

SHIPPING INSTRUCTIONS

PLMA



SHIPPING INSTRUCTIONS

TARIFF

CONTENTS

INTRODUCTION

KEY INFORMATION

SEA, AIR

ROAD, COURIER

DOCUMENTATION

ADDITIONAL INFORMATION

INTERNATIONAL INBOUND TARIFF

ONSITE HANDLING TARIFF

INTERNATIONAL OUTBOUND TARIFF

ONLINE ORDERING

INTRODUCTION

CEVA Showfreight are bringing their exhibition site logistics and forwarding skills to Amsterdam as the SOLE OFFICIALLY APPOINTED FREIGHT FORWARDER AND LIFTING CONTRACTOR for PLMA 2024. This puts us in the unique position of being the only company to operate forklifts, cranes and electric pallet trucks in the halls and on the terraces surrounding the site.

We have specialized partners across the globe to take care of your shipping requirements and consolidation points so that goods for PLMA can then travel together to Amsterdam, saving money and avoiding multiple handling of shipments, thus reducing the risk of damages.

When you arrive onsite at the RAI Amsterdam we will have offices within the halls to assist you during the build-up, show days and breakdown.



**CONNECT.
SOURCE.
GROW.**

28-29 MAY 2024
RAI AMSTERDAM CONVENTION CENTRE

KEY | INFORMATION

Build-up Dates

25 - 27 May 2024

Show Dates

28 - 29 May 2024

Breakdown Dates

29 May 2024 (17:00 – 23:00)

30 May 2024 (08:00 – 17:00)

Go to www.plma.nl/rai for more details

Shipping Deadlines



Seafreight LCL / FCL at any Rotterdam Port

LCL = 10th May 2024

FCL = 10th May 2024



Airfreight at Schiphol Airport (AMS)

15th May 2024



Road freight directly to PLMA2024

Road freight via Onsite Warehouse
3 days prior to delivery date



Chilled and frozen at **Rai Amsterdam**
from **22 May 2024**



Advanced Warehouse **Utrecht**
From **6th May 2024**
Until **17th May 2024**

Orders received after 10th **May 2024** will incur a 25% late booking surcharge or any shipment arriving after the above shipping deadlines.

All vehicles of 8.00M and longer must be unloaded/reloaded by CEVA SHOWFREIGHT

Please contact plma@cevalogistics.com for more information

KEY | INFORMATION

All information on the build and breakdown period can be found at www.plma.nl/rai.

BUILD-UP

Deliveries and collections are to be made to the RAI during the official build-up and breakdown periods only (unless early access has been authorised by Gielissen).

BREAKDOWN

Breakdown period will end at 30 May 2024. Any shipments that remain either in the exhibition halls or in one of CEVA Showfreight's onsite warehouses after this date/time, will be removed from site and transferred to a third party warehouse at the exhibitor/contractors cost.

Materials which are left in the halls after the official breakdown period has ended will be disposed by the Amsterdam RAI cleaning services. PLMA organization reserves the right to consign exhibitor's materials to CEVA, at the exhibitor's expense, if they are not removed in accordance with the above schedule.

CHARITY

General breakdown instructions will be distributed to all exhibitors in the morning on the 29th of may. In the afternoon, charity volunteers will distribute information on their collection operation that starts at the closing of the show. If your company decides to leave goods for charity, make sure that your goods are labelled 'Charity' by the time the show closes at 16:30.

To avoid delays and ensure the shipment can be delivered on the required date, please ensure that shipment arrives no later than the deadline dates.

KEY | INFORMATION

EMPTY | CASES

We offer a two-tier service for empty packing cases:

Standard Empties Service

This guarantees all empty cases will be returned to your stand by 09:00 Thursday 30th May 2024.

Priority Service

This service begins at 18:00 hours and ends at 21:00 hours on Wednesday 29th May. Please be aware we are not permitted to operate forklift trucks in the halls until 1 hour after the show closes.

For the Priority Service it is essential that we have written confirmation of your requirements and that you collect the relevant storage labels from our offices at the RAI.

Full Goods

Full goods (ladders, pallet trucks, toolboxes etc.) will not be returned until a representative reports at our office.

***All cases must be labelled and removed from the halls no later than 15:00 hours on Monday 27th May**

SEA | AIR



All Bills of Lading and AWB should be sent prepaid

Details on request via michael.jansen@cevalogistics.com

Documents required in advance of Shipment:

- Copy of Direct Master AWB with 3 original invoices attached
- Copy of Shipping Invoice / Packing List
- Air shipments must be covered by one Master AWB
- ATA Carnet shipments- number must be shown on AWB
- Copy of Power of Attorney

Using consolidators will delay customs clearance and delivery. Any deconsolidation charges will be passed on at cost + 10%. Please forward all documentation to michael.jansen@cevalogistics.com for approval before shipping.

ROAD |



Shipments delivering direct to the RAI should first report to the marshalling area detailed on page 10 and be consigned as follows:

CEVA Showfreight
PLMA2024
Exhibitor Name
Hall & Stand Number
P20 Heining 1047
Amsterdam
The Netherlands

Point of attention

Shipments through the Warehouse will be delivered on Sunday 26th of May between 11:00 and 15:00 Sunday surcharge not applicable

For road-freight shipments that require customs clearance please contact: michael.jansen@cevalogistics.com for detailed information. For full traffic information please contact: melanie.shipway@cevalogistics.com



All Frozen/Chilled shipments should first report to the marshalling area detailed on page 8 and will be directed to the storage facility.

CEVA Showfreight
PLMA2024
Exhibitor Name
Hall & Stand Number
P20 Heining 1047
Amsterdam
The Netherlands

Points of attention

IMPORTANT! Please make sure that “Perishable cargo / Keep cool” is mentioned on the transport documents and that the shipment is labeled “Keep cool/frozen at approx.°C”.

Standard delivery to stand for chilled and frozen is Monday 27th of May 2024

All chilled shipments will be delivered between 10:00 and 13:00

All frozen shipments will be delivered between 13:30 and 16:30

Only on request and after written confirmation by CEVA a chilled and/or frozen shipment will be delivered on a different/specific date and/or time; For this a surcharge will apply

ROAD



Delivery at advanced warehouse can be done between Monday 6th May 2024 and Friday 17th May 2024. Monday to Friday between 08:30 and 15:30

CEVA Showfreight

PLMA2024

Exhibitor Name

Hall & Stand Number

Electronweg 24

3542AC Utrecht

The Netherlands

Point of attention

Shipments through the Advanced Warehouse will be delivered on Sunday between 11:00 and 15:00 26th May 2024 Sunday surcharge not applicable

Shipments may consist of maximum 5 pcs and/or 10 cbm, whichever is higher

Perishable, chilled and/or frozen shipments cannot be accepted

For road-freight shipments that require customs clearance please contact: michael.jansen@cevalogistics.com for detailed information. For full traffic information please contact: melanie.shipway@cevalogistics.com

ROAD



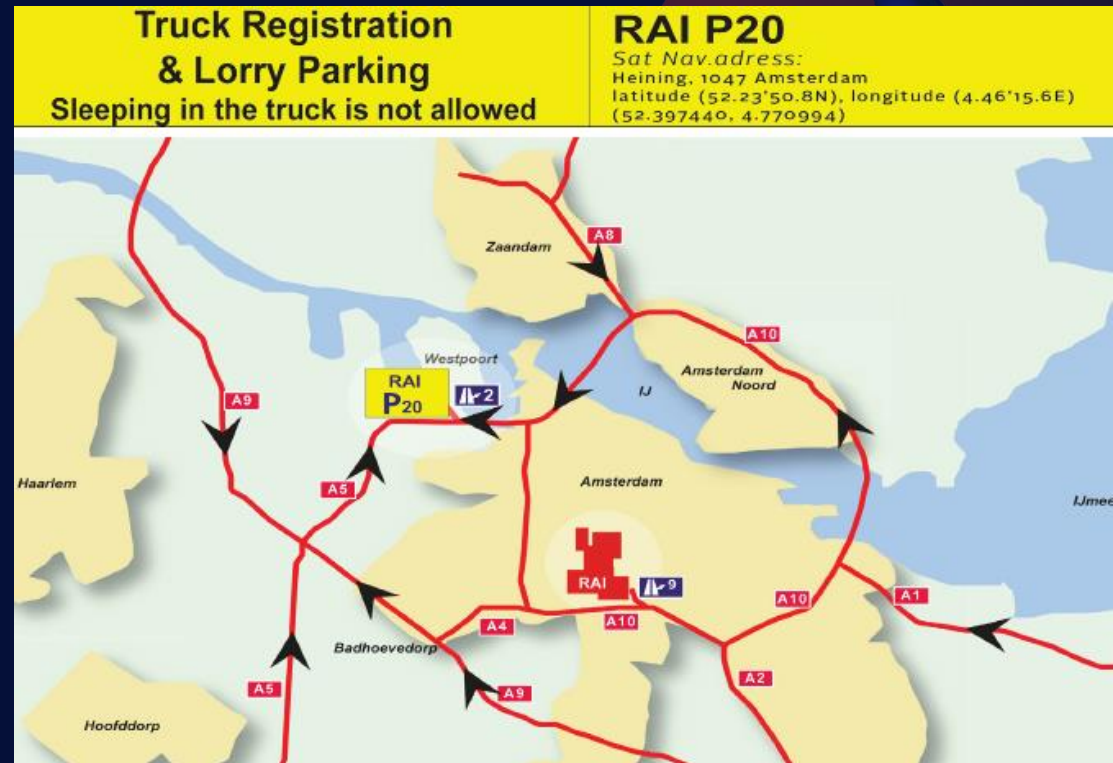
Marshalling Area

All vehicles delivering / collecting from the RAI will be first directed to a traffic marshalling area at P20 Heining 1047, Amsterdam (managed by RAI Traffic).

Vehicles will be held in a queuing system until space is available at the relevant delivery door or for part load shipments sent to the warehouse. At P20 your drivers will register with CEVA traffic and gain their access pass for the RAI or the warehouse.

CEVA Showfreight accepts no responsibility for queuing times at P20.

All vehicles of 8.00M and longer must be unloaded/reloaded by CEVA SHOWFREIGHT



For road-freight shipments that require customs clearance please contact: michael.jansen@cevalogistics.com
for detailed information. For full traffic information please contact: melanie.shipway@cevalogistics.com

COURIER |

Courier deliveries should be consigned as follows:

CEVA Showfreight Courier Shipment

PLMA2024

Exhibitor Name

Hall & Stand number

Entrance P9

RAI, Europaplein

1078 GZ Amsterdam

The Netherlands



****Shipment terms DTP****

Documents required:

- Copy of consignment note (terms DTP)
- Copy invoice

For more information about shipping or courier shipments, please contact plma@cevalogistics.com. A more detailed courier shipping instructions can be provided upon request.

Exhibitors should note that courier companies are not permitted to enter the halls at PLMA and deliver direct to stands. Any courier shipments will be held at the reception point and can only be delivered when an exhibitor makes themselves known to CEVA at this reception point.

Please send an e-mail with a copy of the waybill / connote together with the complete filled out ORDER FORM to plma@cevalogistics.com for a smooth handling of your shipment.

Please note: If you want a courier company to customs clear your shipment, please ship on DTP terms & mention your account number at D&T&S box

Courier shipments can only be accepted from 23 May 2024

Points of attention :

CEVA cannot be held responsible for chilled goods that arrive as dry goods.

CEVA cannot accept any shipments for which costs are charged to the recipient

Please forward pre advice to plma@cevalogistics.com for approval before shipping.

CUSTOMS | CLEARANCE

Shipments from outside the European Union are subject to customs clearance formalities. Please read the following information carefully:

Permanent entries:

Can be done only for goods which are to be consumed during the show, such as consumables, office material, giveaways, catalogues, ect
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 cost)

All food shipments from outside the EU, the following rules apply:

- Health certificate, certificate of origin, commercial invoice and packing list must be E-mailed to CEVA before the shipment is sent to Amsterdam. Based on these documents, CEVA will determine if any additional documentation is required.
- In case of a veterinary inspection, all charges will be invoiced to the client at cost. Fresh meat, fresh fish and dairy products always has to be inspected. Unfortunately we can't say on forehand 100% sure if a specific shipment will be inspected or not. CEVA isn't involved in the decision making process with regards to a veterinary inspection

Excise Goods

If you are sending excise goods to the Amsterdam RAI Exhibition Centre, such as alcoholic beverages, CEVA must arrange the excise clearance. Before preparing the EAD, CEVA must receive the following documents to check with our excise broker:

- Commercial invoice
- Packing list (which includes the percentage of alcohol per item)

After receiving these documents at michael.jansen@cevalogistics.com , CEVA will provide the full details that can be used in preparing the EAD rates per customs import rate.

Point of attention 1:

Please make sure that the EAD is not created before you have received approval from CEVA and receipt of the correct license number.

Point of attention 2:

When shipping the excise goods, make sure that the original documents (commercial invoice, packing list and EAD) are enclosed with your shipment. Also send a copy of these documents to CEVA michael.jansen@cevalogistics.com.

Point of attention 3:

Excise shipments will be imported permanently and cannot return to the country of origin after the fair.

***Temporary & Permanent Import materials must be packed separately, in different boxes.**

DOCUMENTATION |

All documents must be received at least 7 working days in advance of arrival and be written in English. A combined Commercial Invoice and Packing List is required containing the following information:

- Country of origin
- Confirmation that the packing conforms to local regulations
- Tariff heading(s) / H.S. Codes
- Serial numbers (where applicable)
- Commodities are itemised and valued individually
- Weights and dimensions of individual packing cases
- Temporary & permanent import materials must be packed separately, in different boxes

Please note: Everything has a value. Consumables should show a realistic value 'For Customs purposes only' Please consign as follows:

CEVA Showfreight
PLMA2024
Exhibitor Name
Hall & Stand Number
RAI
Europaplein
1078 GZ Amsterdam
The Netherlands

On your commercial invoice please specify the appropriate import status:

PERMANENT:

'Goods are for permanent entry into The Netherlands'

TEMPORARY:

'Goods are for display purposes at PLMA2024 and will be returned after the event'

Electronic copies of a commercial invoice can be downloaded [HERE](#)

Please forward all documentation to for approval before shipping

DOCUMENTATION |



POWER OF ATTORNEY

To act on your behalf at Dutch customs, CEVA Showfreight requires that you grant us 'Power of Attorney' for all customs related matters. By giving us Power of Attorney, CEVA Showfreight will provide customs services in accordance with article 5, paragraph 6 of the Union Customs Code (regulation 952/2013).

A Blank Power of Attorney can be provided upon request.

CEVA Showfreight cannot provide customs services without a signed Power of Attorney.

INSURANCE

Insurance cover whilst goods are in transit or in CEVA's possession are covered under the limitations of CEVA's TERMS AND CONDITIONS.

Goods left unattended on stands after delivery or awaiting collection after an exhibition are the sole responsibility of the exhibitor, and therefore strongly recommend that your freight is fully insured.

Specific all risk cover for your freight is available from CEVA upon request, please contact: plma@cevalogistics.com

PAYMENT OF CHARGES

Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance by bank transfer or alternatively on site by credit card.

Account Name:	CEVA Receivables Finance DAC
Account No:	0227724445
IBAN:	NL10BNPA0227724445
BIC/SWIFT:	BNPANL2A

Please contact plma@cevalogistics.com for more information

ADDITIONAL INFORMATION

Insurance

Insurance cover whilst goods are in transit or in CEVA's possession are covered under the limitations of CEVA's Terms and Conditions

Goods left unattended on stands after delivery or awaiting collection after an exhibition are the sole responsibility of the exhibitor, and therefore strongly recommend that your freight is fully insured.

Specific all risk cover for your freight is available from CEVA upon request:

Please forward all documentation to:

plma@cevalogistics.com



Payment of Charges

Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance by bank transfer or alternatively on site by credit card.

BNP Paribas S.A.
Herengracht 595
1017 CE Amsterdam

Account Name:	CEVA Receivables Finance DAC
Account Number:	0227724445
IBAN:	NL10BNPA0227724445
BIC (Swift):	BNPANL2A

INBOUND | CUSTOMS | TARIFF

Permanent Import food /Excise Goods *(all food items must be destroyed after the fair)*

Document handling & inspection	€ 55.00
Customs inspection (if applicable)	€ 150.00
Intervention Fee (if applicable)	€ 87.50
Veterinary inspection (if applicable)	At cost
Customs entry T1 per shipment/exhibitor	€ 55.00
Permanent Import Customs Clearance	€ 160,00
Extra tariff number (after 10 HS codes)	€ 7.50 per item
Import duties / Excise and VAT	At cost +6%

Temporary Import *(goods will return after the fair)*

Customs entry T1 per shipment/exhibitor	€ 55.00
Temporary Import Customs Clearance	€ 160,00
Import risk management fee per shipment/exhibitor	1% of the CIF Value Minimum € 100.00
Extra tariff number (after 10 HS codes)	€ 7.50 per item
Handling charges ATA Carnet per way	€ 125.00 per declaration

*These charges only apply if the shipment is under T1 and will not be charged if the shipment is sent from within the EU

OUTBOUND | CUSTOMS | TARIFF

Export rates

Export document	€160.00
T1	€85.00
Export risk management fee per shipment/exhibitor	1% of the CIF Value Minimum € 100.00

Point of attention:

Please note that all food items and/or excise shipments can't return to the country of origin and must be destroyed after the fair.

Please contact plma@cevalogistics.com for more information

INTERNATIONAL | INBOUND | TARIFF

From free arrival Schiphol Airport (AMS) till arrival Amsterdam RAI (excluding customs clearances)

0 To 100kg	€335
101 To 250kg	€445
251 To 500kg	€499.50
Above 500 kg per additional kg	€0.85 per kg
Additional Frozen / Chilled Port Handling	€62.50 per 50kg

This tariff will be charged at 1 cubic meter = 167 kg, whichever is higher.
Rate includes all airport handling fees and transit documents.
Please note that any deconsolidation charges and warehouse rent will be passed on to you at cost +15%.

From free arrival Rotterdam seaport till arrival Amsterdam RAI.

Rates

LCL shipments	At cost +20%
Intervention Fee	€35

FCL shipments

Rates for FCL shipments are available on request

This tariff will be charged at 1 cubic meter = 300 kg, whichever is higher.

Rate includes all port handling fees and transit documents.
Please note that any deconsolidation charges and warehouse rent will be passed on to you at cost +15%.

INTERNATIONAL | OUTBOUND | TARIFF

Same as inbound. Export airfreight rates from AMS to destination airport are available upon request.
Export sea freight charges from RTM to port of destination are available on request

AIR

SEA

ONSITE | HANDLING | TARIFF

Unload Direct From Vehicle To Stand	€45.00 Per cbm (Min 2cbm)
Unload Via On-site Warehouse To Stand	€65.00 Per cbm (Min 2cbm)
Unload via advanced warehouse to stand	€55.00 Per cbm (Min 2cbm / Maximum 6cbm)
Unloading 13,6 LDM solely for standfitting materials (1hall/stand)	€1250 per trailer
Unloading 6 LDM solely for standfitting materials (1hall/stand)	€675
Additional stands (per additional stand)	€100

The above charges are also applicable for outbound shipments

COURIER | SHIPMENTS

Receipt, registration and storage (up to 23 kilogram)	€50.00
Receipt, registration and delivery to stand (up to 23 kilogram)	€85.00
Courier intervention fee (per way)	€200

ONSITE | HANDLING | TARIFF | EMPTY CASE STORAGE

Collection Storage And Redelivery of Standard Empty Cases	€49.00 Per cbm (Min 3cbm)
Collection Storage And Return of Priority Empty Cases	€62.00 Per cbm (Min 3cbm)
Full Goods & Accessible Storage	€62.00 Per cbm (Min 3cbm)

ONSITE | HANDLING | TARIFF | TEMP CONTROLLED GOODS

Unloading to temp controlled storage	€310.00 Per pallet
Delivery from Temp controlled storage to stand	€60.00 Per delivery
Time specific delivery	€135.00 Per delivery
Transfer per pallet from stand to Temp control storage	€135.00 Per delivery
Maximum dimensions per pallet 120x100x170cms	

INFORMATION

- All prices are excluded 21% VAT (only applicable for invoicing within the Netherlands).
- All orders can be cancelled one week in advance without costs.
- Within one week we will charge a cancellation fee of 25% on the original order.
- All orders cancelled 48hrs prior to booked services will be charged at 100% of the order.
- Final ordering date is Tuesday Friday 10th of May for orders that are placed or changed after the final ordering date, a late booking surcharge of 25% will apply on the total invoice.
- No credit is given, so all charges need to be paid in full before carrying out the work.
- All charges will be calculated in full cbm, per starting piece and cbm, per consignment and per stand.
- All invoices will be sent with an administration fee of € 35.00 per invoice.
- Credit card surcharge if applicable
- Volume conversion for items on this tariff: 1 cbm = 300 kgs, unless stated otherwise.
- All activities will be charged on the actual weight or the volume weight, whichever is higher.
- All activities carried out on weekday evenings after 18:00 or any time Saturdays will be charged with a 25% surcharge
- Sundays & national holidays, will be charged with 50% surcharge at any time
- 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 you to insure your goods for the duration of the show.
- CEVA Showfreight cannot be held responsible for vehicle waiting times at Amsterdam RAI. The venue is busy and space around the halls are limited and therefore during peak times delays can be incurred. During build-up and breakdown, all traffic is subject to a buffering procedure.

For any services not listed in the document, please contact plma@cevalogistics.com

ORDER | FORM

EXHIBITOR | DETAILS

Exhibitor Name:

Hall and Stand Number:

Onsite Contact Name:

Mobile Telephone Number:

CUSTOMER | INVOICING | DETAILS

Company Name:

Contact Name:

Address:

Zip Code:

City:

Country:

Vat number:

Telephone Number:

Email Address:

Reference Number:

Initial*

Orders received after 10th May 2024 will incur a 25% late booking surcharge. **Please Return This Order Form To: plma@cevalogistics.com**

ORDER | FORM

TYPE OF SHIPMENT	ASSET NUMBER (IF APPLICABLE)	AMOUNT IN PIECES	LENGTH CM	WIDTH CM	HEIGHT CM	WEIGHT KG	CHILLED FROZEN
PALLET CRATE BOX FLIGHTCASE FULL TRAILER							CHILLED FROZEN
PALLET CRATE BOX FLIGHTCASE FULL TRAILER							CHILLED FROZEN
PALLET CRATE BOX FLIGHTCASE FULL TRAILER							CHILLED FROZEN
PALLET CRATE BOX FLIGHTCASE FULL TRAILER							CHILLED FROZEN
UNLOADING GOODS DIRECTLY TO STAND	DELIVERY DATE & TIME				<p>*BY SIGNING THIS ORDER FORM, YOU ARE PLACING AN ORDER FOR LOGISTICAL SERVICES.</p> <p>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.</p> <p>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.</p> <p>SHOULD YOU HAVE ANY QUESTIONS OR REQUESTS PLEASE FEEL FREE TO CONTACT US, WE WILL BE MORE THAN HAPPY TO BE AT YOUR ASSISTANCE.</p>		
UNLOADING GOODS VIA ADVANCED WAREHOUSE (ONLY FOR EARLY DELIVERIES)	DELIVERY DATE IN WAREHOUSE						
UNLOADING GOODS VIA ONSITE WAREHOUSE RAI	DELIVERY DATE IN WAREHOUSE DELIVERY DATE ON STAND						
HANDLING AND STORGE OF CHILLED / FROZEN GOODS	DELIVERY DATE IN WAREHOUSE DELIVERY DATE ON STAND						
STORAGE OF EMPTY PACKAGING MATERIALS HIGH PRIORITY	VOLUME						
STORAGE OF EMPTY PACKAGING MATERIALS	VOLUME						
STORAGE OF FULL GOODS	VOLUME						
RELOADING GOODS DIRECTLY FROM STAND	COLLECTION DATE & TIME						
RELOADING GOODS VIA ONSITE WAREHOUSE RAI	COLLECTION DATE FROM STAND COLLECTION DATE FROM WAREHOUSE						
RELOADING GOODS VIA ADVANCED WAREHOUSE (ONLY FOR LATE COLLECTIONS)	COLLECTION DATE FROM STAND COLLECTION DATE FROM WAREHOUSE						
HANDLING OF CUSTOMS FORMALITIES (FOR SHIPMENTS ORIGINATING OUTSIDE EU)							
HANDLING AIRFREIGHT	AWB Number						
HANDLING SEAFREIGHT	B/L NUMBER						
NAME IN CAPITALS:	SIGNED:		DATE:				

Orders received after 10th May 2024 will incur a 25% late booking surcharge.

Please Return This Order Form To: plma@cevalogistics.com

TERMS | CONDITIONS

CEVA Logistics Netherlands B.V. Show freight

CONDITIONS

The latest version of the Logistics Services Conditions ("LSC") as filed by the Netherlands Association for Forwarding and Logistics (Fenix) and TLN (Transport and Logistics Netherlands at the office of the District Court in Rotterdam applies to all activities of Showfreight. In addition to the LSC, the following provisions shall apply to all services performed. The full text of the LSC can be provided on request.

CONDITIONS OF CEVA SHOWFREIGHT

A GENERAL

1 Definitions:

CEVA Logistics Netherlands B.V. doing business as CEVA Showfreight: 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.

2 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.

3 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.

4 If, after written confirmation of an order, the client chooses not to make use of the services 7 days prior to the commencement 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 LSC 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

1 The client shall bear the expense and the risk of the work performed by CEVA Showfreight.

2 If goods are addressed to CEVA Showfreight, CEVA Showfreight will deem this to be an order to CEVA Showfreight and shall handle/deliver the goods accordingly (after payment in cash where deemed necessary). The costs of this service may be charged to the exhibitor / stand builder / organizer or to the client.

3 CEVA Showfreight reserves the right to suspend the activities, such as loading and unloading, if:

- 1.it is not clear on whose instructions the work is being performed;
- 2.the shipment details are unclear and/or incomplete;
- 3.the goods are in such a condition that further handling of these goods could result in damage / further damage to goods and/or third parties and/or cause injury to persons;
- 1.the material required is not available;
- 2.this has resulted or could result in damage of any nature;
- 3.the instructions of CEVA Showfreight personnel have not been correctly followed;
- 4.the location at which the work is to be performed is not accessible or not available.

D CLIENT'S RESPONSIBILITIES

1 Any goods handled are not insured by CEVA Showfreight, the client must arrange an adequate (transport) insurance.

2 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.

3 The exhibitor/stand builder shall be present to provide guidance and instructions while the work is being performed.

4 The client is responsible for providing written instructions, or when agreed oral instructions, on the work that is to be performed.

E RESPONSIBILITIES/LIABILITY OF CEVA SHOWFREIGHT

1 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 is authorized to sign proofs of delivery on behalf of client or the consignee as the case may be.

2 CEVA Showfreight shall under no circumstances be liable for damage to or loss of goods left unattended in trade fair halls and/or stand locations.

3 CEVA Showfreight is not liable or responsible for the contents of the parcels.

4 CEVA Showfreight is not liable or responsible for the number of parcels loaded from the stand or placed in storage.

5 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.

6 Unless agreed otherwise, CEVA Showfreight is not liable for the incorrect loading of the goods in the absence of the client.

7 CEVA Showfreight is not liable for damage arising from the use of unsuitable transport equipment by the client.

8 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.

9 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.

10 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.

11 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

1 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, may be charged to the stand builder / exhibitor or the client as the case may be.

2 Costs for the activities arising from changes to the construction and dismantling times, location, etc. shall be charged to the stand builder / exhibitor or the client as the case may be.

G STORAGE OF PACKAGING

1 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.

2 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.

3 When placing the order, it must be made clear whether and to what extent the packaging will be empty or full.

4 CEVA Showfreight provides no guarantee for the time at which the packaging will be returned to the stand.

5 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 thereof.

6 The packaging storage area is not accessible to the client.

7 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

1 CEVA Showfreight is not liable for the nature, quality or quantity of goods that the client has requested CEVA Showfreight to place into storage.

2 If stored goods damage the property of third parties or materials or buildings, the cost arising from this damage may be charged to the client.

3 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.

4 Entering the storage area is at the visitor's own risk. Visitors to the storage area must respect all CEVA Showfreight instructions and regulations.

5 The client shall bear the costs related to the supervision of the visit to the storage area.

6 The client is liable for any direct or indirect damage caused by the client or any person falling under the client's responsibility.