

Exhibitor Manual 2018



Exhibition ResearchPharm[®] Accompanying the 11th PBP World Meeting

Date 19 – 22 March 2018

Venue **Exhibition and Conference Centre Granada**

P.E.C.G.

Palacio de exposiciones y congresos Granada
Paseo del Violón, S/N
18006 Granada
Spain



CONTENTS

Exhibitor Manual 2018.....	1
1 The exhibition	3
2 Venue and date.....	3
3 Timetable of site operation	3
4 Contact for exhibitors during the show	4
5 Contact for stand design and optional extras	4
6 Additional rental furniture	5
7 Customized design stands	6
8 Electrical installations.....	6
9 Plants and flowers.....	6
10 Cleaning services.....	6
11 Internet.....	7
12 Shipping information/Freight forwarding.....	7
13 Set up and break down instructions	9
14 Additional workers for set up and break down	10
15 Security.....	10
Exhibitor registration.....	11
1 Exhibitor badge information	11
2 Exhibitor registration form	11
Registration form for exhibitor badges	12
Exhibitor marketing tools	13
1 Exhibitor description for print and online listings (including in your stand space).....	13
2 General sponsoring options	13
Accommodation and travel	14
1 Hotel accommodation	14
2 Travel.....	14
Appendix package label	16
Appendix DB Schenker	18

1 The exhibition

ResearchPharm[®] accompanying the 11th World Meeting on Pharmaceuticals, Biopharmaceutics and Pharmaceutical Technology

2 Venue and date

Date: 19 – 22 March 2018
Venue: P.E.C.G. Palacio de exposiciones y congresos Granada
(Exhibition and Conference Centre Granada)
Website: www.pcgr.org

Address:

P.E.C.G.
Palacio de exposiciones y congresos Granada
Paseo del Violón, S/N
18006 Granada
Spain



3 Timetable of site operation

Receipt of freight and set-up of exhibits	Sunday, 18 March	08:00 h – 18:00 h
Registration badges	Sunday, 18 March Monday, 19 March	15:00 h – 18:00 h starting at 10:00 h
Opening ceremony congress	Monday, 19 March	13:00 h – 14:30 h
Welcome reception in the exhibition area	Monday, 19 March	18:00 h – 19:30 h
Opening days and hours congress centre	Monday, 19 March Tuesday, 20 March Wednesday, 21 March Thursday, 22 March	08:00 h – 18:00 h 08:00 h – 18:00 h 08:00 h – 18:00 h 08:00 h – 20:00 h
Opening days and hours exhibition	Monday, 19 March Tuesday, 20 March Wednesday, 21 March Thursday, 22 March	10:00 h – 17:00 h 09:00 h – 17:00 h 09:00 h – 17:00 h 09:00 h – 17:00 h
Dismantling	Thursday, 22 March	17:00 h - 20:00 h
Dinner event at restaurant La Mamunia	Wednesday, 21 March	19:15 h – 01:00 h

The participants of the congress have free access to the exhibition the entire day. However rush hour will be during the coffee and lunch breaks.

4 Contact for exhibitors during the show

Ms. Antonia Herbert from APV will be present on site from 18 March until 22 March 2018.

Contact Details:

Antonia Herbert
E-mail: ah@apv-mainz.de
Phone (only before show): +49 6131 9769 90
Mobile (during the show): +49 176 3865 2189

5 Contact for stand design and optional extras

Responsible for catering for your booth

We have an exclusive service for any catering related services.
You may contact for any request ABADES.

Contact person: Blanca Romero
E-mail: bromero@abades.com
Phone: +34 958 125 418/ +34 626 877 232

Responsible for audio visual equipment (LED TV booking, DVD player, blue-ray player, laptops) **and electrical needs** (electrical boxes, lightning):

Booth contractor RCK
Contact person: Jose Vicente López or Alejandro Braian
E-mail: Jose.vicente@rck.es or comercial@rck.es
Phone: +34 958 246 700

Responsible for stand design or signage, furniture and handling on site:

We have an exclusive service for any stands services. You may contact for any request RCK.

Booth contractor RCK
Contact person: Jose Vicente López or Alejandro Braian
E-mail: Jose.vicente@rck.es or comercial@rck.es
Phone: +34 958 246 700

Deadline for ordering is 16 February 2018.

If you are order on site - later than 48 hours before the start of the event, RCK will charge a fee of 30 % of the price.

6 Additional rental furniture

If you have ordered a complete rental stand and furniture package, the following stand construction is included:

Rental Stand

- stand partition walls
- fascia board with company name
- grey carpet
- lighting
- electrical distribution box (with a differential switch of 25 A with magnetothermic of 10 A for lighting and a 20 A twin socket)



RCK



or
Ref 47



Exhibitor furniture package

- 1no. reception counter (the first 40 furniture package will get ref 23, afterwards ref 47 is included)
- 1no. medium round table
- 3no. chairs and
- 1no. waste bin



Rental stand

Furniture package

Modular stand built by RCK

- The modular stands, panels and any other material provided by the RCK must be returned in the same good condition as originally provided. Any damage will be charged to the exhibitor.
- It is not permitted to paint or place advertising material at the congress centre walls. In cases where it might be necessary to fix material on the floors it must be done with an approved double faced tape that can be easily removed. The exhibitor is responsible for its removal.
- It is equally forbidden to place screws or holes in walls or floors.
- Once the building of the stand is completed in accordance with instructions received by the exhibitors or its representatives any modification will have to be agreed with the RCK and any cost borne by the exhibitor.

Modular stand will built by RCK on Saturday, 17 March 2018.

If you are not sure whether you have booked a rental stand, please get in touch with Antonia Herbert: ah@apv-mainz.de. Even if you have not booked one yet, you still will be able to book a rental stand until **16 February 2018** at the latest.

Additional furniture and extras

Furniture can be also booked directly with RCK. **Deadline for ordering is 16 February 2018.**

Please find the catalogue for furniture and extras and the price list below the link:

<http://www.researchpharm.org/researchpharmr/stand-optionscosts/>

7 Customized design stands

Exhibitors who create their stand by themselves (customized design stands, not rental stand) have to send the plan and layout of the stand (incl. dimensions) to the booth constructor RCK: jose.vicente@rck.es and comercial@rck.es until **19 February 2018**. The stands have to be approved by the architect before the building-up. The fee for this is 7.00 € per sqm. It is not allowed to set up a stand without the approval of RCK. It is only necessary if you are using your own materials, carpet, walls, builders etc. Pop up stands do not need any approval.

It is very important to have your stand design checked and approved before your set-up, if you bring your customized stand with you. Otherwise it may not be accepted.

- Any tape used to stick floor covering must be authorized by the RCK previously to its use the removal and cleaning of this material is the responsibility of the exhibitors. The tape should not leave residues.
- Any design stands that exceed 2.50 m height must be left painted or covered when they are next to other stands and might affect adversely their appearance.
- The exhibitors have to leave the space as it was handed to them. They will be responsible for any damages they may cause.

8 Electrical installations

If you have booked a rental stand, electrical connection electrical distribution box (with a differential switch of 25 A with magnetothermic of 10 A for lighting and a 20 A twin socket) will be included in your stand package.

If you do not have booked a rental stand, please order your power needs directly through RCK Jose Vicente López, e-mail: Jose.vicente@rck.es, phone: +34 958 246 700.

9 Plants and flowers

Please get in touch with Maria Abril (maria.abril@rck.es).

10 Cleaning services

The price of the lease includes basic cleaning of the venue during and after the event. The standard cleaning service does not include any difficult and/or unusual cleaning, e.g. confetti cleaning, cleaning up after catering facilities, removing scraps after installations and removals. You will need to hire extra cleaning during the set up days and the congress duration if you want a complete cleaning service.

Any **additional cleaning, needs to be ordered and paid additionally** e.g. stand cleaning, cleaning after stands built up/disassembly (in particular, removing all large-size wastes, e.g., cardboards or similar materials, from the premises), exhibition waste disposal. The price of the cleaning is 18.00 € per hour. **Deadline for ordering is 09 March 2018**

For any cleaning enquiries, please contact
Antonia Herbert Phone (only before show): +49 6131 9769 90; E-mail: ah@apv-mainz.de

11 Internet

Internet of 200 mb is free of charge. WLAN will be kindly sponsored by

Username: BIOGRUND
Password: BIOGRUND



12 Shipping information/Freight forwarding

Please note that the **Exhibition and Conference Centre Granada do not accept any deliveries.**

With the exception of goods carried by hand or transported on a trolley, transporting goods within the Exhibition and Conference Centre Granada is only possible with our freight forwarding partner: **DB Schenker.**

Please note that deliveries and removals within the building may only be carried out by our official forwarder. Please ensure that advance shipments are sent to the warehouse of DB Schenker, and are marked with the name of the event.

Please contact our official forwarder DB Schenker and use their **storage/delivery/collection facilities.** For delivery from the warehouse to the congress center and back incur additional costs. **Additional fees will be charged** by DB Schenker.

Forwarding agency

Our official forwarder is **DB Schenker**, please contact Mr Buchenau with all matters related to transport/shipping or storage handling directly:

Schenker Deutschland AG
Office Frankfurt/Main
Fair Logistik International
Langer Kornweg 34 E
65451 Kelsterbach
Germany

Wolfgang Buchenau
Phone: +49 6107 74 555
Fax: +49 6107 74 556
Mobile: +49 160 97425284
Email: wolfgang.buchenau@dbschenker.com
www.dbschenker.com/de

DB Schenker is only a recommendation. The decision is up to you, whom forwarder you prefer. **We are not responsible for any arrangements you agree on with DB Schenker or other selected forwarder.**

Please make sure to send your material on time. Due to customs it might take a bit longer. Please inform yourself about delivery time, documents you need etc. **Please send your goods not before 12 March 2018 to the advance warehouse in Granada.** A short overview with more details of the service of DB Schenker is given in the appendix.

DB Schenker transports parcels/package from the warehouse to the congress centre on **Sunday, 18 March 2018 from 08:00-18:00 h** and back to the storehouse on **Thursday, 22 March 2018 from 17:00-20:00 h.**

It's very important to mention on the labels the following information in the red box below:

All shipments should be sent to the storehouse from DB Schenker to the following address:

**DB Schenker
Huéscar, Nave 16
Pol. Ind. Juncaril
18210 Peligros (Granada)
Spain**

Please inform Wolfgang Buchenau about your shipment

Phone: +49 6107 74 555
Fax: +49 6107 74 556
Mobile: +49 160 97425284

All packages should be clearly marked as follows:

- Congress event: Exhibition Goods for ResearchPharm
- Date of the event: 19-22 March 2018
- Please number the packages (1 of...../ 2 of...../ 3 of..... etc).
- Sender/company name of exhibitor
- Floor and stand number

Please arrange the shipping in advance and clearly mark your packages (see above).

More information about Shipping Guidelines & Official Handling Tariff of DB Schenker can be found in the appendix.

Any materials remaining in the facility after Thursday, 22.03.2018 20:00 h will be re-routed or stored at the warehouse to await disposition at exhibitor's expense.

The exhibitors will be responsible for the transfer of the packages to **his stand and in return.**

13 Set up and break down instructions

To facilitate the work in the best possible conditions:

- The Congress Centre is not equipped with a raised loading bay. The goods entrance door communicates directly with a large **goods lifts, 5 m length x 2.10 m wide x 2 m high. Max load 10.000 kg.**
- The exhibition is situated in level 1 and 2.

Receipt of freight and set-up of exhibits	Sunday, 18 March	08:00 h – 18:00 h
Dismantling	Thursday, 22 March	17:00 h - 20:00 h

In order for the build up period to run effectively, the following must be in place:

1. You must have a representative on site to manage the event build-up.
Please inform Antonia Herbert (ah@apv-mainz.de) of the representative until 28 February 2018.
2. No access or deliveries will be accepted prior to the tenancy time as stated in the timetable (p. 3).
3. You must have a representative available to check and sign for any deliveries related to your event.
4. You and all your contractors must be clearly badged (see p. 10/11). The contractor gets a badge at the registration desk on Sunday, 18 March 2018.

Normative

The exhibitors are free to decorate and equip their stand always respecting the conditions indicated below:

- It's forbidden to make holes or insert screws into the modular panels. The same applies to floors or ceilings. In the exhibition areas any damage caused to the installation or premises will be repaired and the costs will be the responsibility of the exhibitor.
- It's forbidden to put cables on the floor corridors or doors to avoid obstructions or accident to the persons assisting to an event. Any cables that may be authorised must be covered by protection-ramp and previously authorised by management and comply with protection laws and the pertinent legislation.
- The P.E.C.G. and the organizer will not accept any responsibility for loss or damage to the exhibitor's property. You must take your own precautions to protect the same.
- Without exception it will not be permitted to obstruct access to fire extinguishers or any other emergency signs or doors.
- Any decoration of stands should not exceed the size of the stand nor its height. The corridors must not be obstructed at any time.
- It's not permitted any advertising material that may offend other exhibitors or public morals

- Any publicity by amplified means must be maintained at a low level as not to cause annoyance to others and not must they interfere with any activities in the meeting rooms.
- In accordance with safety rules any materials other than printed material must be fire resistant.

Storage during the conference

We recommend you to contract the service of DB Schenker and use their storage/delivery/collection facilities.

Breakdown

The breakdown for all the exhibitors will take place from **17:00-20:00 h on Thursday, 22 March 2018**. The corridors must be maintained free of obstructions on **Thursday, 22 March 2018 at 20:00 h** so we can arrange general cleaning of common areas. After the agreed time, it will not be permitted to carry out any further work.

Once the Event/Congress has concluded any material that remains in the building, outside the purpose provided storage areas, will be considered unwanted and will be disposed of without any prejudice to the Granada Congress Centre. Any expenses incurred on its disposal will be borne by the Exhibitor.

Legal public responsibility by the exhibitor

The exhibitor is responsible for any damage caused to any third parties where this is caused by your own staff or any authorized person acting in your behalf.

14 Additional workers for set up and break down

If you require a helper during the show, or for the building-up and breakdown periods, in order to handle your goods, you can hire workers for 18 € per hour, minimum is 4 hours per day.

Please get in touch with booth contractor RCK

Contact person: Jose Vicente López or Alejandro Braian
E-mail: Jose.vicente@rck.es or comercial@rck.es
Phone: +34 958 246 700

15 Security

- The property on display, components or material stored that remain in our premises will do so under the responsibility of the exhibitor. The P.E.C.G. does not accept any responsibility for loss or damage.
- As a precautionary measure the P.E.C.G. recommends not to leave any small items, pc or similar objects that can be easily taken away.
- P.E.C.G. and the organizer will not accept responsibility for any loss occurred. We recommend you to take your own insurance to cover any eventuality.

We would also like to point out the **Terms and Conditions** that you have received with your application form as well as with the invoice, and are also accessible on our website: www.researchpharm.org.

Exhibitor registration

1 Exhibitor badge information

Included in your stand space are 3 passes (1 exhibitor batch, 2 full conference batches), which will be issued for up to 9 m² stand space.

The personalized **exhibitor passes** are issued for every person working at the stand. With the exhibitor pass you have only access to the exhibition area. Exhibitor badges will be required of all booth personnel for admittance to the exhibit floor prior to, during, and after the opening hours of the exhibition.

With the **full conference ticket** the participants have access to the whole conference as well as to the exhibition area.

The full conference batch and the exhibitor batch entitle you to attend the welcome reception on Monday evening, 19 March 2018 as well as the event dinner on Wednesday evening, 21 March 2018.

Badges must be picked up on site at the registration desk close to the main entrance, where each exhibitor will receive their individualized passes and/or the badges for the conference. Badges must be worn at all times.

2 Exhibitor registration form

Exhibitors are kindly required to fill in **form 1 (see next page)** and return it to APV [before 15 January 2018](#), as we shall prepare the badges in advance.

Registration form for exhibitor badges

Return to APV before 15 January 2018 by Fax: +49 6131 9769 90 or e-mail ah@apv-mainz.de

	Full conference pass			Full conference pass		
Salutation	Ms.	Mrs.	Mr.	Ms.	Mrs.	Mr.
Titel	Dr	Prof	others_____	Dr	Prof	others_____
First name						
Last name						
E-Mail						
Job Position						
Company						
Department						
Street						
Postal Code						
City						
Country						
Phone						

	Exhibitor pass		
Salutation	Ms.	Mrs.	Mr.
Titel	Dr	Prof	others_____
First name			
Last name			
E-Mail			
Job Position			
Company			
Department			
Street			
Postal Code			
City			
Country			
Phone			

Booth number and company name

Exhibitor marketing tools

1 Exhibitor description for print and online listings (including in your stand space)

Exhibitor catalogue is included in the printed programme

Online exhibitor list

A list of all exhibitors will be handed out to all participants of the conference as a leaflet and will also be available online at:

<http://www.researchpharm.org/researchpharmr/exhibitors-at-researchpharmr-2018/>

For the entry, please provide your company **logo with high-resolution** (min. 300dpi) until **31 January 2018** via e-mail to ah@apv-mainz.de (if not happened yet). We will update the homepage until the conference starts.

After consulting with Antonia Herbert (ah@apv-mainz.de) it is possible to send the entry later for the printed version. Please note that it depends on the printing date.

2 General sponsoring options

We have also prepared different attractive sponsorship packages for you to spotlight your company and your products. Increase your visibility and communicate your brand values to your target group in the pharma community before, during and after the meeting. You wish to support our conference? Please have a look at the sponsoring opportunities with various possibilities to contribute to this meeting. Our support structure offers you a variety of packages starting from 1,000.00 €.

1. Meeting bags
2. USB sticks **sold**
3. Lanyards **sold**
4. Water dispenser
5. Coffee breaks
6. Pens and notepads **sold**
7. Inlay of company brochure or promotional materials/giveaways in meeting bags
8. Advertising in the abstract book (half or full page)
9. Show program during the event dinner
10. Welcome reception
11. Open bar during the event dinner
12. Reception before the event dinner

More details can be found on <http://www.worldmeeting.org/home/sponsoring/>.

We can also arrange packages according to your wishes. If you are interested in any sponsoring option, please get in touch with Antonia Herbert: ah@apv-mainz.de.

Accommodation and travel

1 Hotel accommodation

The selection of hotel room accommodation of various types and categories have been negotiated at special rates and reserved for participants attending the 11th World Meeting.

[Please click here to have a look at the overview of hotels.](#)

Headquarter hotel

Barceló Carmen Granada****
Acera del Darro 62
18005 Granada

Website: www.hotelcarmen.com
Phone: + 34 958 25 83 00
E-mail: Carmengranada.res@barcelo.com

P.E.C.G. is located only 500 m from the hotel.
Rooms are available from 16 to 23 March 2018.

- single room 130.00 € per night
- double room 150.00 € per night

Price rate is available until 16 January 2018.
Please note that the amount of rooms is limited.

2 Travel

How to get to Granada by Airplane:

You have two airport options to consider when booking your flights:

Federico García Lorca Granada- Jaén Airport

Also known as Granada Airport (airport code: GRX), this is the most convenient option in terms of location. It is a small airport with only several flights in and out each day, most of which connect through Madrid (with Iberia) or Barcelona (with Vueling). If you're coming in from outside Spain, it is unlikely you will be able to fly direct to Granada.

Transfer Options

National Express ALSA provide an airport shuttle. Departures from Granada Airport to Granada city take place approximately 20 minutes after the arrival of each flight. Stops include Puerta Real Cortes Ingles and Granada Congress Centre. The journey will take approximately 45 minutes.

The cost is €2.90 per journey and you can purchase a ticket on board the bus, at ALSA sales desks, or through the ALSA website. Taxis are also available and the approximate fare to Granada city is € 25-30.

We recommend you book in advance to avoid waiting:

- Car (up to 4 people): € 28
- Minivan (up to 7 people): € 35
- To book, please contact Jose Antonio Salguero Martín at Transfers H. Lux by email or phone +34 617 375 319.

If you wish to rent a car at Granada Airport to use during your stay, please visit the Granada Airport website for a list of Car Rental companies.

Málaga–Costa del Sol Airport

Also known as Pablo Picasso Airport (airport code: AGP), this is the most convenient option in terms of available flights. It is the fourth busiest airport in Spain after Madrid-Barajas, Barcelona and Palma de Mallorca. However, the airport is 139 km / 86 miles from Granada.

Transfer Options

National Express ALSA provide an airport shuttle. There are seven daily scheduled departures from Malaga Airport direct to Granada city (08:30 / 10:45 / 11:00 / 11:30 / 16:00 / 18:30 / 20:45; check website to reconfirm). The journey time to Granada is approximately 2.25-2.5 hours. The drop off location is Granada Bus Terminal (Estación de Autobuses de Granada) located at Avenida de Juan Pablo II, s/n, 18014 Granada.

The cost is either €11.43 or €13.72 depending on the specific time/route selected. You can purchase a ticket on board the bus, at ALSA sales desks, or through the ALSA website.

Taxis are also available and we recommend you book in advance to avoid waiting:

- Car (up to 4 people): about € 170
- Minivan (up to 7 people): about € 230
- To book, please contact Jose Antonio Salguero Martín at Transfers H. Lux by email or phone +34 617 375 319

If you wish to rent a car at Málaga Airport and drive to Granada, please visit the Málaga Airport website for a list of Car Rental companies.

Information kindly provided by the Granada Convention Bureau (C/ Virgen Blanca, 9 18071 Granada | Teléfono 958-535761 | Fax 958-536973 | Email: granadacb@granada.org).

Car park

More information about car parking can be found below the link:

<https://www.pcgr.org/en/services/parking/>

Appendix package label

All shipments should be sent to the storehouse from DB Schenker to the following address:

**DB Schenker
Huéscar, Nave 16
Pol. Ind. Juncaril
18210 Peligros (Granada)
Spain**

Please get in touch with Wolfgang Buchenau

Phone: +49 6107 74 555

Fax: +49 6107 74 556

Mobile: +49 160 97425284

All packages should be clearly marked as follows:

- Congress event: Exhibition Goods for ResearchPharm
- Date of the event: 19-22 March 2018
- Please number the packages (1 of...../ 2 of.... / 3 of..... etc).
- Sender/company name of exhibitor

Please send your goods not before 12 March 2018 to the advance warehouse in Granada.

DB Schenker transports parcels/package from the warehouse to the congress centre on **Sunday, 18 March 2018 from 08:00-18:00 h** and back to the storehouse on **Thursday, 22 March 2018 from 17:00-20:00 h**.

Please arrange the shipping in advance and clearly mark your packages (see above).

Sender:

Recipient:

DB Schenker
Huéscar, Nave 16
Pol. Ind. Juncaril
18210 Peligros (Granada)
Spain

Exhibition goods for ResearchPharm

Date of the event: 19-22 March 2018

Please number the packages

(1 of: .../ 2 of.../ 3 of... etc): _____

Name of exhibitor: _____

Floor and stand number: _____



Appendix DB Schenker

Shipping Guidelines &
Official Handling Tariff

Schenker Deutschland AG
Office Frankfurt/Main
Fair Logistik International
Langer Kornweg 34 E
65451 Kelsterbach
Germany

Wolfgang Buchenau

Phone: +49 6107 74 555
Fax: +49 6107 74 556
Mobile: +49 160 97425284
E-mail: wolfgang.buchenau@dbschenker.com

www.dbschenker.com/de



DB SCHENKER *Fairs & Events*



RESEARCH PHARM 2018 – Granada
19.03.-22.03
Official Handling Tariff

Build up day: 18.03.2018

SHIPPING & HANDLING INSTRUCTIONS

Pre-Alert & Enquiry Contact Information

<p><u>OVERALL COORDINATION:</u> Schenker Deutschland AG DB SCHENKERfairs Langer Kornweg 34 E 65451 Kelsterbach GERMANY</p> <p>Name: Wolfgang Buchenau Tel.: +49-6107-74 555 E-Mail: wolfgang.buchenau@dbschenker.com Fax: +49-6107-74 556</p>	<p><u>LOCAL PARTNER IN SPAIN:</u> DB Schenker Huéscar , Nave 16 Pol.Ind. Juncaril 18210 Peligros (Granada) SPAIN</p> <p>Name: José Tost Tel.: +34 93 482 01366 E-Mail: jose.tost@dbschenker.com</p>
<p><u>Warehouse:</u> Schenker Deutschland AG - Messe & Spezialverkehre Langer Kornweg 34 E - Tor 15 - 65451 Kelsterbach (Germany)</p>	

1 VIA ADVANCE WAREHOUSE

From received our warehouse Kelsterbach to delivered exhibition stand or vice versa

**€ 33.00 per 100kg
(Minimum charge 1cbm)**

*Deadline for arrival to advance warehouse:
Kelsterbach: 08.03.2018 (german exhibitors)
Granada:12.03.2018*

*Opening times warehouse:
09:00 - 17:00hrs*

INCLUDING	EXCLUDING
<ul style="list-style-type: none"> ▪ Loading / unloading of trucks at Schenker advanced warehouse ▪ Documentation fees ▪ Storage in advanced warehouse; 2,00€/100kg/per day (5 days before deadline included) <ul style="list-style-type: none"> - Minimum 1cbm ▪ Waiting time (1 hr free ; € 65,00 / hour thereafter) ▪ Based on normal working hours Monday to Friday 08:00 to 20:00 hrs ▪ 1 cbm = 333kgs 	<ul style="list-style-type: none"> ▪ Additional requirements by ES authorities (e.g. permits or seals) ▪ Secondary positioning at venue ▪ Palletizing of loose cargo ▪ Special permits for deliveries ▪ Additional hours for loading / unloading ▪ Any waiting times of trucks beyond our control ▪ Weekend or Overtime Working ▪ Any 3rd party charges + 10% ▪ Any additional services not mentioned in the description ▪ Freight charges

2 ONSITE HANDLING

2.1 Labour & Plant Hire for positioning, erecting and construction

Hand Pallet Jack (2,5 tonne)	€ 35.00 per hr (2hr Minimum)
Labour (Unskilled)	€ 48.50 per hr (4hrs Minimum)

2.2 On Site Storage

Empty Case Storage	€ 50.00 per cbm / min 2 cbm
Full Case Storage	€ 65.00 per cbm / min 2 cbm

2.3 Customs Clearance

Temporary / definitive Import	up on request
--------------------------------------	----------------------

3 SURCHARGES/FEES/OPENING TIMES

Weekday overtime (20:00 – 08:00) & Saturday overtime (08:00-20:00)	50%
Saturday (18:00 – 24:00), Sunday and national holidays	50%
Late arrival surcharge, arrival after deadline	100 %
Consignment Service Charges	€ 65.00 per shipment each way

4 GENERAL TERMS

All our business is transacted exclusively on the basis of the German Freight Forwarders' Standard Terms and Conditions (ADSp), most recent edition, and, to the extent these do not apply to logistics services, in accordance with the General Terms and Conditions for Logistics (Logistik-AGB).

Under Clause 23 ADSp, liability for damage/loss to goods according to § 431 HGB (German Commercial Code) is limited to 5 EUR/kg whilst in the custody of the freight forwarder; to 2 SDR/kg (Special Drawing Rights) for multimodal carriage incl. sea transport; to 1 million EUR or 2 SDR/kg per claim or to 2 million EUR or 2 SDR/kg per event, irrespective of the number of claims per event, in each case whichever is higher.

Clause 27 ADSp does not constitute an agreement for alternative maximum liability amounts as defined in Article 25 of the Montreal Convention.

In addition the Fair and Exhibition Conditions are applicable. The "Bundesfachgruppe Schwertransporte und Kranarbeiten (BSK)" terms and conditions are the basis for heavyload orders.

Forwarder's liability ends with the delivery of the goods at the booth and starts with the pick up of the packed goods from the booth only.