

SHIPPING INSTRUCTIONS 2018



KUEHNE+NAGEL

WICS Exhibition Transport Guidelines Sofia - Bulgaria (Tech Park) Fair Site / June 2018

Kuehne + Nagel EOOD Bulgaria is appointed official Trade Fair Forwarding Agent for WICS 2018. These transport guidelines contain shipping details, documentation requirements and all other relevant information needed to ensure timely arrival and delivery of your cargo to your booth.



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1. Instructions for Consignments and Documentation

All incoming shipments must be sent on a freight prepaid basis and should be consigned as follows:

Consignee: Collider Climbing EOOD
Sofia 1784
111B Tsarigradsko shose Blvd

Notify: Kuehne + Nagel EOOD Bulgaria
Sofia Airport Center
64 Christopher Columbus Blvd.
1528 Sofia, Bulgaria
Tel.: +359 2 970 39 67
Mob.: +359 895 552 808
Mob.: +359 895 518 488
knbg.exposervice @kuehne-nagel.com

Each shipment must be accompanied by a full set of documents as follows:

Airfreight: 1 copy of Air Waybill (House + Master AWB)
1 copy of Commercial Invoice (for permanent Import) or 1 Proforma Invoice (for temporary Import) - Please use our template (see attachment)
1 original of Certificate of Origin (if applicable: Form-A, A.TR)

If goods are sent by road, all relevant customs documents such as T-form, Carnet ATA, etc., must be handed over to our office by the driver upon arrival at KN Sofia Warehouse.

It is most advisable to send us a copy of the relevant documentation as well as the shipping dates and details by mail prior one (1) week of arrival of the goods at Sofia airport so that the customs clearance can be prepared well in advance.

1.1 Commercial and/ or Proforma Invoice

In addition, commercial and/or proforma invoices are required. These must contain the following information:

- detailed description of the goods (incl. model and serial number/s / HST code)
- value of every single item as well as total value (CIP Sofia)
- country of origin or manufacture
- goods must be categorised into temporary import, permanent import or give- aways (as per attached invoice)
- one invoice per declaration is necessary

Export packing must be arranged according to import packing!



2. Consignment Deadlines

Mode of transport	Arrival at	Deadline date
Overland	Sofia KN Warehouse	31.05.2018
Airfreight	Sofia Airport	31.05.2018

Important:

Please note that timely delivery to the booth cannot in all cases be guaranteed for shipments that arrive later than the given deadline. Special express delivery from airport of entry will be subject to extra charges. Although courier shipments are subject to extra charges. For shipments which arrive later than 5 working days prior day of delivery - 50% surcharges for late arrival.

3. Marks and Packing

All pieces must be packed securely in order to avoid any damage during transportation by an international carrier. All packages should be clearly marked on two sides indicating the exhibitor's name, hall and booth no., the gross weight and - this is of vital importance - the case or piece no. (e.g. 1/3, 2/3 and 3/3 if three pieces are being shipped).

Marking / Labelling:

The shipping mark for all cases must be as follows:

WICS 2018

Sofia – Bulgaria

EXHIBITOR NAME:

BOOTH No.:

CASE No.: of

GROSS WEIGHT:

4. Fumigation

For shipments arriving ex countries not belonging to the European Community a FUMIGATION/ DESINFECTATION CERTIFICATE FOR NON-MANUFACTURED WOOD PACKING is strictly requested. Details can be found under www.ippc.int. This regulation is valid since 1st of March 2005.

It is most advisable that all shipments which were treated according to the new fumigation regulations have to be marked.

For fumigated containers the Bill of lading has to advise according to the regulations in which way the container was treated by mentioning the international UN-Codes OR the container should show the official marking by itself.

You should be informed as well that the German customs authorities are allowed to block the container for further de-fumigation – even if the container was already de-fumigated after arrival.

All charges in connection with de-fumigation would be charged per outlay.



The best option to arrange a proper fumigation / disinfection is always the heat treatment for the wooden packing materials!

5. Hazardous and restricted goods

For hazardous goods the UN code needs to be mentioned on the invoice & packing list. The corresponding safety sheets need to be attached.

Restricted goods such as food, alcohol and textiles must be named with the according HST code. In every case double check the restrictions and rules between your country and the European community!

6. a) Temporary Storage of Incoming Shipments

Incoming shipments are placed in our warehouse to remove the customs seals and will be delivered to your booth as per your instructions. For small packages and goods with high value, we recommend that you instruct us to deliver the cargo only after arrival of your representatives at the booth to avoid potential theft. We will deliver the goods at the booth for a second time against payment of additional delivery charges, in case exhibitor is not present. If we shall unload the goods without presence of exhibitor, we are completely released from our duty and disclaim any liability.

b) Customs Clearance

With regard to the customs clearance, we will issue temporary import/export procedure for exhibits and display stand material unless you instruct us otherwise. Consumables and advertising material, however, are subject to immediate definite import clearance.

c) Unloading and reloading of trucks direct at the booth

Shipments that are unloaded directly at the booth are not under our surveillance. Our service ends by placing and reloading the goods to and from the booth. We are not responsible for the number of pieces sent or picked up, conditions and safety of the goods. In such cases the exhibitor is obliged to take care for those details.

d) Storage of Empties

Kuehne + Nagel EOOD Bulgaria provides all handling services for removing and storing empty packing material for the duration of the event as well as their return to the booth. Once the goods have been unpacked, the empties will be picked up from the booth, stored under cover and returned automatically after the show. The empties need to be placed in proper condition referring to an adjusted handling at the booth. The return of stored goods to the stands is carried out during the night after closing of the exhibition with the greatest speed possible. Kuehne + Nagel EOOD Bulgaria is not liable for goods, which remain in the storage of empties – regardless the reason! These goods have to be handed over for storage as goods with contents and will be handled separately.



e) Storage of set up and knock down material during show time

Material containing exhibition goods, stand construction materials, tools, etc. will not be handled as empty packing material with respect to the liability.

7. Sales of Exhibits and/or Re-Exportation

If goods are sold to an agent or customer during the exhibition, duties and taxes will be applicable if the goods remain in the European Union. Under no circumstances may the sold items be removed from the fairground unless duties and taxes have been paid. If the goods are to be sent back to your premises, they will be shipped by Kuehne + Nagel EOOD out of Bulgaria or the European Union under bond so that no duties and taxes will be applicable. In any case, we need your instructions in writing prior to the end of the event so as to prepare the necessary documentation. Labels will be provided by us to ensure that each piece will be marked properly for on-forwarding. We will pick up the goods due for shipping once they have been re-packed after the show. Please allow about two to three days for re-exportation procedures before the cargo can be sent from the fairground.

8. Transport Insurance (All-Risk Insurance Policy)

Each exhibitor should make sure that all shipments are covered by a fully comprehensive insurance policy. It is strongly recommended that exhibition cargo is insured for transit to Sofia, for the duration of the show and possibly for return transportation. Please note that our liability ceases once the cargo has been delivered to the booth and does not commence until goods have been picked up after the show for further shipping.

9. Payment

Inbound and outbound charges including customs duty deposit and other mentioned charges as per tariff or agreement has to be paid to us by bank transfer prior to the clearance/arrival of the shipment.

10. FIATA Model rules for freight forwarding services last

We conduct business based on General FIATA Model Rules for Freight Forwarding Services – last revision. We need to point out the limitation of liability named in part II 6/7/8:

6. The Freight Forwarder's liability (except as principal)

6.1. Basis of liability

6.1.1. The Freight Forwarder's duty of care The Freight Forwarder is liable if he fails to exercise due diligence and take reasonable measures in the performance of the Freight Forwarding Services, in which case he, subject to Art.8, shall compensate the Customer for loss of or damage to the Goods as well as for direct financial loss resulting from breach of his duty of care.

6.1.2. No liability for third parties The Freight Forwarder is not liable for acts and omissions by third parties, such as, but not limited to, Carriers, warehousemen, stevedores, port authorities and other freight forwarders, unless he has failed to exercise due diligence in selecting, instructing or supervising such third parties.



7. The Freight Forwarder's liability as principal

- 7.1. The Freight Forwarder's liability as Carrier The Freight Forwarder is subject to liability as principal not only when he actually performs the carriage himself by his own means of transport (performing Carrier), but also if, by issuing his own transport document or otherwise, he has made an express or implied undertaking to assume Carrier liability (contracting Carrier). However, the Freight Forwarder shall not be deemed liable as Carrier if the Customer has received a transport document issued by a person other than the Freight Forwarder and does not within a reasonable time maintain that the Freight Forwarder is nevertheless liable as Carrier.
- 7.2. The Freight Forwarder's liability as principal for other services With respect to services other than carriage of Goods such as, but not limited to, storage, handling, packing or distribution of the Goods, as well as ancillary services in connection therewith, the Freight Forwarder shall be liable as principal: 1. when such services have been performed by himself using his own facilities or employees or 2. if he has made an express or implied undertaking to assume liability as principal.
- 7.3. The basis of the Freight Forwarder's liability as principal The Freight Forwarder as principal shall, subject to Art. 8, be responsible for the acts and omissions of third parties he has engaged for the performance of the contract of carriage or other services in the same manner as if such acts and omissions were his own and his rights and duties shall be subject to the provisions of the law applicable to the mode of transport or service concerned, as well as the additional conditions expressly agreed or, failing express agreement, by the usual conditions for such mode of transport or services.

8. Exclusions, assessment, and monetary limits of liability

- 8.1. Exclusions The Freight Forwarder shall in no event be liable for: 1. Valuables or Dangerous Goods unless declared as such to the Freight Forwarder at the time of the conclusion of the contract, 2. loss following from delay unless expressly agreed in writing, 3. indirect or consequential loss such as, but not limited to, loss of profit and loss of market.
- 8.2. Assessment of compensation The value of the Goods shall be determined according to the current commodity exchange price or, if there is not such price, according to the current market price or, if there is no commodity exchange price or current market price, by reference to the normal value of the Goods of the same kind and quality.
- 8.3. Monetary limits 8.3.1. Loss of or damage to the Goods The provisions of Art. 7.3. notwithstanding, the Freight Forwarder shall not be or become liable for any loss of or damage to the Goods in an amount exceeding the equivalent of 2 SDR per kilogram of gross weight of the Goods lost or damaged unless a larger amount is recovered from a person for whom the Freight Forwarder is responsible. If the Goods have not been delivered within ninety consecutive days after the date when the Goods ought to have been delivered, the claimant may, in the absence of evidence to the contrary, treat the Goods as lost.
- 8.3.2. Limitation of liability for delay If the Freight Forwarder is liable in respect of loss following from delay, such liability shall be limited to an amount not exceeding the remuneration relating to the service giving rise to the delay
- 8.3.3. Other type of loss The provisions of Art. 7.3. notwithstanding, the Freight Forwarder's liability for any type of loss not mentioned in 8.3.1. and 8.3.2. shall not exceed the total



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amount of SDR (The maximum liability amount is intentionally left open and has to be completed according to the situation in the country where the Model Rules are applied.) for each incident unless a larger amount is received from a person for whom the Freight Forwarders is responsible.

Complete General FIATA Model Rules for Freight Forwarding Services is available under:
www.fiata.com

EXHIBITION TARIFF 2018



KUEHNE+NAGEL



Sofia Tech Park Fair Site

Kuehne + Nagel EOOD
KN Expo & Event Logistics
64 Christopher Columbus Blvd.
BG – 1528 Sofia



GENERAL

§ 1

Exhibition Forwarding Tariffs 1 through 4 apply for all work performed by Kuehne+Nagel Bulgaria authorized by Walltopia. The rates for any services not listed herein shall be in line with accepted market rates for the forwarding and storage of goods, or else in accordance with separate agreements to be made between the ordering party and the forwarding agent.

§ 2

The following rates represent maximums for each task listed, and are subject to VAT.

§ 3

For all service orders fulfilled by Kuehne+Nagel Bulgaria, the latest version of the General FIATA Model Rules for Freight Forwarding Services shall apply. These limit in part II The Freight Forwarder's Liability the legal liability for damage to goods in the case of damage to goods whilst in care of a forwarder to SDR 2/kg.

§ 4

The scope of liability to be assumed by forwarding agents is defined by the scope of the work to be performed. If the commissioned work involves standard delivery to and collection from a stand, and provided no separate agreements have been made, then the forwarding agent's liability ends upon unloading the goods (exhibition materials or empties) at the ordering party's stand, and resumes upon subsequently collecting the goods at the stand. That applies, even if the exhibitor is not present.

Insurance for the transport, storage or exhibiting of goods is only taken out by Kuehne+Nagel Bulgaria if explicitly requested to do so by the exhibitor. Lacking such insurance, then shipments remain uninsured. In view of existing legal and contractual limitations to liability, exhibitors are strongly recommended to have their forwarding agent or Kuehne+Nagel Bulgaria take out appropriate transport, storage and/or exhibit insurance

§ 5

On the exhibition grounds, only Kuehne+Nagel Bulgaria are permitted to use materials handling equipment.

§ 6

This issue of the Trade Fair Forwarding Agent Tariffs takes effect on 1 June 2018, at which time it supersedes and renders invalid all previous issues.



EXHIBITION TARIFF 2018

Kuehne+Nagel Exhibition Tariff No. 1

Groupage cargo

Note: All additional charges (e.g. for scheduling or communications) are already included in the listed rates.

1.1 Forwarding and storage of groupage cargo	Rate for every 100 kg or portion there of (max. of 500 kg per parcel)*
1.1.1. Unloading and arranging of goods at the forwarding agent's warehouse; short term storage for up to a max. of 10 days; transport to exhibitor's stand	39.00 €
1.1.2. Transport from exhibitor's stand to the forwarding agent's warehouse, short term storage for up to a max. of 10 days; loading of goods onto forwarding vehicle for shipping	39.00 €
1.1.3. Min. charge per shipment = rate for (volume factor: 100 kg 1 cubic meter = 250 kg)	100 kg
1.2. Long-term storage (11 days or longer)	on request

* Heavier shipments cannot be unloaded in the event hall due to floor surface specifics.



Exhibition Forwarding Tariff No. 2

Transport & Storage of Empty Packaging / Full goods

2.1. Transport & storage of empty packaging (empties)

Pick-up at the exhibitor's stand, labeling, transport to and collection from on- site warehouses designated by Kuehne+Nagel Bulgaria, delivery to the exhibitor's stand, incl. all extras such as scheduling and communication charges, fork-lift assistance, etc.

Price per cubic meter or portion 50.00 €
thereof, for each piece to be handled
(per stand and per order)

Min. charge = 1 cbm

Relevant information:

Examples of empties: pallets, cases, crates, machine cradles. The invoiced volume is determined by the volume of cubic space they fill upon receipt.

The breakdown of large crates into individual loads as well as the stacking and securing of packing materials at the exhibitor's stand is charged for separately, in accordance with Trade Fair Forwarding Agent Tariff No. 2.

Material containing not only packaging but also exhibition goods, stand-building materials, tools, etc. is not regarded as "empty packaging", and thus also not treated as such in terms of liability. Storage and charges for these items as per point 1.1.2.

Empties which are no longer needed must be clearly marked as "waste" and handed over to an authorized waste disposal subcontractor.

2.2. Transport & storage of full goods

Pick-up at the exhibitor's stand, labeling, transport to and collection from on- site warehouses designated by Kuehne+Nagel Bulgaria, delivery to the exhibitor's stand, incl. all extras such as scheduling and communication charges, fork-lift assistance, etc.

Price per cubic meter or portion 74.00 €
Furniture request to official contractor
thereof, for each piece to be
handled (per stand and per order)

Min. Charge 1 cbm



Kuehne+Nagel Exhibition Tariff No. 3
Cargo import by different modes of transport

3.1. Airfreight Import – “from port to warehouse” The following services are included:

- Handling at Sofia airport and transit customs clearance
- Transport up to arrival KN Sofia Warehouse
- Documentation and communication expenses

per consignment:

50 kg	EURO 126,00	800 kg	EURO 402,00
100 kg	EURO 162,00	900 kg	EURO 426,00
200 kg	EURO 198,00	1.000 kg	EURO 450,00
300 kg	EURO 234,00	1.100 kg	EURO 474,00
400 kg	EURO 270,00	1.200 kg	EURO 498,00
500 kg	EURO 306,00	1.300 kg	EURO 522,00
600 kg	EURO 330,00	1.400 kg	EURO 546,00
700 kg	EURO 378,00	1.500 kg	EURO 570,00

Chargeable weight/conversion rate: 1 cbm = 167 kg m/m 50 kg

3.2. Seafreight Import
Upon request

3.3. Overland Import
Upon request

Please also use these rates for the return transport

- 50% SURCHARGES FOR LATE ARRIVAL -
For shipments which arrive later than 5 working days prior day of delivery.



EXHIBITION TARIFF 2018

Kuehne+Nagel Exhibition Tariff No. 4 **Customs clearance for exhibition goods**

4.1. Temporary customs clearance, clearance of duty free goods or release for free circulation	per declaration/handling process	90.00 €
4.2. Additional customs tariff position per 4.1	per position	12.00 €
4.3. Carnet ATA clearance	per Carnet ATA and clearance	90.00 €
4.4. Customs clearance on a T-1 document	per document	90.00 €
Minimum charge: Customs inspection /customs officer Based on time and effort	per handling process according to outlay	12.00 €