



CEVA Showfreight

International Shipping instructions

Contact details:
events.nl@cevalogistics.com
+31 (0) 88 028 31 73





Introduction

euRobotics in collaboration with ERF2022 has appointed CEVA Showfreight as their exclusive official logistics forwarder for ERF 2022 at the RACC (Rotterdam Ahoy Convention Centre). This puts CEVA in the unique position of being the only company to operate forklifts and other motorized vehicles in and around the hall and terraces surrounding Rotterdam Ahoy.

CEVA Showfreight can assist you with the complete logistics process, leaving you free to concentrate on other important show related matters. Our passionate team is ready to be of assistance to arrange any of the below services for your show participation:

- Transport of your exhibition goods, via our worldwide network, including insurance and/or customs formalities
- Unloading, reloading, positioning of your exhibition goods
- Storage of your empty packaging material
- Receipt, storage and delivery of your courier shipments
- Rent of scissor lift, cherry pickers or other type of material lifts

CEVA Showfreight has the expertise and a well-established network of logistic specialists to satisfy all your logistic requirements.

Deadlines

Air freight arrival at Schiphol airport:	15 th of March 2022
Ocean freight arrival in port of Rotterdam:	12 th of March 2022
Advanced warehouse arrival deadline:	17 th of March 2022
Booking deadline:	1 st of March 2022

* Shipments arriving after the deadline are subject to a 25% late arrival surcharge on the inbound handling

** For orders that are placed after the final ordering date, a surcharge of 25% will apply on the total invoice

Tenancy dates

Build up period:	Sunday 20 th of March 7:00 – Up until Monday 21 th of March 11:00 (stand building only) Monday 21 th of March 11:00 – 15:00 (Exhibitors)
Showday:	Monday 21 th - Thursday 24 th of March
Breakdown period:	Thursday 24 th of March 16:30-23:00 – Friday 25 th of March 07:00-23:00



Roadfreight

Road shipments delivering or collecting directly to or from the venue should be addressed to the following address:

CEVA Showfreight / Rotterdam Ahoy / ERF 2022
<Your company name>, <hall / booth number>
Ahoyweg 10
3084 BA Rotterdam
The Netherlands
Contact / notify:
Rianne de Groot
Rianne.degroot@cevalogistics.com
+31 (0) 88 028 31 73

Please check prior shipping with us for AWB and B/L instructions, as well as any customs documents or the address of our advanced warehouse.

Airfreight

All consignments should be sent freight prepaid to Amsterdam Schiphol (AMS) and consigned to:

All Air waybills should be sent to CEVA as soon as they are available together with a copy of the pro forma invoice.

Shipments must be sent pre-paid up to arrival at NL airport (AMS) only.

Pre Alert advising contact name on stand and required delivery date to the stand. If you know the goods will be returning after the Show, please indicate this on the Pro Forma invoice.

CEVA Showfreight
ERF -*exhibitor/stand*
Elektronweg 24
3542 AC
Utrecht

Rianne de Groot
events.nl@cevalogistics.com
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Seafreight

All Bills of Lading should be sent freight prepaid to any RTM Port and consigned to:

All Bills of Lading should be sent together with a copy of the pro forma invoice, the contact on the stand and required delivery date made clear on the pro forma invoice.

Shipments must be sent pre-paid up to arrival at NL seaport (RTM) only.

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Customs

Import

Customs Entry Handling Fee	€ 45.00 per shipment
Inbound Customs Clearance - T1	€ 80.00 per declaration
Inbound Customs Clearance - Bonded goods	€ 80.00 per declaration
Import Bond Fee	1% of CIF Value (min. € 90.00)
Import Bond Fee, minimum	€ 95.00 per declaration
Inbound Customs Clearance - Consumables (art. 90/95)	€ 80.00 per declaration
Inbound Customs Clearance - Permanent	€ 80.00 per declaration
Import Duties and Taxes	As per outlay
Advanced fund commission of import Duties and VAT	10%
Customs Clearance is including 2 HS Codes per declaration Each additional:	€ 15.00 per line item
Inbound Customs Clearance ATA Carnet	€ 150.00
Receiving, Registration and handover of ATA Carnet no customs by CEVA, just safe keeping	€ 77.50

Export

(Re-)Export Declaration	€ 80.00 per declaration
Re-export Customs Clearance - T-1	€ 80.00 per declaration
Re-export Customs Clearance - Bonded goods	€ 80,00 per declaration
Export Bond Fee	1% of CIF Value (min. € 90.00)
Export Bond Fee, minimum	€ 95.00 per declaration
Customs Clearance is including 2 HS Codes per declaration Each additional:	€ 15.00 per line item
Re-Export Customs Clearance ATA Carnet	€ 150.00





Direct unloading & reloading

ERF 2022 will take place in the Rotterdam-hall of the RACC(Rotterdam Ahoy Convention Centre) of Rotterdam Ahoy. This means special delivery instructions are in place. Please carefully note the maximum dimensions & weight of the cargo you wish to deliver to the RACC.

After offloading the truck, cargo will need to be brought up by CEVA personnel.

Tariff for offloading & delivered up to stand

Per starting hour(also min.)	€ 190.00
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Maximum dimensions & weight of cargo

Please note cargo to be delivered to the Rotterdam hall at the RACC cannot exceed below dimensions & weights:

500cm x 130cm x 230cm(LxWxH)
Maximum weight: 5000KG

Please note direct deliveries are to report at P6, via gate F or G.

Above rates apply to work that is carried out during normal business hours (Monday to Friday from 08:00 until 17.00). Outside these hours, a surcharge of 50% applies.

Please report to the CEVA Showfreight office as soon as you require the forklift. Don't forget to bring the transport documents and the hall- and stand number with you.



Unloading and reloading via advanced warehouse

If you would like to deliver your goods before the show starts and would like to have these goods delivered to your stand on a specific day, CEVA Showfreight can handle the interim storage for you. This is also possible if your haulier will collect your goods after the dismantling period ends.

Please note our advanced warehouse is situated in Utrecht

Given the location & lay-out of the Rotterdam-hall at RACC, CEVA highly recommends this option for exhibitors.

Tariff storage before and/or after the event

Per cbm	€ 70.00
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Minimum	3 cbm
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- Above tariff includes unloading of your goods, storage before the event and delivery to your stand either pick up of your goods from your stand, storage after the event and reloading to the vehicle.
- The tariff for storage will be calculated per starting cbm, per colli and per stand, per way.
- 1 cbm equals 300 kg, whichever is higher.

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Storage of materials during the exhibition

CEVA Showfreight offers you the following possibilities and tariff to store your packaging materials during ERF 2022.

Empty packaging materials storage	€ 68.50 per cbm
Full good storage (tool boxes, hand pallet truck and ladders, etc.)	€ 89.50 per cbm
Minimum	3 cbm

- The above mentioned tariffs include collection, storage during the event and returning your empty packaging materials automatically after the event ends.
- Since full good storage concerns mainly items that are prone to theft, full good materials will not be returned automatically. Before we can return the goods, a representative of your company must report to the office.
- The tariff shall be calculated per starting cbm, consignment and stand.
- If you have ordered the storage of materials before the construction period starts, printed storage labels will be ready at our office. You can pick up the labels and put them on the full goods, CEVA Showfreight will handle the rest.
- When the doors will be released by the security (appr. 1 hrs. after the closing of the exhibition) we can commence with returning the empty packaging materials with high priority.
- We will return the empty packaging materials as soon as possible, but we can not confirm or promise a specific time.
- Full goods that are labelled as empty packaging materials will be treated and charged as full goods.
- The storage place is only accessible for CEVA crew members. Once labelled and collected empties are only available when they are brought back to the stand after the exhibition. Note that no empties are accessible during the exhibition.





Liability

CEVA Showfreight is a trade name of CEVA Logistics Netherlands B.V., which is registered under Chamber of Commerce number 16066165. On all our transactions are applicable the general conditions of CEVA Showfreight and the General Conditions of the FENEX (Netherlands Association for Forwarding and Logistics), deposited at Registry of the District Court at Amsterdam, Arnhem, Breda and Rotterdam. A copy of the FENEX conditions is attached and available on all CEVA Logistics offices and can be handed over on request.

Please take into consideration that the liability of CEVA Showfreight is limited. We cannot be held responsible for goods left unattended at your stand. We therefore advise that you to insure your goods for the duration of the show. If you want to insure your goods, you can contact us for the possibilities.



General conditions

- Final ordering date is Friday March 1st 2022;
- For orders that are placed after the final ordering date, a surcharge of 25% will apply on the total invoice;
- Shipments arriving after the arrival deadline are subject to a 25% late arrival surcharge on the inbound handling
- Storage charges will be calculated in full cbm, per consignment and per stand;
- All prices are excluding 21% VAT;
- We will charge an administration fee of € 45.00 per invoice;
- The terms of payment of CEVA Showfreight are strictly thirty (30) days from the date of invoice, unless stated otherwise on the invoice;
- Normal working hours are weekdays from 08:00 till 17:00 hours;
- A surcharge of 50% applies to all work carried out outside the normal working hours;
- Please also note that we will charge you 15% advanced fund commission on all third party costs made by CEVA Showfreight;
- An invoice will be sent per exhibitor and/or per stand;
- To avoid credit issues we advise you to use one of our appointed agents in your country;
- This tariff is only valid for ERF 2022 , organized by euRobotics in collaboration with ERF2022and held at the RACC in Rotterdam.



Order Form

Please return this document, including the next 2 pages to events.nl@cevalogistics.com

General Details

Showname:	_____
Exhibitor's name:	_____
Hall and stand number:	_____
On Site Contact person:	_____
Mobile phone :	_____

Customer invoicing details

Company name :	_____		
Contact person/Department :	_____		
Address:	_____		
Zip code:	_____	City :	_____
Country :	_____	VAT number :	_____
		<i>Only for companies inside the European Union</i>	
Telephone number:	_____		
E-mail address :	_____		
Your reference :	_____		
<i>Optional</i>			

Initials

Order Form

Please return this document, including the previous and next page to events.nl@cevalogistics.com

General details

Company name invoice recipient: _____

Exhibitor's name (if different from above): _____

Stand number: _____

Credit card details (please tick)

- American Express
- Visa Card
- Eurocard Mastercard

Card holder : _____

Card number : _____

Valid till : _____

After receiving your filled in order form, you will be contacted separately by the Finance Department of CEVA Showfreight to request your credit card security code in order to be able to charge your credit card. Due to CEVA's General Data Protection Regulation policy, we kindly ask you to not write your security code on this form.

I hereby authorise you to debit my credit card for the full amount of my order

**ANY HARD COPIES OF THIS PAGE WILL BE DESTROYED
ONCE PAYMENT HAS BEEN TAKEN**

Initials

Order Form

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Shipment Details

Amount of pieces	Type of piece (please circle)	Length cm	Width cm	Height cm	Weight kg
	Pallet / Crate / Carton / Flightcase / Machine / Trailer				
	Pallet / Crate / Carton / Flightcase / Machine / Trailer				
	Pallet / Crate / Carton / Flightcase / Machine / Trailer				
	Pallet / Crate / Carton / Flightcase / Machine / Trailer				
	Pallet / Crate / Carton / Flightcase / Machine / Trailer				

Required Services

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Unloading directly from truck to stand | Date/time : _____ |
| <input type="checkbox"/> Unloading via advanced warehouse | Date/time in warehouse : _____ |
| | Date/time on stand : _____ |
| <input type="checkbox"/> Assistance on stand during construction | Date/time : _____ |
| <input type="checkbox"/> Storage of empty packaging material | Volume : _ ± _____ cbm |
| <input type="checkbox"/> Storage of full goods | Volume : _ ± _____ cbm |
| <input type="checkbox"/> Assistance on stand during dismantling | Date/time : _____ |
| <input type="checkbox"/> Reloading directly from stand to truck | Date/time : _____ |
| <input type="checkbox"/> Reloading via advanced warehouse | Date/time from stand : _____ |
| | Date/time ex warehouse : _____ |

Other services, based on quotation

- | | |
|--|-----------------|
| <input type="checkbox"/> Airfreight / Ocean Freight handling
<i>please send draft AWB or B/L</i> | AWB no. : _____ |
| | B/L no. : _____ |
| <input type="checkbox"/> Customs handling
<i>please send commercial invoice & packing list</i> | |
| <input type="checkbox"/> (Inter)national transport
<i>please specify per E-mail collection/delivery address, opening hours and shipment details</i> | |

By signing this order form, you are placing an order for logistical services.

The undersigned declares to have received the tariff and conditions and declares to accept the General Conditions of CEVA Showfreight. Also the undersigned declares to be an authorized signatory for the company.

CEVA Showfreight only accepts completely filled out and signed reply forms.

Should you not fill out your VAT number, then CEVA Showfreight is not able to reverse the VAT and is forced to send you the invoice with 21 % VAT for companies within the European Union.

Should you have any questions or requests please feel free to contact us, we will be more than happy to be at your assistance.

Name in capitals:

Signature:

Date:

Showfreight

CONDITIONS

The latest version of the Dutch Forwarding Conditions ("Fenex Conditions") as filed by the Netherlands Association for Forwarding and Logistics (Fenex) at the office of the District Court in Amsterdam, Arnhem, Breda and Rotterdam applies to all activities of Showfreight. The Fenex Conditions do not cover every aspect of the full service package of CEVA Showfreight and, therefore, additional conditions shall apply in these cases. The most relevant articles of the Fenex Conditions (abridged) and the additional Conditions of CEVA Showfreight are listed below. The full text of the Fenex Conditions can be provided on request.

CONDITIONS OF CEVA SHOWFREIGHT

A. General

1. Definitions:

CEVA Showfreight (part of CEVA Logistics Netherlands B.V.); hereafter also called "CEVA Showfreight", provides logistics services for trade fairs, exhibitions and events on the instruction of trade fair organisers, stand builders, exhibitors, etc.

Client: a company or organisation that has instructed CEVA Showfreight to perform work.

Exhibitor: a company or organisation that takes part in a trade fair, exhibition or event.

Stand builder: builds a stand on the instructions of an exhibitor, and, if requested, sets up the display.

Hall lessor/manager: the owner of a hall complex who leases exhibition space to a trade fair organiser or trade fair exhibitors.

Trade fair organiser: a company or organisation that organises events and exhibitions in hall complexes and that is not the owner of the hall complex.

- CEVA Showfreight shall be present on location during the normal working hours and days. At its discretion, CEVA Showfreight may perform work at different times, subject to a surcharge. All additional costs related to the work performed outside of the normal working hours, such as travelling time and waiting time, shall be charged to the client on the basis of the actual costs incurred.
- If the client requests materials not present at the trade fair location, these materials can be provided on request if available. The client shall be charged for the cost of delivery and removal and the daily rental charge.
- If, after written confirmation of an order, the client chooses not to make use of the services, CEVA Showfreight reserves the right to charge the client a maximum of 50% of the order value.

B. Representative

Unless agreed otherwise, any person who instructs CEVA Showfreight to carry out activities will be deemed to be the authorised representative of the exhibitor / stand builder / organiser for whom the services are being provided. This representative declares that he/she agrees with both the Fenex Conditions and the Conditions of CEVA Showfreight. Unless agreed otherwise, CEVA Showfreight will deem this representative to be the person authorised to give instructions and directions while the work is being performed.

C. Provision of services

- The client shall bear the expense and the risk of the work performed by CEVA Showfreight.
- If goods are addressed to CEVA Showfreight, CEVA Showfreight will deem this to be an order and shall handle/deliver the goods accordingly (after payment in cash where deemed necessary). The costs of this service will be charged to the exhibitor / stand builder / organiser.
- CEVA Showfreight reserves the right to suspend the activities, such as loading and unloading, if:
 - it is not clear on whose instructions the work is being performed;
 - the shipment details are unclear and/or incomplete;
 - the goods are in such a condition that further handling of these goods could result in (further) damage to goods and/or third parties and/or cause injury to persons;
 - the material required is not available;
 - this has resulted or could result in damage of any nature;
 - the instructions of CEVA Showfreight personnel have not been correctly followed;
 - the location at which the work is to be performed is not accessible or not available.

D. Client's responsibilities

- Goods are not insured, client needs to arrange a (transport) insurance by himself
- The client is responsible for the situation in and around the stand that will enable CEVA Showfreight to perform the work at the agreed times.
- The exhibitor/stand builder shall be present to provide guidance and instructions while the work is being performed.
- The client is responsible for providing written instructions on the work that is to be performed.

E. Responsibilities/liability of CEVA Showfreight

- Unless agreed otherwise, CEVA Showfreight shall deliver goods directly to the stand, after which the exhibitor / stand builder shall bear the expense and risk of these goods.
- CEVA Showfreight shall under no circumstances be held liable for damage to or loss of goods left unattended in trade fair halls and/or stand locations.
- CEVA Showfreight is not liable for the contents of the parcels.
- CEVA Showfreight is not liable for the number of parcels loaded from the stand or placed in storage.
- CEVA Showfreight is not liable for damage or loss arising from incorrect labelling of the goods that are to be transported or loaded under the direction of CEVA Showfreight.
- Unless agreed otherwise, CEVA Showfreight is not liable for the incorrect loading of the goods in the absence of the client.
- CEVA Showfreight is not liable for damage arising from the use of unsuitable transport equipment by the client.
- CEVA Showfreight is not liable for damage that arises as the result of improper stowage if the client or a party acting on the client's behalf or another interested party has not provided instructions or has provided inadequate instructions and if CEVA Showfreight has not been informed of the objections to the manner of stowage in writing at the time of the performance of the work.
- CEVA Showfreight is not liable for damage that arises as the result of the breakdown of hoists, lifting equipment or other equipment, unless the equipment belongs to CEVA Showfreight and it can be shown that the equipment was not in proper working order or did not meet government requirements or, in the absence of government requirements, did not meet the requirements that could reasonably be expected.
- CEVA Showfreight is not liable for loss or damage caused by another party working on the grounds of the trade fair, whether or not under the orders of the hall managers or trade fair organisers.
- CEVA Showfreight shall only consider claims if the damage is reported to the office immediately when it occurs, but in any case before the goods leave the grounds of the trade fair so that CEVA Showfreight has the opportunity to record that damage and have a professional assessment made if it deems this necessary.

F. Instructions of hall managers/trade fair organisers

- Handling of the participants' goods and packaging, such as internal transport and storage on the instructions of hall managers, trade fair organisers or other interested parties, shall be charged to the stand builder / exhibitor.
- Costs for the activities arising from changes to the construction and dismantling times, location, etc. shall be charged to the stand builder / exhibitor.

G. Storage of packaging

- CEVA Showfreight is not liable for the nature, quality or quantity of packaging material collected from the stand during the set up of a trade fair.
- CEVA Showfreight reserves the right to, upon completion of the work order, store the packaging material at a site to be selected by CEVA Showfreight. The location of this site will not affect the application of the packaging surcharges.
- When placing the order, it must be made clear whether and to what extent the packaging will be empty or full.
- CEVA Showfreight provides no guarantee for the time at which the packaging will be returned to the stand.
- Packaging is usually stored in areas that cannot be securely locked. CEVA Showfreight is not liable for damage or loss that may arise as a consequence.
- The packaging storage area is not accessible to the client.
- At the end of the trade fair, the packaging will be brought back to the stand, at which time the responsibility for the packaging will transfer to the exhibitor.

H. Storage

- CEVA Showfreight is not liable for the nature, quality or quantity of goods that the client has requested CEVA Showfreight to place into storage.
- If stored goods damage the property of third parties or materials or buildings, the costs arising from this damage will be charged to the client.
- The storage area will be accessible during normal working hours; access will be provided upon approval of and under the supervision of a CEVA Showfreight employee.
- Entering the storage area is at the visitor's own risk. Visitors to the storage area must respect all CEVA Showfreight instructions and regulations.
- The client shall bear the costs related to the supervision of the visit to the storage area.
- The client is liable for any direct or indirect damage caused by the client or any person falling under the client's responsibility.

Liability

Article 11.

- All operations and activities will be at the client's expense and risk.
- Without prejudice to the provisions of Article 16, the forwarder shall not be liable for any damage whatsoever, unless the client can prove that the damage has been caused by fault or negligence on the part of the forwarder or any subordinate of the forwarder.
- The forwarder's liability will in all cases be limited to 10,000 SDRs per event or series of events with one and the same cause of damage, subject to the proviso that in the event of damage, loss of value or loss of the goods comprised in the order, the liability will be limited to 4 SDRs per kilogram of the gross weight of damaged or lost goods, with a maximum of 4,000 SDR per consignment.
- A claim may never exceed the value stated on the invoice, in default whereof the market value at the time when the damaged occurred shall apply. The forwarder is not liable for lost profit, consequential loss, or intangible loss.
- If, during the performance of the order, damage occurs for which the forwarder is not liable, the forwarder shall make efforts to recover the client's damage from the party that is liable for the damage. The forwarder shall be entitled to charge the client for the related costs. If requested, the forwarder shall waive his claims against third parties engaged by him for the purpose of carrying out the order in favour of the client.
- The client is liable to the forwarder for any damage arising as a consequence of the goods or the nature of the goods and the packaging thereof, incorrectness, inaccuracy or incompleteness of instructions, failure to deliver the goods at the appointed time and place, as well as the failure to supply documents and/or instructions at the appointed time, and fault or negligence in general on the part of the client, any subordinate of the client or a third party called in or engaged by the client.
- The client shall indemnify the forwarder against third-party claims relating to the damage referred to in paragraph 6, including claims by any subordinate of the forwarder or the client.
- Even when all-in or flat rates have been agreed, the forwarder, not acting as a carrier, shall be liable under the present conditions and not as a carrier.

Article 12.

- Force majeure shall be understood to include all circumstances which the forwarder could not reasonably avoid and the consequences of which the forwarder could not reasonably prevent.

Article 13.

- In the event of force majeure, the contract will remain in force; the forwarders obligations will however be suspended for the duration of the event of force majeure.
- All additional costs resulting from the event of force majeure, such as carriage and storage charges, warehouse or yard hire, demurrage for vessels or trucks, insurance, removal, etc. shall be borne by the client and paid to the forwarder upon first request.

Article 14.

- A statement on the part of the client for the time of delivery shall not, on its own, bind the forwarder.
- Unless agreed otherwise in writing, the forwarder provides no guarantee as to the time of arrival.

Article 24.

- These general conditions may be cited as the "Dutch Forwarding Conditions". In the case that the English translation differs from the Dutch text, the latter will prevail.

FENEX (Netherlands Association for Forwarding and Logistics)
 Seattleweg 7, Gebouw 3
 Havennummer 2801,
 3195 ND Pernis-Rt
 PO Box 54200, 3008 JE Rotterdam