

# IBC2021

SHIPPING INSTRUCTIONS

TARIFF

ORDER FORM





## CONTENTS

[INTRODUCTION](#)

[KEY INFORMATION](#)

[SEA, AIR](#)

[ROAD](#)

[COURIER](#)

[STORAGE OF EMPTY CASES](#)

[DOCUMENTATION](#)

[ADDITIONAL INFORMATION](#)

[INBOUND CUSTOMS](#)

[INTERNATIONAL INBOUND TARIFF AIR](#)

[INTERNATIONAL INBOUND TARIFF SEA](#)

[ONSITE HANDLING TARIFF](#)

[OUTBOUND CUSTOMS](#)

[INTERNATIONAL OUTBOUND TARIFF AIR](#)

[INTERNATIONAL OUTBOUND TARIFF SEA](#)

[TARIFF INFORMATION](#)

[ONLINE ORDERING](#)

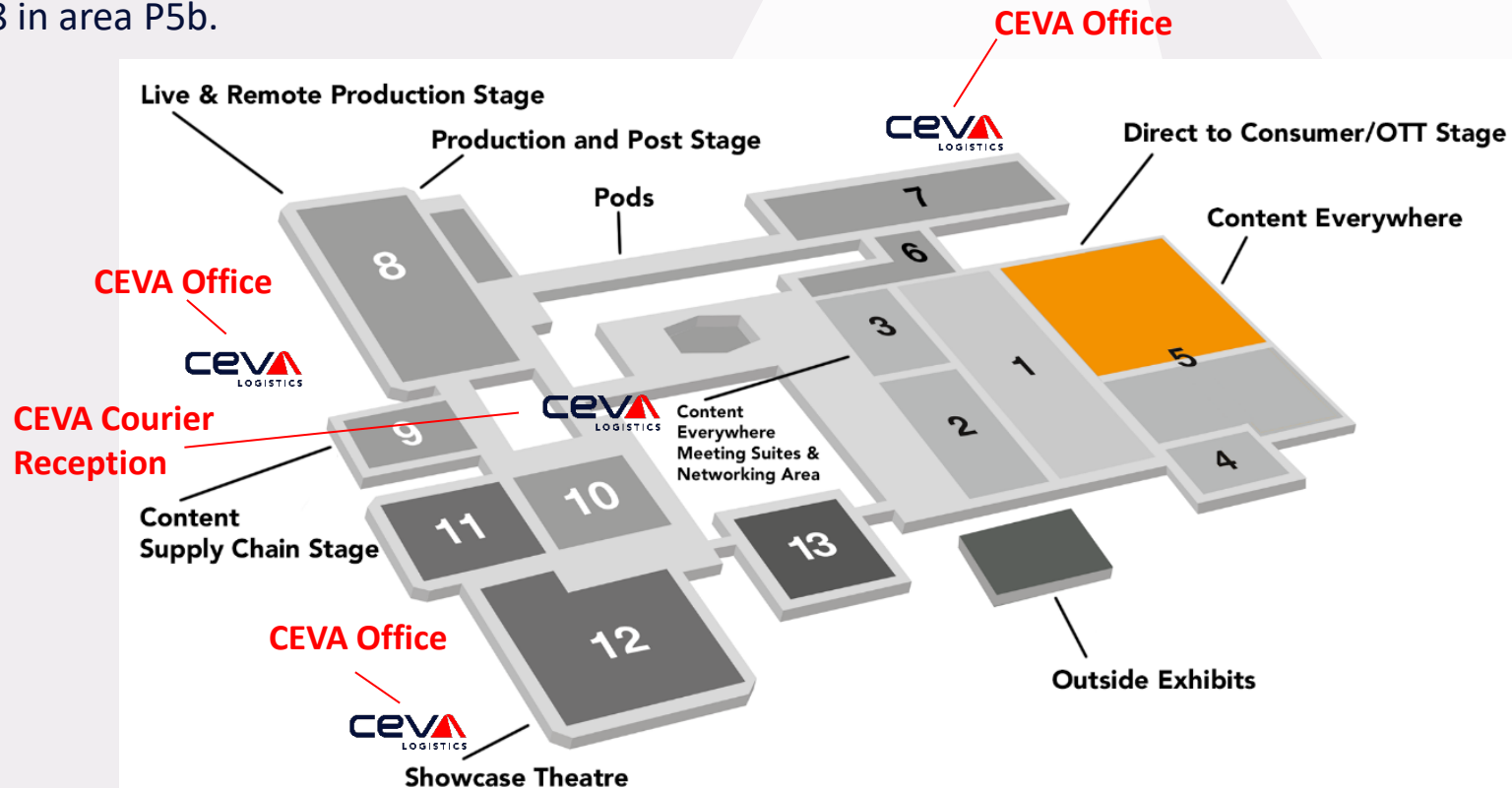
[ORDER FORM](#)

[PAYMENT DETAILS](#)

# INTRODUCTION

CEVA Showfreight are again bringing their exhibition site logistics and forwarding skills to IBC as the SOLE OFFICIALLY APPOINTED FREIGHT AND LIFTING CONTRACTOR for the 2021 event. This puts us in the unique position of being the only company to operate forklift trucks, electric pallet trucks and mechanical equipment in the halls and on the terraces surrounding the site.

In 2021 we will have offices located in Hall 7, next to the security control at P5a outside of Hall 12 and outside of Hall 8 in area P5b.



# KEY | INFORMATION

## Tenancy Deadlines

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 IBC).

Breakdown period will end at 18:00 on 09 December 2021. 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.

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.

Build-up Dates	26 November – 02 December 2021
Show Dates	03-06 December 2021
Breakdown Dates	07-09 December 2021

## Shipping Deadlines



Seafreight LCL / FCL at any Rotterdam Port

**LCL = 17 November 2021**  
**FCL = 17 – 19 November 2021**



Airfreight at Schiphol Airport Airport (AMS)

**22 November 2021**



Road freight directly to IBC2021  
**Day required on stand via P20**

Road freight via off site warehouse  
**3 days prior to delivery date**

Orders received from **18 November 2021** will incur a 25% late booking surcharge.

Please send all pre alerts to the CEVA Contacts below.

### International / Freight enquiries:

Ron Hayes

[Ron.hayes@cevalogistics.com](mailto:Ron.hayes@cevalogistics.com)

+44 (0) 330 587 7776

### Onsite Handling enquiries:

Mark Jackson

[mark.jackson@cevalogistics.com](mailto:mark.jackson@cevalogistics.com)

+44 (0) 330 587 7777



All Bills of Lading should be sent freight prepaid to Rotterdam Port and consigned as follows:

Consignee:  
CEVA Showfreight  
IBC2021  
Exhibitor Name  
Hall & Stand Number  
Folkstoneweg 182  
1118 LN Schiphol  
The Netherlands

Notify:  
CEVA Showfreight  
Contact: Ron Hayes  
Telephone: +44 (0) 330 587 7412

Documents required in advance of Shipment:

- Copy of Bill of Lading
- Copy of invoice / packing list
- Copy of Power of Attorney



All Airfreight consignments should be sent freight prepaid to Schiphol Airport (AMS) and consigned as follows:

Consignee:  
CEVA Showfreight  
IBC2021  
Exhibitor Name  
Hall & Stand Number  
Folkstoneweg 182  
1118 LN Schiphol  
The Netherlands

Notify:  
CEVA Showfreight  
Contact: Ron Hayes  
Telephone: +44 (0) 330 587 7412

Documents required in advance of Shipment :

- Copy of Direct Air Waybill
- Copy of invoice / packing list
- Copy of Power of Attorney

*Using consolidators will delay customs clearance and delivery. Any deconsolidation charges will be passed on at cost plus 10%*

Please forward all documentation to [ron.hayes@cevalogistics.com](mailto:ron.hayes@cevalogistics.com) for approval before shipping.



Shipments delivering direct to the RAI should first report to the marshalling area detailed on page 8 and be consigned as follows:

CEVA Showfreight  
IBC2021  
Exhibitor Name  
Hall & Stand Number  
Parking area P20  
Heining  
1047 Amsterdam  
The Netherlands

#### Documents required

- Copy of CMR
- Copy of commercial invoice / packing list
- Copy of Power of Attorney
- Copy of customs transit document

All part load shipments not loaded directly at the customers premises should first report to the marshalling area detailed on page 8 and will then be directed to the advanced warehouse

CEVA Showfreight  
IBC2021  
Exhibitor Name  
Hall & Stand Number  
Parking area P20  
Heining  
1047 Amsterdam  
The Netherlands  
**NCTS Code NL000854**

#### Documents required

- Copy of CMR
- Copy of commercial invoice / packing list
- Copy of Power of Attorney
- Copy of customs transit document

For security reasons, only full load trucks that have loaded at the customer's premises and have driven directly to the venue are permitted to enter the RAI via the buffering zone. Any other shipments and groupage cargo will be directed to the offsite warehouse. For roadfreight shipments that require customs clearance please contact [ron.hayes@cevalogistics.com](mailto:ron.hayes@cevalogistics.com)

For full traffic information please contact [melanie.shipway@cevalogistics.com](mailto:melanie.shipway@cevalogistics.com)

Please forward pre advice to [ron.hayes@cevalogistics.com](mailto:ron.hayes@cevalogistics.com) for approval before shipping



## Marshalling Area

All vehicles delivering / collecting from the RAI will be first directed to a traffic marshalling area at Parking area 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 advance warehouse.

Directions to P20 registration area. Here your drivers will register with CEVA traffic and gain their access pass for the RAI or the advanced warehouse.



## CEVA Only Unloading

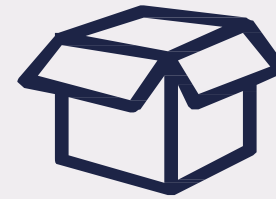
Due to limited space at the RAI there will be a “CEVA Only Unloading” time frame on Friday 26 November from 07:00-11:00 for vehicles over 8 metres in length. After this time all other vehicles will be allowed to access the terraces when space becomes available.

CEVA Showfreight accepts no responsibility for queuing times at P20.

Please forward pre advice to [ron.hayes@cevalogistics.com](mailto:ron.hayes@cevalogistics.com) for approval before shipping.



# COURIER



Courier shipments should be consigned as follows:

CEVA Showfreight  
Courier Shipment  
IBC2021  
Exhibitor Name  
Hall & Stand number  
\*\*Shipment terms DDP\*\*  
RAI  
Europaplein  
NL1078 GZ  
Amsterdam  
The Netherlands

Documents required:

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

Please note that the courier reception point has moved to congress square, please see the map on page two of these instructions for the new location.

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

Courier shipments correctly consigned and pre advised with no local Customs requirements that are collected from the CEVA Courier Reception point will be free of any charges. It is for this reason that ALL courier shipments must arrive at the RAI on a Delivered Duty Paid basis (DDP) meaning, fully Customs Cleared and All Duties and Taxes Pre-Paid, i.e. charged back to the sender in the country of origin before they are delivered to the RAI.

Any courier shipment that does arrive at the RAI without prior customs clearance by your chosen Courier Company will incur an intervention fee of €200.00. You will also be charged all Duties and Taxes applicable at cost plus a 5% surcharge for advancement fee.

Any Courier shipment not collected from the Courier Reception Point and where CEVA are requested to deliver to the stand, will incur an additional charge as per tariff of €10.00 per 100kgs / €30.00 per cbm (min €47.00).

For more information about shipping or courier shipments, please contact [ron.hayes@cevalogistics.com](mailto:ron.hayes@cevalogistics.com). A more detailed courier shipping instructions can be provided upon request.

Please forward pre advice to [ron.hayes@cevalogistics.com](mailto:ron.hayes@cevalogistics.com) for approval before shipping.

# STORAGE | OF | EMPTY | CASES



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

## **Next Day Service:**

This guarantees all empty cases will be returned to your stand by 08:00 Tuesday 07 December 2021.

## **Priority Service:**

This has a maximum permissible volume of 10cbm.

This service begins at 17:00 and ends at 23:00 on Monday 06 December 2021.

Please be aware that we are not permitted to operate forklift trucks within the halls until 1 hour after the show closes. For the 'Priority Service' it is essential we have written confirmation of your requirements and that you collect the relevant storage labels from our offices at the RAI.

Priority empty cases can only be booked in conjunction with unloading and reloading

## **In Summary:**

- Priority empty case returns begins at 17:00 and will be completed by 23:00 on Monday 06 December 2021.
- Next day empty case returns begins at 23:00 and will be returned by 08:00 on Tuesday 07 December 2021.
- Freight collections begin at 08:00 on Tuesday 07 December 2021.
- Vehicles will not be allowed onsite until earliest 21:00 on Monday 06 December 2021.
- All vehicles must report via P20.

**All stand building empty cases must be labelled and removed from the hall by latest 19:00 on Wednesday 01 December**

# 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  
IBC2021  
Exhibitor Name  
Hall & Stand Number  
RAI  
Europaplein  
NL1078 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 IBC2021 and will be returned after the event'

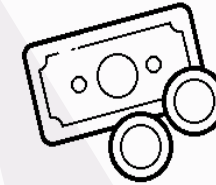
Electronic copies of a commercial invoice can be downloaded [here](#)



## 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 [ron.hayes@cevalogistics.com](mailto:ron.hayes@cevalogistics.com) for a competitive quotation.



## 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**  
**10 Harewood Avenue**  
**London**  
**NW1 6AA**

---

<b>Account Name:</b>	<b>CEVA Receivables Finance DAC</b>
<b>Account Number:</b>	<b>89848045</b>
<b>Sort Code:</b>	<b>40 – 63 – 84</b>
<b>IBAN:</b>	<b>GB40BNPA40638489848045</b>
<b>BIC (Swift):</b>	<b>BNPAGB22XXX</b>

---

## 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.

# INBOUND | CUSTOMS

<b>Temporary / Permanent Import and ATA Carnet Clearance</b>	€39.00 per 100kg (min €62.00 / max €434.00)
<b>Temporary Import Bond Fee</b>	1.0 % of CIF value (min €29.00)
<b>Consumable Customs Entry</b>	€129.00 per declaration for give-away items
<b>VAT Duties</b>	At cost
<b>Advancement Fee</b>	5% (min €40.00)

# INTERNATIONAL | INBOUND | TARIFF | AIR

From free arrival Schiphol Airport (AMS), Inward handling with delivery direct to stand excluding customs clearance.

<b>0 to 50kg</b>	€166.00 (min charge)
<b>51 to 200kg</b>	€179.00
<b>201 to 300kg</b>	€187.00
<b>301 to 400kg</b>	€211.00
<b>401 to 500kg</b>	€257.00
<b>501 to 1000kg</b>	€257.00 plus €0.44 per kg
<b>+1000 kg</b>	€476.00 plus €0.35 per kg

There will be an additional charge of €11.00 per 100kg for shipments via our on-site warehouse (min €48.00 per shipment).

Deliveries to stand in overtime will be charged via warehouse + 50%

# INTERNATIONAL | INBOUND | TARIFF | SEA

## INBOUND | LCL

<b>Terminal Handling</b>	€90.00 per 1000kg or 2cbm (min €90.00)
<b>Documentation</b>	€190.00 per item
<b>Transport to the RAI</b>	€100.00 per 1000kg or 2cbm (min €290.00)
<b>Intervention Fee</b>	€100.00 per item

## INBOUND | FCL

<b>20 foot container</b>	€1045.00 per container
<b>40 foot container</b>	€1125.00 per container
<b>40 foot High Cube container</b>	€1125.00 per container
<b>Intervention Fee</b>	€200.00 per item

## OCEAN | FREIGHT | MINIMUM | HANDLING | CHARGES

<b>20FT Container</b>	20cbm min per container
<b>40FT Container</b>	40cbm min per container
<b>40FT HC Container</b>	45cbm min per container
<b>45FT Container</b>	50cbm min per container



# ONSITE | HANDLING | TARIFF

<b>Unload direct from vehicle to stand</b>	€10.50 per 100kg / €31.00 per cbm (min €50.00 whichever the greater)
<b>Unload via on-site warehouse to stand</b>	€21.00 per 100kg / €62.00 per cbm (min €100.00 whichever the greater)
<b>Reload direct from stand to vehicle</b>	€10.50 per 100kg/ €31.00 per cbm (min €50.00 whichever the greater)
<b>Reload via on-site warehouse to vehicle</b>	€21.00 per 100kg / €62.00 per cbm (min €100.00 whichever the greater)
<b>Relifting</b>	€10.50 per 100kg/ €31.00 per cbm (min €50.00 whichever the greater)
<b>Labour (Unskilled) for Unpacking / Repacking</b>	€40.00 per man hour (min 4 hours)
<b>Fork-lift Hire for Erection or Dismantling</b>	€100.00 per hour (min 2 hours)
<b>Communication fee</b>	€43.00 per consignment

<b>Collection Storage and Redelivery of empty cases</b>	€55.00 per cbm (min 3cbm)
<b>Priority, collection storage and return of empty cases (max 10cbm)</b>	€85.00 per cbm (min 3cbm)
<b>Collection Storage and Redelivery of accessible storage</b>	€78.00 per cbm (min 3cbm)
<b>Storage costs per day *prior to and after official tenancy period</b>	€7.50 per cbm per day (min 3cbm)
<b>Full Goods Storage</b>	€65.00 per cbm (min 3cbm)
<b>Pallet Truck / Ladders Storage (Short) Based on 2cbm</b>	€130.00 per item
<b>Pallet Truck / Ladders Storage (Long) Based on 3cbm</b>	€195.00 per item

# OUTBOUND | CUSTOMS

<b>Export ATA Carnet Clearance €20.00 per 100kg</b>	min €43.00 – max €197.00
<b>Export Clearance €20.00 per 100kg</b>	min €41.00 – max €188.00
<b>Export T1 Guarantee Fee</b>	0.6 % of CIF value (min €29.00)

# INTERNATIONAL | OUTBOUND | TARIFF | AIR

Collection from stand to free arrival at Schiphol Airport (AMS) excluding export customs clearance

<b>0 to 50kg</b>	€76.00 (min charge)
<b>51 to 200kg</b>	€84.00
<b>201 to 300kg</b>	€92.00
<b>301 to 400kg</b>	€101.00
<b>401 to 500kg</b>	€116.00
<b>501 to 1000kg</b>	€116.00 plus €0.17 per kg
<b>+1000 kg</b>	€197.00 plus €0.16 per kg

<b>Export Handling Fee</b>	€55.00 per consignment
<b>Export Documentation</b>	€70.00 per consignment
<b>AMS Fee (if applicable)</b>	€45.00 per AWB
<b>Battery Declaration</b>	€100.00 (if applicable)

# INTERNATIONAL | OUTBOUND | TARIFF | SEA

## OUTBOUND | LCL

From RAI Centre to arrival Rotterdam

<b>Terminal Handling</b>	€90.00 per 1000kg or 2cbm (min €90.00)
<b>Documentation</b>	€190.00 per item
<b>Transport from the RAI to the Port</b>	€100.00 per 1000kg or 2cbm (min €290.00)
<b>SOLAS LCL Charge</b>	€25.00 per LCL Shipment
<b>ISF Fee</b>	€45.00 per consignment
<b>Intervention Fee</b>	€100.00 per item

\*The reloading of containers will take place on Thursday 09 December 2021.

## OUTBOUND | FCL

From RAI Centre to arrival Rotterdam

<b>20 foot container</b>	€1045.00 per container
<b>40 foot container</b>	€1125.00 per container
<b>40 foot High Cube container</b>	€1125.00 per container
<b>SOLAS FCL Charge</b>	€120.00 per FCL container
<b>ISF Fee</b>	€45.00 per consignment
<b>Intervention Fee</b>	€200.00 per item
<b>Bill of Lading Fee</b>	€65.00 per consignment

# TARIFF | INFORMATION

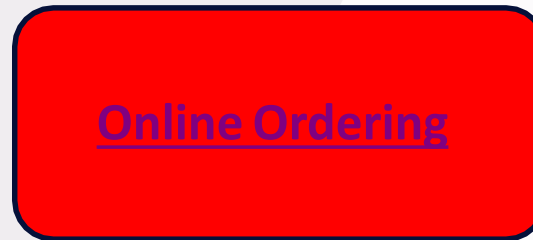
- This tariff will be charged at 300kg = 1cbm whichever is the greater.
- Any work undertaken is subject to our terms and conditions, a copy of which is on the last page of this document.
- A surcharge of 25% will apply on tariff item 1 for shipments arriving after the arrival deadline and on tariff item 5 for rush airfreight exports.
- A surcharge of 50% will apply to tariff items 5 and 6 via warehouse for shipments booked for collection from stands at any time on the closing day of Monday 06 December 2021 from 18:00.
- Late arrival surcharges of 25% for shipments and bookings received after specified deadlines.
- Work carried out before 08:00 or after 18:00 on weekdays or at any time during the weekend is subject to a 50% surcharge.
- Charges excluded from the tariff include Port Storage, Full Risk Insurance, Deconsolidation Fees, Import Duties and Taxes, Customs Inspections and Fumigation Costs.
- All wooden packing materials entering the EU must be in ISPM-15 compliant.
- All cbm rates are rounded up to the next cbm.

This tariff is based upon current economic condition (rates of exchange, fuel prices etc.) and maybe subject to alteration.

For any services not listed in the document, please contact [ron.hayes@cevalogistics.com](mailto:ron.hayes@cevalogistics.com)

# ONLINE | ORDERING

All onsite services are to be booked online, click the button below.



Should you require any specialist lifting *and or* further details on Sea, Air or Road freight, please contact [mark.jackson@cevalogistics.com](mailto:mark.jackson@cevalogistics.com).



**Orders received from 18 November 2021 will incur a 25% late bookingsurcharge.**

# ORDER | FORM



**Booking Deadline Date**  
**18 November 2021**

Exhibitor Name	
Hall/Stand Number	
Site Contact Name	
Site Contact Number	

1

Unloading from Vehicle to Stand	Pieces	Weight	Volume	Date/Time	Cost
€31.00 per cbm (min €50.00)					€

2

Unloading from Vehicle to Stand via Warehouse	Pieces	Weight	Volume	Date/Time	Cost
€62.00 per cbm (min €100.00)					€

3

Reloading from Vehicle to Stand	Pieces	Weight	Volume	Date/Time	Cost
€31.00 per cbm (min €50.00)					€

4

Reloading from Vehicle to Stand via Warehouse	Pieces	Weight	Volume	Date/Time	Cost
€62.00 per cbm (min €100.00)					€

5

Removal, Storage & Redelivery of Priority Empty Cases (max 10cbm)	Pieces	Weight	Volume	Date/Time	Cost
€85.00 per cbm (min 3cbm)					€

6

Removal, Storage & Redelivery of Next Day Empties	Pieces	Weight	Volume	Date/Time	Cost
€55.00 per cbm (min 3cbm)					€

Should you require any specialist lifting assistance please contact [mark.jackson@cevalogistics.com](mailto:mark.jackson@cevalogistics.com).

CEVA Showfreight cannot accept responsibility for any freight left unattended on stands during the build-up or breakdown of the exhibition.

Subtotal	€
25% Late booking fee (if applicable)	€
Communication Fee	€43.00
Bank admin Fee	€7.00
VAT 20%	€
<b>Total</b>	<b>€</b>

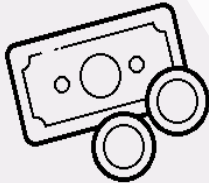


Billing Address	
Company VAT Number	
Contact Name	
Telephone Number	
Email Address	

Once your order has been processed, you will receive an invoice via email. The invoice must be paid immediately by either bank transfer or credit card.

As soon as the invoice has been paid, you will receive a bespoke order confirmation email and instructions which you (or your chosen transport company) must bring with them upon delivery/collection of your goods.

<b>BNP Paribas</b>	<b>Account Name:</b>	<b>CEVA Receivables Finance DAC</b>
<b>10 Harewood Avenue</b>	<b>Account Number:</b>	<b>89848045</b>
<b>London</b>	<b>Sort Code:</b>	<b>40 – 63 – 84</b>
<b>NW1 6AA</b>	<b>IBAN:</b>	<b>GB40BNPA40638489848045</b>
	<b>BIC (Swift):</b>	<b>BNPAGB22XXX</b>



**Please note that without payment, your order will not be confirmed, and will therefore delay services onsite.**

**\*\*Credit card payments are subject to a 3.5% surcharge\*\***

Mark Jackson, Unit 3A, National Exhibition Centre, Birmingham, B40 1PJ, United Kingdom T +44 (0) 330 587 7777 [mark.jackson@cevalogistics.com](mailto:mark.jackson@cevalogistics.com)

*50% Surcharge applies to all work carried out before 8am, after 6pm, during weekends and any dates out of tenancy  
 100% Surcharge applies to all work carried out on bank holidays.  
 All work is subject to our terms and conditions.*



