



Global Transport and Logistics

SHIPPING MANUAL

EXPOSOLIDOS, POLUSOLIDOS, EXPOFLUIDOS 2024
06/02 - 08/02/2024

La Farga - L'Hospitalet de Llobregat, Spain

DSV Fairs & Events Spain





Contact details

Contacts

Before the event, all enquiries should be routed via:

Matías Kreiman – matias.kreiman.seguer@dsv.com

Direct Tel.: +34 911 838 827

Mobile: +34 662 358 202

Santiago Salso – santiago.salso.lopez@dsv.com

Direct Tel.: +34 911 838 829

Mobile: +34 629 349 589

During the event:

DSV will be contactable during the build-up, show open & pull-down periods.



Consignee instructions



Pre-show / post-show warehouse handling

For road freight shipments **via DSV warehouse** the CMR must be consigned as follows:
***** Mandatory for shipments less than 10 m³ or 2.000 kgs.**

Consignee:

DSV Solutions Spain, S.A.U. – Level 1
C/ de les Argiles, 1 – Sector Les Licorelles
08750 Molins de Rei (Barcelona)

Notify:

NAME OF EXHIBITOR
c/o Exposolidos 2024,
L'Hospitalet de Llobregat
Hall / Booth Number

(please do NOT send any freight without a pre alert)



Road freight direct to the venue

Due to possible difficult access to the site, advance receiving facilities have been set up at the DSV Solutions warehouse. We recommend not to ship products directly to the venue without prior notice.

Please consult us on how to proceed for ground shipments that are to be unloaded/loaded directly at the exhibition site.

If your shipment exceeds 10 m³ or 2,000 kg. We will assign you a reference (time slot) and instructions for unloading/loading your goods at the fairground.
Without this reference number your goods cannot be unloaded/loaded.

For direct deliveries at trade fairs, please ask for information.

Unloading with boom trucks, cranes or special vehicles is compulsory to unload on the first official day of assembly. It is essential to request a reference (time slot) for access to the venue, in order to avoid collapses and delays in unloading.

Loading with boom trucks, cranes or special vehicles is mandatory to load on the last official dismantling day. It is essential to request a reference (time slot) for access to the venue, in order to avoid collapses and delays in loading.



Fechas límites



Arrival at DSV Molins de Rei warehouse

Pre-alert & Documents: **3 working days** prior to arrival at the warehouse or at the fairgrounds.
Goods: last day of receipt at the Barcelona warehouse: **5 working days** prior to delivery to the stand.

Goods outside the E.U. with transit or customs clearance requirements please contact us for further instructions.

Due at regulations on site, we'll need to know all the info about your shipment before 08/01/2024

Packing

All packages must be clearly marked with the name of the exhibitor, name of the event, hall, stand and our address. Please, use only strong and waterproof packaging material. Crates and cardboard boxes must be strong enough to be used after the exhibition. Packaging material must comply with ISPM15 regulations and wooden packaging must be fumigated and stamped accordingly. Fumigated containers must be decontaminated in the country of origin. Decontamination in Spanish ports causes long delivery delays and additional costs.

Permanent goods (consumables) must be packed in different packages than temporary material.

If the goods arrive with an insufficient packaging DSV will not accept any liability for hidden damage, pressure points, scratches, paint drops and any other surface damage.

Goods that are shipped with only stretch film or plastic wrap will be declared as received without packaging material.

All shipments requiring a crane, forklift over 2.5T capacity or exceeding the dimensions 200x100x200cms, please make sure to inform DSV Fairs & Events prior to your departure to the show to establish a loading date, booking of machinery and any special requirements you may need. Failure to do so may lead to delays and problems at the show.





Case marking

We suggest that your goods are well packed and labelled for easy identification, all packages should be marked as follows:

EXPOSOLIDOS 2024

La Farga, L'Hospitalet de Llobregat
c/o DSV Fairs & Events

Name of Exhibitor: _____

Stand Number: _____

Case Numbers: _____

Gross Weight/Net Weight: _____

Dimensions: _____

If your goods are from outside the EU, those may be examined by customs. Please attach a packing list to the outside of your case to assist customs in locating items within your shipment.



Insurance – Payment terms



Insurance

All work is covered under our General Trading Conditions. It is recommended that all exhibitors should arrange a comprehensive cover for their goods. This should cover the shipment to the show site, the period of display and the return to the country of origin, or an appropriate disposal period at the conclusion of the exhibition.

Unless specifically insured, DSV Fairs & Events is not responsible for any loss, pilferage, or damage whilst goods are left unattended on the stand. Although we will aim to make delivery to and collection from the stand, at the specified time requested, we cannot always guarantee this. Therefore, please ensure that goods are fully insured to cover all risks.

DSV Fairs & Events can offer a competitive insurance quotation. Please contact your show manager for further details.



Terms of payment

All invoices must be paid in cash in advance, if there are payment conditions with DSV they will be respected. Without exception, payment shall be made by bank transfer to:

(All payments must be **made in euros** without any deduction or deferment on account of any claims, counterclaims or offset.)

Bank details:

Bank:

IBAN:

Swift Code:

DSV Solutions Spain

ING

ES77 1465 9000 1100 0183 2990

BBRUESMX



Conditions of contract

All charges are based on today's applicable rates, exchange rates and terms and conditions of all companies involved in this transport and are subject to change without prior notice.

The liability of DSV ceases with the delivery and commences with collection of shipments at the exhibition stand. It is the exhibitor's responsibility to ensure that the materials are secured after delivery / prior collection by DSV from your stand and that return shipments are properly marked by the exhibitor.

If no one from your company is present at the time of delivery/collection of the material, DSV shall not be liable for any theft, robbery or damage that may have occurred.

If, in addition, storage and custody of the packaging is requested, it must be clearly stated whether the packaging is completely empty and/or full, either partially or completely. DSV accepts no liability for shortages and/or damage to the inside of packaging that is not expressly declared as full packaging.

DSV Standard Terms and Conditions

Unless otherwise agreed, all services are rendered according to the [DSV Standard Terms and Conditions](#) of DSV Group and [Condiciones Generales de Servicios Logísticos y de Expedición de DSV](#) in Spain in that order. Orders undertaken as carrier of overseas carriage are subject to conditions stipulated in the [DSV Ocean Transport B/L](#). Orders undertaken as carrier of carriage by air are subject to conditions stipulated in [DSV House Air Waybill](#). In case of discrepancy between the DSV Standard Terms and Conditions and the terms stipulated in the DSV Ocean Transport B/L or the DSV House Air Waybill, the terms of the DSV Ocean Transport B/L or the DSV House Air Waybill shall prevail. We recommend that you review the full version of named general conditions set in www.dsv.com.

This message and its attached files may contain confidential information. Communication, reproduction or distribution of this message is prohibited. If you are not the final recipient, please delete it and inform us via this channel.

In accordance with the provisions of the current legislation on data protection, we inform you that your personal data will be processed under the responsibility of DSV to manage the relationship that binds us and will be stored for no longer than is necessary in maintaining the purpose of processing. The data will not be transferred to third parties unless legally obliged to do so. You may exercise your rights of access, rectification, portability, erasure, restriction and opposition by sending an e-mail to barcelona.calidad@es.dsv.com or spain.privacy@dsv.com and if you consider that the processing does not comply with the current legislation, you may file a claim with the supervisory authority at www.aepd.es.

In compliance with the principle of data accuracy established in GDPR and LOPDGDD we request you to communicate any variation or change in your personal data that figures in our database as soon as possible by using the e-mail address barcelona.calidad@es.dsv.com or spain.privacy@dsv.com



Global Transport and Logistics

HANDLING TARIFF

EXPOSOLIDOS, POLUSOLIDOS, EXPOFLUIDOS 2024
06/02 - 08/02/2024
La Farga - L'Hospitalet de Llobregat, Spain

DSV Fairs & Events Spain



Handling tariff 2024



Handling via warehouse

From DSV Barcelona warehouse to delivery to the stand, or vice versa:

| | |
|---|-------------------------|
| Up to 1 m ³ | 60.-€/ m ³ . |
| From 1,01 m ³ to 5 m ³ | 55.-€/ m ³ . |
| From 5,01 m ³ to 10 m ³ | 45.-€/ m ³ . |

Each started cbm counts as full cbm.

For individual pieces not exceeding either 800 kg or 200x100x200 cm in dimension.

(1 cbm = 333 kg - based on actual or volumetric weight, whichever is greater).

5 days of free storage in DSV warehouse

*** **Mandatory for shipments less than 10 m³ or 2,000 kg.**

Due at regulations on site, we'll need to know all the info about your shipment before 08/01/2024.



Assembling & dismantling

| | |
|--|-----------------------------------|
| Forklift up to 2,5tns with driver. | 100.-€/hour. Min. 1 h. |
| Forklift up to 5tns with driver. | 150.-€/hour. Min. 2 h. |
| Pallet truck without worker. | 20.-€/hour. Min. 1 h. o 90.-€/día |
| Worker | 45.-€/hour. Min. 3 h. |
| Other technical equipment: genie, scissor lift, crane... | On request. |

Per hour or fraction thereof. Booking service min. 2 weeks before the service is required.

Due at regulations on site, we'll need to know all the info about your shipment before 08/01/2024.



Empty & full storage

| | |
|--|---|
| Empty storage. | 45.-€/ m ³ . Min. 2 m ³ . |
| Full storage (tools, ladders, hand pallet or full products). | 60.-€/ m ³ . Min. 2 m ³ . |

Each started cbm counts as full cbm.

The above services are per exhibitor.

Attention! Empty cases must be empty. We do not accept any responsibility for articles inside of boxes that have been declared as empty cases.

We understand as full storage, with independence as labeled: tools, genies, ladders and hand pallets. For other material or valuable goods please inform us in advance to inform you how to proceed or if any additional cost might incur.

*** Empty cases & full goods for storage picked up after 22:00h will have a surcharge of 75%.

*** Empty cases & full goods for storage picked up at opening day will have a surcharge of 100%.



Courier – via warehouse

| | |
|--------------------------|-------|
| Shipment less than 50 kg | 70.-€ |
|--------------------------|-------|

Valid only for EU shipments. For larger deliveries, please consult us.

(1 cbm = 333 kg - based on actual or volumetric weight, whichever is greater).

Due at regulations on site, we'll need to know all the info about your shipment before 08/01/2024.

Courier companies cannot do the customs clearance of shipments for events or exhibitions as they need an importer with a Spanish tax ID. Please avoid sending cargo with them. In case you send cargo through courier companies get in touch with us in advance.

We highly recommend sending your courier shipments to our warehouse address under CFR DSV Barcelona warehouse conditions (not DDP). This way you ensure your items arrive safely and on time. In that case DSV will arrange customs clearance; therefore, we need a complete set of documents as mentioned on shipping manual.

Other charges not included

The a. m. charges are valid for works between Monday and Friday from 08:00h to 18:00h.

| | |
|---|-------------------------|
| Overtime surcharge (from 18:00h up to 22:00h). | 50% |
| Overtime surcharge (from 22:00h up to 08:00h). | 100% |
| Saturday surcharge. | 50% |
| Sunday surcharge. | 75% |
| Public Holiday surcharge. | 100% |
| Bulk cargo. | 30% |
| Storage in DSV Barcelona warehouse from the 5 th day | 5.-€ / pallet / day |
| Dangerous/perishable/controlled temperature cargo. | |
| Late arrival surcharge or not pre-alert. | 30% all services |
| Cancellation service fee (less than 24h). | 100% all services |
| Agency fee per shipment. | 50.-€ / exhibitor & way |
| Garbage removal. | |
| Credit card payments. | 5% surcharge |
| Insurance | |
| Spanish VAT | |

Contacts:

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.

DSV SOLUTIONS SPAIN S.A.U.

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Mobile: +34 662 358 202

Santiago Salso – santiago.salso.lopez@dsv.com

Direct Tel.: +34 911 838 829

Mobile: +34 629 349 589

Warehouse:

DSV Solutions Spain S.A.U. – Level 1

C/ de les Argiles, 1 – Sector Les Licorelles

08750 Molins de Rei (Barcelona)

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TRANSPORT AND LOGISTICS REQUIREMENTS

REQUIRED INFORMATION:

DSV Solutions Spain, S.A.U. is the sole official logistics provider for Exposolidos, Expofluidos and Polusolidos 2024. Due to the difficult access to La Farga fairground, advance reception facilities have been set up at the DSV warehouse. Please do not send goods directly to the exhibition site without prior notice whether or not you will be using DSV's services.

- Shipment less than 10 m³ or 2.000 kg → The material must go to DSV's warehouse.
- Shipment over 10 m³ or 2.000 kg → We will assign you a time slot and instructions for unloading/loading your goods at the fairground.
Without this reference number your goods cannot be unloaded/loaded.
For shipments with special handling (boom truck. Cranes, etc.) must be onloaded on the first day of assembly and loaded on the last day of disassembly.

Due at regulations on site, we'll need to know all the info about your shipment before 08/01/2024

If you do NOT require DSV's transport and/or logistics services, but you do need to unload/load at the exhibition grounds on your own, please contact DSV so that a time slot can be assigned to you (subject to availability). Without this reference number, your goods cannot be unloaded/loaded, even if you are handling them yourself.

If you DO require DSV's services, please fill out the form below and we will get back to you as soon as possible.

EXHIBITOR'S FORM

| Shipper & Consignee | | | | | |
|---|--|---|------------------------------|--|---|
| SHIPPER (COMPLETE INVOICE ADDRESS): | | | Exhibitor: | | |
| | | | N.º Stand: | | |
| VAT: | | | Phone: | | |
| Administration/accounting contact person: | | | E-Mail: | | |
| WAREHOUSE ADDRESS (IF DIFFERENT FROM INVOICE ADDRESS): | | | Email to send invoices: | | |
| | | | Contact person at the fair | | |
| | | | On site from – until: | | |
| | | | Mobile: | | |
| Shipments details / Handling instructions (Please select the desired services) | | | | | |
| Nº of pieces | Dimensions in cm (long x wide x high) | Gross weight kg | Stackable / Non stackable | Comments | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Date and hour of delivery/unloading at the stand | | Date and hour of pick up from stand | | Pick up/storage/delivery of empty packing material/full goods | <input type="radio"/> Yes <input type="radio"/> No |
| DSV Solutions Spain contact: matias.kreiman.seguer@dsv.com // santiago.salso.lopez@dsv.com | | | | | |
| Exposolidos contact: administracion@exposolidos.com | | | | | |
| Payment Instructions | | | | | |

| | | | |
|--|---|-------------|--------------|
| Terms of payment | All invoices must be paid in advance by bank transfer, if there are conditions with DSV Solutions Spain S.A.U, these will be respected. | | |
| <p>We confirm the reception of the acceptance of our quotation and shipping manual and thank you for the confidence in our services.</p> <p>As is mentioned in this quotation, DSV Solutions Spain, S.A.U. offers all services in accordance with:</p> <p>Unless otherwise agreed, all services are rendered according to the DSV Standard Terms and Conditions of DSV Group and the Condiciones Generales de Servicios Logísticos y de Expedición de DSV in Spain in that order. Orders undertaken as carrier of overseas carriage are subject to conditions stipulated in the DSV Ocean Transport Bill of Lading/Sea Waybill. Orders undertaken as carrier of carriage by air are subject to conditions stipulated in DSV's House Air Waybill. In case of discrepancy between the DSV Standard Terms and Conditions and the terms stipulated in the DSV Ocean Transport B/L or the DSV House Air Waybill, the terms of the DSV Ocean Transport B/L or the DSV House Air Waybill shall prevail. We recommend that you review the full version of named general conditions set in www.dsv.com.</p> <p>This message and its attached files may contain confidential information. Communication, reproduction or distribution of this message is prohibited. If you are not the final recipient, please delete it and inform us via this channel.</p> <p>In accordance with the provisions of the current legislation on data protection, we inform you that your personal data will be processed under the responsibility of DSV to manage the relationship that binds us and will be stored for no longer than is necessary in maintaining the purpose of processing. The data will not be transferred to third parties unless legally obliged to do so. You may exercise your rights of access, rectification, portability, erasure, restriction and opposition by sending an e-mail to barcelona.calidad@es.dsv.com or spain.privacy@dsv.com, and if you consider that the processing does not comply with the current legislation, you may file a claim with the supervisory authority at www.aepd.es.</p> <p>In compliance with the principle of data accuracy established in GDPR and LOPDGDD we request you to communicate any variation or change in your personal data that figures in our database as soon as possible by using the e-mail address barcelona.calidad@es.dsv.com or spain.privacy@dsv.com.</p> | | | |
| Name & Title | Authorized signature | Date | Stamp |

Exposolidos / Polusolidos / Expofluidos
Show Dates: 06-08/02/2024
Destination: La Farga L'Hospitalet



| | | |
|--|---|-----------------|
| EXHIBITOR: | | TOTAL CASE |
| | | |
| CONSIGNEE: | | Nº OF CASE |
| | | |
| WEIGHT kg | DIMENSIONS (Wide X Large x High) x x cm | |
| DATE AND HOUR OF DELIVERY TO STAND | | |
| | | HALL Nº |
| | | LA FARGA |
| DSV SOLUTIONS SPAIN, S.A.U. – Level 1 Calle de les Argiles 1, Sector Les Licorelles ES-08750 Molins de Rei (Barcelona) – Spain | | BOOTH Nº |
| | | |