



# EXPOTRANS

*Your business, in good hands.*

## **TARIFF AND SHIPPING INSTRUCTIONS**

### **BOLOGNA CONGRESSI 2022**

#### **EXPOTRANS SPA**

Centergross Blocco 1A Galleria A201

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Applicable since January 2022

Mod. 10.54 rev. 0 del 17.12.2021

## DOCUMENTS AND INSTRUCTIONS

### DOCUMENTS:

- ✓ 3 copies of Commercial Invoice & Packing List
- ✓ 1 copy of Original B/L / AWB
- ✓ 1 copy of Insurance Policy (if insured)
- ✓ 1 copy of container / consolidation manifest

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*The following documents must be sent to Expotrans at least **5 (five) working days** prior to the arrival of vessel / aircraft at Rome Airport or Genoa/La Spezia Seaports. Invoices and packing lists must be in Italian or in English.*

**Please pay attention to the following points to complete your invoice as per Customs requirements:**

- ◆ Customs codes – Please make sure that your invoice has IHS or BTN numbers to identify the exact merchandise you are sending
- ◆ Descriptions – Please use clear and detailed product descriptions to allow us to make a proper Customs entry
- ◆ Serial numbers – Please indicate the serial numbers and model of your goods, if serial numbers are not available please include a picture of the items
- ◆ Quantity – Please list the quantity of each item
- ◆ Weight – Please list the weight and the content of each package
- ◆ Values – Use values that represent fair market value to avoid a possible value adjustment by the Customs. Each invoice will have to show the following sentence “The value shown is true, real and is according to the market value”
- ◆ Origin of the goods – Please indicate the proper Country of origin of the goods you are sending
- ◆ CIF terms – Please indicate in your invoice that the goods are CIF or C&F, otherwise Customs, in order to determine the value of your goods, may add the transport charges to the declared value
- ◆ Goods to be returned after the fair – Please add the following declaration : “Invoiced goods are for display purposes only during the exhibition and will be re-exported at the end of the show”
- ◆ Literature and give-aways – Such items must be listed on a separate invoice with individual values indicated and must be separately packed. Generally such items are subject to import duties
- ◆ Total amount of single invoices – Be advised that, in case of permanent entry at the end of the show, goods with a value over EUR 10.000,00 can be imported only if sold to an Italian buyer with an Italian VAT ID; otherwise, permanent importation will not be allowed and goods will have to be re-exported.

EXPOTRANS cannot make Customs entry on shipments where invoices indicate general descriptions such as “Exhibition goods” or “Stand-fitting materials” or “give-aways”. Nor can EXPOTRANS make entry on invoices that indicate lump sum value only. In these instances, entry will be delayed until detailed invoices are received from the shipper.

**Please send your pre-alert message with a copy of all documents, before dispatching the goods, to email addresses specified in the cover page.**

Some commodities are subject to import restrictions by Italian Customs Regulation.

Tariffs do not apply to commodities such as : alcohol products, tobacco, foodstuff, plants and seeds, any item containing leather or animal parts, items supposed to get in touch with food or with human skin that are subject to Sanitary Authorization as well as certain electronic and communication equipments, textile, chemicals, medical, pharmaceutical products and weapons.

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In any case before shipping the goods you will need to send us well in advance a detailed invoice showing kind of commodity you intend to ship so to have it checked and confirm feasibility of importation through our service. Do not send goods prior getting our confirmation.

[ARRIVAL DEADLINES](#)

Many items such as machinery, toy, optical equipments, etc. cannot be imported without a "conformity declaration" (CE trade mark). For more information please visit <http://ec.europa.eu/enterprise/newapproach/nando/>

[INSURANCE & TURN OVER FEE](#)

Without providing the proper documentation the shipment will not be accepted and entry will not be authorized.

[CUSTOMS CLEARANCE](#)

**CONSIGNMENT INSTRUCTIONS**

All documents such as the **Bill of Lading** and **Master Airway Bill** must show the consignee as below:

[SEAFREIGHT TARIFF](#)

EXPOTRANS SPA  
Blocco 1A – Galleria A 201  
CENTERGROSS – 40050 FUNO (BO)  
Tel : (39) 051864466

[AIR, ROAD & COURIER TARIFF](#)

**NOTIFY:**

Exhibition Name \_\_\_\_\_  
Exhibitor Name \_\_\_\_\_  
Hall / Stand Number \_\_\_\_\_

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All documents such as **CMR** must show the consignee as indicated below:

**Consignee for deliveries/pick up services to our advanced warehouse (before/after official move in/out dates):**

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EXPOTRANS SPA  
C/O Magazzini ELLECI Srl  
Via del Fonditore 2/7 – 40138 Bologna

**NOTIFY:**

Exhibition Name \_\_\_\_\_  
Exhibitor Name \_\_\_\_\_  
Hall / Stand Number \_\_\_\_\_

**Consignee for direct delivery to Bologna Congressi (during official move in/out dates):**

EXPOTRANS SPA  
C/O Bologna Congressi  
Via Alfredo Calzoni 1/5  
(Ingresso Palcoscenico)  
40128 Bologna  
Tel : (39) 340 7924228

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**NOTIFY:**

Exhibition Name \_\_\_\_\_  
Exhibitor Name \_\_\_\_\_  
Hall / Stand Number \_\_\_\_\_

***Please note: All exhibition goods, dispatched either by seafreight or airfreight, shall be consigned "Freight Prepaid". A 5% outlay commission will be imposed on all "Freight Collect" consignments.***

**CASE MARKINGS**

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

Name of Exhibitor \_\_\_\_\_  
Hall Number \_\_\_\_\_  
Stand Number \_\_\_\_\_  
Case Number \_\_\_\_\_  
Gross/Net Weight \_\_\_\_\_  
Dimensions \_\_\_\_\_

**UNATTENDED CARGO**

Expotrans is not responsible for unattended cargo at the end of the show. In case of request by the show Organizer, unattended goods will be transferred to our warehouse and subject to additional transport and storage charges.

**RETURN INSTRUCTIONS**

All exhibitors must complete and sign the Return Shipping Instruction. Exhibitor should contact Expotrans staff to complete their disposal instructions before the end of the show.  
In case of sale of the exhibition goods during event, Expotrans will not be responsible for any loss or damage.

**MANDATORY REGULATIONS ON WEIGHT VERIFICATION**

Effective 1<sup>st</sup> July 2016, International Maritime Organization amended the Safety of Life at Sea (SOLAS) convention. SOLAS will require mandatory verification on the gross weight (VGM) of all packages, pallets, containers, etc. Additional information on the SOLAS requirement can be found on <http://www.worldshipping.org/industry-issues/safety/cargo-weight>

## ARRIVAL DEADLINES

	Port/Airport/Terminal	Goods must be received by
Ocean Freight FCL	Upon request	Upon request
Ocean Freight LCL	Upon request	Upon request
Airfreight	Bologna BLQ	7 working days before requested delivery date
Truck	Bologna advanced warehouse	3 working days before requested delivery date
Documents	5 (five) working days prior to the arrival of vessel, aircraft or trucks	

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In case of shipments arriving directly at the fairground, the pre-alert must be sent at least three working days before the requested unloading date.

Otherwise will be applied an additional 30% surcharge on the inbound services.

### **LATE ARRIVAL SURCHARGE**

For cargo arriving beyond deadlines, an additional **30%** handling surcharge will be added to cover the additional costs. EXPOTRANS will make all reasonable efforts to ensure the delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of the delivery date to the show site.

## INSURANCE & TURN OVER FEE

### **INSURANCE**

Handling is undertaken entirely at the owner's risk. While EXPOTRANS will do their utmost to ensure the safety of your goods we highly recommend that all exhibitors issue an "All Risk" insurance policy.

### **TURNOVER FEE**

Shipments being turned over to a forwarder other than EXPOTRANS for export will incur to a charge of EUR 100,00 for Air and LCL shipments. Full containers will be charged EUR 200,00.

## CUSTOMS CLEARANCE

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### CUSTOMS BROKERAGE

To be applied upon each import (permanent, temporary), transit document and re-export operation, including 1 HS Code:

<b>Customs clearance</b>	€ 170,00 / operation
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Classification surcharge per HS Code (from the second HS Code)

<b>HS Codes</b>	€ 10,00 / Code / operation
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### CUSTOMS INSPECTION

[SEAFREIGHT TARIFF](#)

<b>Documents inspection</b>	€ 90,00 / inspection
<b>Goods inspection</b>	Charged at cost + 10% service fee

[AIR, ROAD & COURIER TARIFF](#)

### GUARANTEE ON TEMPORARY IMPORTATION

For all goods arriving on temporary import basis, without Ata Carnet, a Guarantee on Customs duties & Vat (**30% on CIF value of goods**) must be provided. We kindly ask you to keep in touch with us to get all information about advanced payment to be done before delivering the goods to exhibition ground.

[ON-SITE TARIFF](#)

<b>Guarantee fee</b>	0,7% upon guaranteed value/max. € 250,00
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In case of authorization of our Customs Broker, we can offer **Bond Fee** for the Temporary Import:

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<b>Bond Fee</b>	0,75% upon C.I.F. value/min. € 170,00
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All these exhibition goods must be re-exported within 1 month from arrival date or must be permanently imported. Otherwise Customs duty/VAT and customs fine will be charged. VAT and duties will also be charged in case our re-export form (Transit Document) is not duly discharged at the Customs point of destination or at EU border/transit point.

### CARNET ATA

<b>DOCUMENT DEPOSIT</b>	€ 25,00 / DOCUMENT
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### DUTIES/VAT

Will be applied on all consumable / not re-exported items: on permanent entries to be billed as per customs receipt + 2% (Min. charge € 35,00).

**ASSIGNATION OF EORI NUMBER:** € 150,00 / EORI number

**Below tariffs are valid for services performed during regular working days (Monday to Friday)**

## SEAFREIGHT

Upon request

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## AIRFREIGHT

**Shipments arriving Freight Prepaid at Bologna airport: charges are based per each taxable 100 Kg. - Ratio weight / volume: 1 CBM=167 Kg. (same applies to export)**

- ◆ Taking over consignment on arrival;
- ◆ Loading onto transport and delivery to exhibition site, during normal working days (Mon-Fri)
- ◆ Unloading and delivery to booth, incl. short term storage (max 5 days)

<b>Handling of Documents</b>	€ 120,00 / AWB / HAWB
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Up to 100 Kg	€ 350,00
From 101 to 1.000 Kg	€ 350,00 + € 80,00 / 100 Kg
Minimum charge:	100 kg / AWB / HAWB
Over 1.000 Kg	quotation upon request

**Not included:**

- Third party charges, will be charged at cost + 10%
- Airport terminal taxes and storage

## ROADFREIGHT VIA ADVANCE WAREHOUSE

Shipments arriving Freight Prepaid at Bologna Advanced Warehouse (same applies to export)

- ◆ Taking over consignment on arrival
- ◆ Warehousing
- ◆ Loading onto transport and delivery to exhibition site
- ◆ Unloading and delivery to booth, during normal working days (Mon-Fri)

From 1 to 3 CBM	€ 60,00 / CBM
Over 3 CBM	Upon request
Minimum charge, under 1 CBM	€ 40,00 / shipment

**Not included:**

- Third party charges, will be charged at cost + 10%

## ON SITE TARIFF

<b>1. Agency Fee (for shipments arriving directly to show site)</b>	€ 10.00 / per way
<b>2. Workers</b>	€ 25.00 / hour (min. 2 hours unit)
<b>3. Fork lift including operator</b> Up to 3,5 Ton	€ 106.00 / hour (min. 1 hour)
Forklift can't work inside the halls – deliveries from ground to stand can be completed only with Workers + transpallet (point 2. + 5.)	
<b>4. Crane including operator</b>	To be quoted upon request
<b>5. Pallet Jack (operator not included)</b>	€ 20.00 / hour (min. 1 hour)
<b>6. Collection, storage and redelivery of empty cases</b> <i>Rate per cubic meter, no fraction</i>	To be quoted upon request
<b>7. Warehousing during the show</b>	To be quoted upon request

Overtime for points 2, 3 and will be surcharged as follow:

Monday/ Friday	18:00/24:00	+ 25%
Monday/ Friday, Saturday, Sunday and Public Holidays	24:00 / 08:00	+ 100%
Saturday	08:00 / 24:00	+ 50%
Sunday and Public Holydays	08:00 / 24:00	+ 100%

*All services to be provided after 6:00 p.m. must be booked by email before 6:00 p.m. on the previous day.*

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- ✓ Rates are applicable to single unit not exceeding the standard loading parameter per transport unit (air/sea CNTR + taut-liner truck).
- ✓ All rates are subject to 22% VAT, where applicable.
- ✓ The storage service can be provided only for exhibits and it is strictly related to the build up and break down periods. Long-term warehousing can be provided only upon specific agreement.
- ✓ The empty storage service is only intended for empty packing materials. Expotrans will not be responsible for the damage or loss of any material and/or goods left inside.
- ✓ Above rates are for shipments handled in accordance with our shipping instruction and deadlines.
- ✓ Expotrans are not responsible for goods left unattended at the stand.
- ✓ All services must be paid before the end of the exhibition by credit card, cheque or cash unless otherwise agreed. The invoice for the services will be delivered to the booth.
- ✓ Expotrans are a certified agent of ENAC (the Italian Civil Aviation Authority ) and are required to guarantee security checks on goods or mail in order to prevent any illicit introduction of arms, explosives and every other object that can interfere with the normal activity of the air traffic.
- ✓ Above rates do not apply to shipments of live animals, dangerous goods, perishable, valuables or any other kind of special cargo.
- ✓ Third party charges, demurrage, detention or storage charges, incurred for reasons beyond our control will be billed as per outlay + 10%.
- ✓ Issuing of various certificates (CITES, Phitosanitary, Sanitary, Fumigation) will be billed as per outlay + 10% (minimum charge EUR 50,00).
- ✓ For any legal dispute the competent forum is Rome.

**Further services not included in the present Handling and Logistic Tariff will have to be agreed in advance**

## LINKS

<https://www.expotrans.net/en/request-quotation-line>