS



Items considered dangerous Goods should be accompanied by the correct IATA/IMDG hazardous Goods Declarations and Material Safety Data Sheets. Schenker must be informed in advanced and the documents covering items considered hazardous for transport must be sent in advance of its arrival in Hungary. Any item such as adhesives, batteries, paints, glue's could be considered dangerous for transport and should be checked with your freight agent or Schenker prior to dispatch.

ONSITE HANDLING FOR EXHIBITION GOODS

Schenker Fairs & Events will be present onsite during the whole period and will provide all handling onsite with forklifts, pallet jacks etc. Specific lifting equipment (high capacity forklifts, heavy machine moving tools, scissor lifts etc.) can be provided on request. Please place any onsite handling order by e-mail to our general e-mail address: schenker.expohungary@dbschenker.com

Unloading / delivery to booth can be arranged only from the 1st day of the defined building days. Schenker Ltd. will start the (written) ordered logistical services, if the exhibitor or stand-builder or another authorized representative is present. Without them, services will not take place, the goods will be taken to a secure storage area if Schenker Ltd. gets a written order about warehousing.

Ordering any equipment or on site logistic services from Schenker Ltd. (forklift, hand-forklifter, etc...) is possible by filling the valid order form, and sending it in advance, signed and stamped.

DRIVE IN WITH TRUCKS

Pls. Instruct your carrier, don't enter the venue site before contact the Schenker Team because of unloading/loading. Our team will inform the driver about entry gate and waiting place for near the venue.

In Budapest the traffic of big trucks is limited. To get to the venue site with trucks over 12 tons total permitted weight, a special drive-in licence is needed, which can be arranged by Budapest Traffic Center (BKK) by the transport company. If you are not able to get this licence, we can provide an escort service based on a prior agreement.

HANDLING OF EMPTY PACKAGES

Handling of **empty packaging** and **full goods** should be done according to a prior agreement.

All kind of packaging material made of paper, plastic, wood, metal, etc... will be handled as empty packing material. After marking them with labels by the exhibitor Schenker will take only the labelled items and return them at an agreed time. The unmarked items will be thrown away.

Equipments, stand building materials, all kind of parts, tools, machines (lifters, carts, etc. will be handled as full goods. Take over and return is made only from-, and to directly the hand of Client. Timing is discussed and agreed prior to job. Hand over is verified with signature.

Labels for marking, can be taken from Schenker team members visiting your booth. Unused ones should be returned.

UPLOADING AND LEAVING

Loading and exit from the venue is allowed only with settled Schenker invoices.

Schenker Ltd. is not responsible of damage / lost / theft of goods, which are left unattended at the booth.

TERMS AND CONDITIONS OF PAYMENT

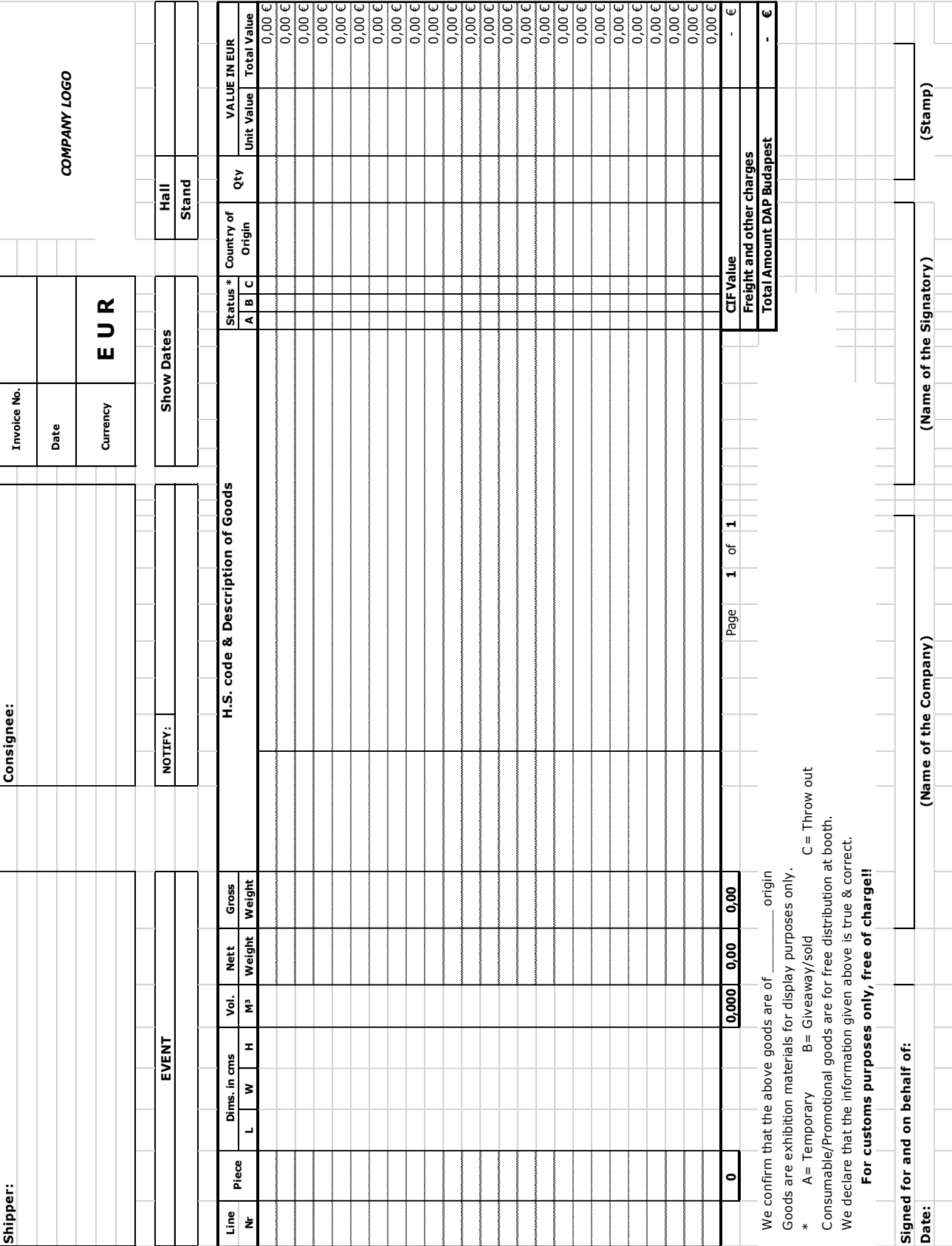
All invoices containing the prices of the local logistical services, will be issued by Schenker Ltd and needs to be paid in advance.

ATTACHMENT 1

COMBINED PROFORMA INVOICE AND PACKING LIST



COMBINED PROFORMA INVOICE & PACKING LIST



For customs purposes only, free of charge!!

(Stamp)

ATTACHMENT 2

QUOTATION/ORDER FORM FOR ON-SITE LOGISTICS SERVICES



REQUEST OF QUOTATION / ORDER E+E Congress 2024

- document should be returned to schenker.expohungary@dbschenker.com

BASIC INFORMATION									
EXHIBITOR (NAME)						VAT NUMBER			
ADDRESS									
BANK ACCOUNT NUMBER:									
RESPONSIBLE CONTACT PERSON						TEL / E-MAIL			
RESPONSIBLE CONTACT PERSON AT EXHIBITION / BOOTH						TEL / E-MAIL			
BUILDING / HALL						STAND / BOOTH			
COST BEARER (In case the Payer is not the same as the Exhibitor)									
NAME:						VAT NUMBER:			
BILLING ADDRESS:						BANK ACCOUNT NUMBER:			
TEL:				E-MAIL:				SIGNATURE: (with stamp)	
LOADING / REQUESTED SERVICES / TASKS (pallet, box, crate, machine, etc...)									
Item and device to be handled				volume / weight [kg]			Dimension [cm] (length x width x height)		
1		crane <input type="checkbox"/> forklifter <input type="checkbox"/>							
2		crane <input type="checkbox"/> forklifter <input type="checkbox"/>							
3		crane <input type="checkbox"/> forklifter <input type="checkbox"/>							
4		crane <input type="checkbox"/> forklifter <input type="checkbox"/>							
5		crane <input type="checkbox"/> forklifter <input type="checkbox"/>							
OTHER JOBS (pallet, box, crate, machine, etc...)									
Labourer		Date		from (hour:min)			till (hour:min)		
Hand-forklifter		Date		from (hour:min)			till (hour:min)		
Other mechanical tool / vehicle (tractor)		Date		from (hour:min)			till (hour:min)		
Empties to be handled				YES <input type="checkbox"/> NO <input type="checkbox"/>		Packing requested at dismantling			
						YES <input type="checkbox"/> NO <input type="checkbox"/>			
Unloading to Stand / Booth (date)						Uploading from Stand / Booth (date)			
Requested work at stand / booth with machines or vehicles (date)									
Other / Remark:									

We look forward to
serving you.

