



# SHIPPING INSTRUCTIONS

IAAPA EUROPE 2021

BARCELONA

28 - 30 SEPTEMBER



Presented by :  
Agility Fairs & Events UK  
Dan Flower



## IAAPA EUROPE 2021

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**Agility Fairs & Events** have been appointed by the show organisers **IAAPA** as the sole official freight, customs and onsite handling contractor for the **IAAPA EUROPE 2021** event which will be held during **28 – 30 September, 2021** at **FIRA Barcelona, Spain**.

We provide specialised freight forwarding services and transportation arrangements for exhibit materials, including on-forwarding after the event. Our main aim is to ensure that you and your show teams receive the very best freight and handling assistance in the run up to, during and after the event.

The following instructions are provided to assist you in the planning of your exhibition shipping arrangements. Please read carefully.

### **During the event:**

Agility Fairs & Events will be available on site during the build-up & pull-down period via our on-site office. Key staff will be on site and will have mobile phones; details will be provided in due course.



All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)



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### Advance warehouse address:

RESA EXPO WAREHOUSE  
C/O IAAPA EUROPE 2021  
Exhibitor name:  
Stand No:  
C/Botanica, 62 – Fire Gran Via  
Acceso 4  
08908 Hospitalet, Barcelona

### IAAPA 2021

Exhibitor name.....  
Hall .....  
Stand number.....

### Notify:

Agility Fairs & Events Logistics Ltd  
Tel: +44 (0) 843 227 2032  
Fax: +44 (0) 843 227 2033

### Direct to venue address:

RESA EXPO WAREHOUSE  
C/O IAAPA EUROPE 2021  
Exhibitor name:  
Stand No:  
C/Botanica, 62 – Fire Gran Via  
Acceso 4  
08908 Hospitalet, Barcelona

### IAAPA 2021

Exhibitor name.....  
Hall .....  
Stand number.....

### T1 DOCUMENT / CUSTOMS POINT FOR TRUCK TO STOP:

**CELL 8:** Truck stop here and driver takes T1 to this office.

GIRONES NADAL (Broker)  
Carrer Nord, 9 – Office 302  
1770 La Jonquera – Spain  
CIF/VAT (GIRONES) ESB17625823  
GPS (GIRONES) 42.43020, 2.868249

**CELL 31:** (besides the description)

Event:\_\_\_\_/Exhibitor:\_\_\_\_/Hall No:\_\_\_\_/Stand No:\_\_\_\_

**CELL 53:** Destination Customs Code  
ES01741 BCN

### OFFLOADING / RELOADING

PLEASE ENSURE YOUR DRIVER REPORTS TO THE AGILITY SERVICE DESK  
INSIDE SHOW HALL – YOUR BOOKING REFERENCE WILL BE REQUIRED

Complete trucks should arrive the same day as you / your client require the goods to be delivered to the stand.

### Deadline for dispatch of documents (Pre-alerts)

To ensure no delays or undue inconvenience to customs clearance on arrival, please email copies of Order Form, CMR & pro forma invoices to Agility F&E well in advance to the arrival of shipments in Amsterdam to:

**Dan Flower – [Dflower@agility.com](mailto:Dflower@agility.com)**

Tel: + 44 (0) 207 069 5304

Fax: + 44 (0) 843 227 2033

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### Consignee:

RESA EXPO LOGISTIC / IAAPA 2021  
For: Exhibitor Name / Booth Number  
C/Botánica - Entrada Nr. 4  
Fira Gran Via  
08908 - L'Hospitalet  
Jorge Reina  
[operations@resaexpo.com](mailto:operations@resaexpo.com)  
Direct Tel.: +34932334110

### IAAPA 2021

Exhibitor name.....  
Hall .....  
Stand number.....

### Notify:

Agility Fairs & Events Logistics Ltd  
Tel: +44 (0) 843 227 2004  
Fax: +44 (0) 843 227 2033

Please send shipment / BL as “express release”.

### DOCUMENT REQUIRED

#### SEAFREIGHT

- 3 original copies of Form Pam (commercial invoice) & certified packing list
- 3 original surrendered of Bill of Lading
- 1 Marine Insurance policy (if insured)
- Certificate of Fumigation
- Standard Packing ISPM#15
- Packing Declaration

### Deadline for dispatch of documents (Pre-alerts)

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded well in advance to the arrival of shipments in Spain to Agility F&E  
Please email copies of Order form, Bill of lading, invoice, and packing list to for checking Prior dispatch to:

**Dan Flower – [dflower@agility.com](mailto:dflower@agility.com)**

Tel: + 44 (0) 207 069 5304  
Fax: + 44 (0) 843 227 2033

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### Consignee:

RESA EXPO LOGISTIC / IAAPA 2021

For: Exhibitor Name / Booth Number

C/Botánica - Entrada Nr. 4

Fira Gran Via

08908 - L'Hospitalet

Jorge Reina

[operations@resaexpo.com](mailto:operations@resaexpo.com)

Direct Tel.: +34932334110

### IAAPA 2021

Exhibitor name.....

Hall .....

Stand number.....

### Notify:

Agility Fairs & Events Logistics Ltd

Tel: +44 (0) 843 227 2032

Fax: +44 (0) 843 227 2033

### DOCUMENT REQUIRED

AIRFREIGHT / BARCELONA

- 3 original copies of Form Pam (commercial invoice)
- 2 copies to be attached to Airway Bill
- 1 copy to be emailed to PT Agility F&E
- 3 original copies of Certified Packing List
- 2 copies to be attached to Airway Bill
- 1 copy to be emailed to PT Agility F&E

Certificate of Fumigation.

Standard packing ISPM#15

Packing Declaration.

CARNET Is not required for show in Bonded Area

Description of goods on HAWB:

### Deadline for dispatch of documents (Pre-alerts)

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded well in advance to the arrival of shipments in Spain to Agility.

Please fax or e-mail, copies of Original documents: with freight (attach to Airwaybill), Order Form, Air-waybill & Pro Forma invoices to:

**Dan Flower – [dflower@agility.com](mailto:dflower@agility.com)**

Tel: + 44 (0) 207 069 5304

Fax: + 44 (0) 843 227 2033

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**Air Freight arrival Barcelona airport**

**3 working days prior** to date required on your stand



**Sea Freight arrival Barcelona port:**

**LCL: 10 workings days prior** to delivery to stand

**FCL: 5 working days prior** to delivery to stand



**Road Freight Arrival:**

**From 13<sup>th</sup> September → 23<sup>rd</sup> September\*\***

**Complete trucks should arrive the same day as you / your client require the goods to be delivered to the stand.**

**\*\*Any deliveries after the 23<sup>rd</sup> September will have to go direct to show site and the relevant tariff will be applicable.**

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### Customs Documents

ALL shipments from outside the European Union must be accompanied by customs documents.

Please see below to find out the documentation that is required.

Goods intended for display at **IAAPA Europe 2021** and return to the country of origin, at the close of the event, (such as graphics, products for display etc.) should be documented using:

#### EITHER:

An ATA Carnet

Please contact either our agent in your country or your local Chamber of Commerce to obtain

instructions for obtaining & completing an ATA Carnet.

#### OR:

A Pro-Forma Invoice (see template on the final page of this document)

This should be completed on your letterhead, addressed as follows:

#### IAAPA 2021

Exhibitor.....

Hall .....

Stand .....

The invoice should list all of your items with a value for each item, and also a total value at the bottom of the invoice. Please describe your items clearly.

Please remember the description

will have to be understood by people not familiar with your products. Invoice should clearly state that the shipment is a “temporary import”.

**All exhibits / materials entered under temporary importation are subject to control and examination by Spanish Customs. Goods under temporary entry cannot be sold during the show and any sales must be reported to Spanish Customs Authorities, otherwise heavy penalties may be incurred. Please contact Agility in the event that you may sell any temporary goods. Temporary & permanent materials must be packed separately, in different boxes.**

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### Customs Documents

ALL shipments from outside the European Union must be accompanied by customs documents.

Please see below to find out the documentation that is required.

Goods that will not be returning after the event (such as literature, give-away items or goods intended for sale during the event) should be documented using:

A Pro-forma invoice (see template on the final page of this document) This should be completed on your letterhead, addressed as follows:

#### IAAPA 2021

Exhibitor.....

Hall .....

Stand.....

The invoice should list all of your items with a value for each item, and also a total value at the foot of the invoice. Please describe your items clearly.

Please remember the description will have to be understood by people not familiar with your products. Invoice should clearly state that the goods are “giveaways”.

#### Final import items

Goods that will not be returning after the event (such as literature, give-away items or goods intended for sale during the event) should be documented using:

A Pro-forma invoice (see template on the final page of this document) This should be completed on your letterhead, addressed as follows:

#### IAAPA 2021

Exhibitor.....

Hall .....

Stand.....

The invoice should list all of your items with a value for each item, and also a total value at the foot of the invoice. Please describe your items clearly.

Please remember the description will have to be understood by people not familiar with your products. Invoice should clearly state that the goods are “giveaways”.

**Permanent entries can be done only for goods to be consumed during the show, such as; consumable, office material, giveaways, catalogues, etc. Any permanent entry is subject to payment of import duties and taxes, which will be calculated from the CIF value of the goods (CIF value = declared value + freight costs).**

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

### IAAPA 2021

c/o Agility Fairs & Events

Name of Exhibitor : \_\_\_\_\_

Stand Number: \_\_\_\_\_

Case Numbers: \_\_\_\_\_

Gross Weight/Net Weight: \_\_\_\_\_

Dimensions: \_\_\_\_\_

### HAND-CARRY SHIPMENTS

Overseas exhibitors are not encouraged to hand-carry exhibits which will be subject to customs clearance on arrival.

In event the exhibits are stopped at airport on arrival, exhibitors are required to handover the shipment along with the Invoice and Packing list to Customs Authorities at airport against issuance of Custody Receipt, Thereafter; handover the original Custody Receipt along with copy of invoice and packing list to us urgently for customs clearance. All charges for this urgent clearance shall be for account of the exhibitors.

### INSURANCE

It is recommended that all exhibitors should arrange a comprehensive cover for their goods which covers shipment to Barcelona , the period of display and which allows either return to the country of origin or an appropriate disposal period at the conclusion of the exhibition.

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### Packing & Labelling

We recommend you to design your packing carefully to minimize risks to your equipment. It is also advisable to use bolts, screws and hinges whenever possible if your cases are to be used for return or onward transport. Cardboard cartons should be avoided if they are intended for onward use.

Agility will not be responsible for damages / claims arising out of improper packing. Please remember that your goods may be loaded & offloaded several times en-route to **IAAPA Europe**.

To ensure your goods can be quickly located at site or during transit, please mark each case/carton as follows, on at least 2 sides:

YOUR COMPANY NAME

HALL & STAND NUMBER

**IAAPA 2021**

For: Agility Fairs & Events

Case number 1 of.....

### Couriers

The exhibition hall is not a permanent warehouse and therefore courier deliveries will be refused, unless the shipment is delivered during the tenancy period and the customer is present at the booth, in order to receive the parcels from his Transport Company and sign off the delivery outlay. We strongly recommend sending your courier to the warehouse delivery address. It has an additional cost but by doing so you make sure that your items arrive safely and on time to the event. No liability is accepted for couriers sent directly to the stand.

**Courier shipments are not recommended.**

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**The following products are restricted by Spanish Customs and cannot be shipped to the event in any case: foodstuff, 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 their country of origin. Please ask us before shipping.**

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The Packing List must give details of the number of packages, weight and measurement of individual package including shipping marks of the goods.

You can download a sample commercial invoice and packing list for use when shipping your goods to the show by clicking on the below **link**.

### **[Agility F&E Commercial Invoice & Packing List](#)**

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Thank you for reviewing our shipping instructions, we hope that it was helpful to you with the planning of your shipment and documents. It is our philosophy and belief that proper planning, accuracy of documents, and a proactive approach are all critical for a successful shipment to an exhibition.

As your exhibition freight forwarder, Agility Fairs & Events staff & team will be happy to assist you in all the necessary. If you have any further questions which have not been answered here, or require any other information about the show, please contact us at your convenience.

### Agility Fairs & Events

ExCeL Exhibition Centre  
One Western Gateway  
Royal Victoria Docks  
London, E16 1XL UK

### Show Manager

**Dan Flower**

**Email : [dflower@agility.com](mailto:dflower@agility.com)**

Tel: +44 (0) 207 069 5304

Fax: +44 (0) 843 227 2033

### Terms of Payment

Inward: Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice/prior to despatch of shipments

Overseas payments to be made by Telegraphic Transfer to our bank account:

Please note that credit will only be offered if you have an active credit account with **Agility Fairs & Logistics UK Ltd.**

Bank details of Agility Logistics Ltd and Agility Fairs and Events Logistics Ltd:- Barclays Bank Plc., Level 28, 1 Churchill Place, Canary Wharf, London E14 5HP

**Sort code: 20 - 19 – 90,**

**Swift Code: BARCGB22**

**GBP General Freight A/C No: 30904813, IBAN: GB63BARC20199030904813**

Cheques should be payable to **Agility Logistics Ltd**

Please send all cheque payments to: **AGILITY LOGISTICS, New Potter Grange Road, Goole, DN14 6BZ**

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