

CEVA SHOWFREIGHT | NETHERLANDS

SHIPPING INSTRUCTIONS AND TARIFF

PLMA'S "WORLD OF PRIVATE LABEL"

23rd – 24th May 2023

RAI Exhibition Centre, Amsterdam, The Netherlands



OFFICIAL | FORWARDING | AGENT | PLMA | 2023

CEVA Showfreight is proud of being appointed again, by Private Label Manufacturers Association, as the sole official forwarding agent of the PLMA 2023 at the Amsterdam RAI venue. In the capacity of sole official freight forwarder, CEVA Showfreight is the only party allowed to perform logistic activities in and around the exhibition grounds during build up, trade show days and break down of PLMA's 2023 "World of Private Label". The use of forklifts, electric pallet trucks and other motorized freight handling equipment by other parties than CEVA Showfreight is not permitted.

Our dedicated team will provide you with the best services for the upcoming exhibition, such as:

- Transport of your exhibits through our worldwide network of agents
- Handling of your courier shipments (receiving, storing and delivering)
- Unloading and loading of your exhibition goods
- Storage of chilled and frozen goods
- Handling of your empty packing material
- Customs handling

Should you have any questions about the services mentioned in this document or if you require additional information, don't hesitate to contact us.

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DEADLINE

CEVA Showfreight strongly advises you to read this instruction carefully and return the completely filled out Order Form. Please be advised that returning the order form enables us to provide you with the best services possible. Partial or incorrect information may result in delays or unforeseen costs.

If order forms are sent or changed after Tuesday 9th of May, a surcharge of 25% on the complete invoice will be charged on to you.

BUILD | UP

During build up and breakdown, all traffic is subject to a BUFFERING PROCEDURE.

Ultimate delivery date for goods

Direct deliveries to stand are allowed between Saturday 20th of May up until Monday 22nd of May until 18:00. Delivery to our on site warehouse at Amsterdam RAI is only possible from Wednesday 17th of May onwards. Do note that goods arriving earlier at Amsterdam RAI can't be unloaded. For chilled & frozen deliveries please read the instructions under point 1.3.

Consignment of your goods

Please consign your non perishable road freight shipments to Amsterdam RAI as follows:

HOLLAND & PARK COMPLEX

(Halls 8 to 12)

CEVA Showfreight / PLMA 2023

<Your company name>

<Your hall and stand number>

Europaboulevard P5

1078 GZ Amsterdam

The Netherlands

EUROPE COMPLEX

(Halls 1 to 7)

CEVA Showfreight / PLMA 2023

<Your company name>

<Your hall and stand number>

Wielingenstraat P10

1078 KK Amsterdam

The Netherlands

1.1 COURIER | SHIPMENTS

Please be informed that Global Express Couriers such as UPS, FEDEX, DHL and TNT do not deliver shipments to your stand. Courier companies only deliver door to door, which in the case of trade show shipments means exhibitor door to freight handler onsite storage. PLMA has approved that CEVA Showfreight will receive and store such courier shipments for exhibitors.

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 courier company to customs clear your shipment, please ship on DTP terms & mention your account number at D&T&S box.

Rates

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)	€ 200.00

Shipments heavier than 23 kg will be charged per normal unloading tariff (point 1.1)

For an overview of the charges for Customs Formalities, please see point 3

Consignment of courier shipments

Please consign your courier shipments as follows:

CEVA Showfreight / PLMA 2023

<Your company name>

<Your hall and stand number>

RAI, Europaplein

1078 GZ Amsterdam

The Netherlands

Courier shipments can only be accepted from the Wednesday 17th of May.

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

1.2 UNLOADING | GOODS | AT | RAI | EXHIBITION | CENTRE

Please make sure that you have sent a completely filled out ORDER FORM to CEVA Showfreight before sending your freight to the Amsterdam RAI Exhibition Centre to avoid any delays and/or unforeseen costs.

UNLOADING VIA ONSITE WAREHOUSE AT RAI AMSTERDAM

Unloading into on site warehouse, storage and transport from warehouse to stand

€65.00 per cbm (Minimum 2cbm)

UNLOADING VIA ADVANCED WAREHOUSE UTRECHT

Unloading into warehouse, storage and transport from warehouse to stand

€55.00 per cbm (Minimum 2cbm | Maximum 6cbm)

UNLOADING DIRECT TO STAND

Unloading truck and transport direct to stand

€45.00 per cbm (Minimum 2cbm)

UNLOADING OF STANDFITTING MATERIALS

Unloading complete 13,6LDM trailer to stand (1 hall/stand) included)

€1250.00 per trailer

Unloading stand fitting materials up until 6 LDM (1 hall/stand) included)

€675.00

Prices for unloading full trailers of stand building material and for assistance on stand with a forklift are available as per quotation.

For PLMA 2023 we grant a discounted tariff on shipments that are delivered early at CEVA's advanced warehouse. Your shipping company can come and deliver your items in a timeframe of 2 weeks. This way they don't have to come to the RAI Exhibition Centre and can avoid heavy traffic and resulting inconveniences while delivering your shipment. This discount is subject to the following conditions: Shipments may consist of maximum 5 pieces and/or 10 cbm, whichever is higher. Other amounts or dimensions can only be sent when you have received written approval by CEVA.

Shipments can only contain normal goods. Perishable, chilled and/or frozen shipments cannot be accepted.

Delivery at advanced warehouse can be done between Wednesday May 3rd May and Wednesday May 17th May 2023 on the following days/times: Monday to Friday between 08:30 and 16:00.

Delivery of your shipment at your stand at PLMA will be done on Sunday May 21st.

If your shipment meets all the above mentioned conditions, you can send your goods to CEVA's advanced warehouse. The correct delivery address will be communicated after you have sent the order form (page 16 to 18).

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

1.3 STORAGE | OF | CHILLED | OR | FROZEN | GOODS

During the build up of PLMA 2023 we offer storage space for your temperature controlled shipments. We will have several reefer units present for storage for chilled goods (+5 °C) and frozen goods (-18 °C). You can deliver your chilled or frozen shipments from Wednesday 17th of May onwards.

Deadline for booking chilled or frozen storage space is Tuesday 9th of May. After this date we can't guarantee available space.

Rates for temperature controlled storage

Unloading into temperature controlled storage and storage charges

Transport pallet from temperature controlled storage to stand within standard fixed delivery timeframe (see next page)

Delivery at a specific time

Transport pallet from stand to temperature controlled storage

Minimum charges

Maximum dimensions per pallet 120x100x170 cm

€ 310.00 per pallet

€ 60.00 per handling

€ 135.00 per handling

€ 135.00 per handling

€ 310.00

The correct delivery address will be communicated after you have sent the ORDER FORM

Point of attention 1:

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".

Point of attention 2:

Please read the information about delivery of chilled and/or frozen goods to your stand on the next page. Please make sure that a representative of your company is present on your stand to receive the goods. In case there is no one present CEVA will leave the goods on your stand. CEVA cannot be held responsible for any damage or loss after delivery to the stand.

Point of attention 3:

We can't guarantee the receipt and handling of chilled and/or frozen shipments for which we haven't received a written order.

1.4 STORAGE | OF | CHILLED | OR | FROZEN | GOODS

Delivery of chilled and/or frozen shipments to the stand
Temperature controlled shipments will be delivered to your stand during a fixed time frame.

All chilled shipments will be delivered Monday 22nd of May between 10:00 AM and 13:00 PM.

All frozen shipments will be delivered Monday 22nd of May between 13:30 PM and 16:30 PM.

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. A surcharge will apply for deliveries which are requested for a specific time (see [PREVIOUS PAGE](#)).

Please make sure that a representative of your company is present on your stand to receive the goods. In case there is no one present CEVA will leave the goods on your stand. CEVA cannot be held responsible for any damage or loss after delivery to the stand.

2. STORAGE | OF | EMPTY | PACKING | MATERIALS

During the fair CEVA can store your empty packing materials (boxes, cases, pallets, etc.).

Pick up, storage and return of empty packing materials

High Priority Service	€ 62.00 per cbm	Minimum charge 3 cbm
Standard Empties Service	€ 49.00 per cbm	Minimum charge 3 cbm
Full Goods & accessible storage	€ 62.00 per cbm	Minimum charge 3 cbm

High priority empties will be returned on Wednesday 24th of May Between 18:00 & 20:00

Other empty packing materials will follow and brought back to your stand after 20:00 hours on the 24th of May.

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

If you want to store your empties, please report to one of our offices on the fairground to receive your empty storage labels.

3.1 CUSTOMS | IMPORT | RATES

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

Document handling & inspection	€ 38.00
Customs inspection (if applicable)	€ 59.50
Intervention Fee (if applicable)	€ 81.00
Veterinary inspection (if applicable)	At cost
Customs entry per shipment/exhibitor	€ 168.00
Permanent customs clearance per shipment/exhibitor	€ 76.00
Extra tariff number	€ 19.00 per item
Import duties and VAT	At cost +6%

For 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.

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

Customs entry per shipment/exhibitor	€ 168.00
Import risk management fee per shipment/exhibitor	1% of the CIF Value Minimum € 87.00
Extra tariff numbers	€ 19.00 per item
Handling charges ATA Carnet	€ 87.00 per declaration

3.2 EXCISE | GOODS

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

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

After receiving these documents at plma@cevalogistics.com, CEVA will provide the full details that can be used in preparing the EAD.

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 (plma@cevalogistics.com).

Point of attention 3:

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

The following charges will apply for excise shipments

Rates Excise goods

Customs entry per shipment/exhibitor	€ 168.00
Permanent customs clearance per shipment/exhibitor	€ 76.00*
Extra tariff numbers	€ 19.00 per item*
Excise and VAT	At cost +6%
Document handling & inspection	€ 38.00

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

3.3 Customs Export Rates

Export rates

Raising export document and/or T1 document	€ 95.00
Export risk management fee per shipment/exhibitor	1% of the CIF Value Minimum € 87.00

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.

4. AIR | SEAFREIGHT

Point of attention 1:

A copy of the direct AWB or the Express Bill of Lading (B/L) together with invoices has to be sent by E mail to plma@cevalogistics.com

Point of attention 2:

Airfreight must be available at AMS Airport latest Wednesday May 17th and Seafreight must be available at RTM port, Latest Wednesday 10th of May For Freight arriving after this date, a surcharge of 50% on the rates at point 4.1 and 4.3 will be charged.

4.1 AIRFREIGHT | INBOUND

From free arrival Amsterdam Schiphol airport till arrival Amsterdam RAI.

Rates

0 kg till 100 kg	€ 315
101 kg till 250 kg	€ 425
251 kg till 500 kg	€ 479.50
Above 500 kg per additional kg	€ 0.90 per kg
Additional Frozen / Chilled Port handling	€ 52.50 per 50 kg

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%.

Please route all airfreight shipments to Amsterdam Schiphol Airport with direct air waybills and consign them as follows:

MALENSTEIN AIR BV

c/o PLMA 2023

<Your company name>

<Your hall and stand number>

Toekanweg

1118 EB Schiphol Zuid

The Netherlands

Notify:

<Exhibitor Name>

Michael.Jansen@cevalogistics.com

4.2 AIRFREIGHT | OUTBOUND

Same as inbound. Export airfreight rates from AMS to destination airport are available upon request.

4.3 SEAFREIGHT | INBOUND

From free arrival Rotterdam seaport till arrival Amsterdam RAI.

Rates

LCL shipments

Per 100 kg	€ 70.00	Minimum of 3 cbm
Intervention Fee	At cost +15%	

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%.

To avoid demurrage costs and to simplify the process, we kindly ask you to make an Express Bill of Lading (B/L) and not an original Bill of Lading and consign them as follows:

CEVA Showfreight / PLMA 2023

<Your company name>

<Your hall and stand number>

Wielingenstraat P10

1078 KK Amsterdam

The Netherlands

Notify:

CEVA Showfreight

Michael.Jansen@cevalogistics.com

Deadline

Seafreight must be available at RTM Port latest 10th of May For freight arriving after this date, a surcharge of 50% on these rates will be charged.

4.4 Seafreight Outbound

Same as inbound. Export Seafreight charges from RTM to port of destination are available upon request

5.0 BREAKDOWN

Breakdown period:

All information on the breakdown period can be found in the Stand Builder PORTAL of PLMA.

Materials which are left in the halls after the official breakdown period has ended on Thursday 25th after 15:00 PM 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.

Outbound charges

The charges for loading goods, air re export of customs bonded goods will be the same as for the inbound. During the dismantling period of PLMA 2023, all traffic is subject to a buffering procedure.

Charity

General breakdown instructions will be distributed to all exhibitors in the morning of Wednesday June 1st. 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.

6.0 Liability

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.

7.0 GENERAL

- 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 20% on the original order.
- Final ordering date is Tuesday 9th 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.
- To avoid credit issues we advise you to use one of our appointed agents in your country.
- 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 € 25.00 per invoice.
- All shipments will be invoiced per stand number and/or exhibitor.
- 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, Sundays & national holidays, will be charged with 25% surcharge
- 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.
- This tariff and instruction is only valid for the PLMA 2023 held on the Amsterdam RAI grounds situated at Europaplein 8 Amsterdam.

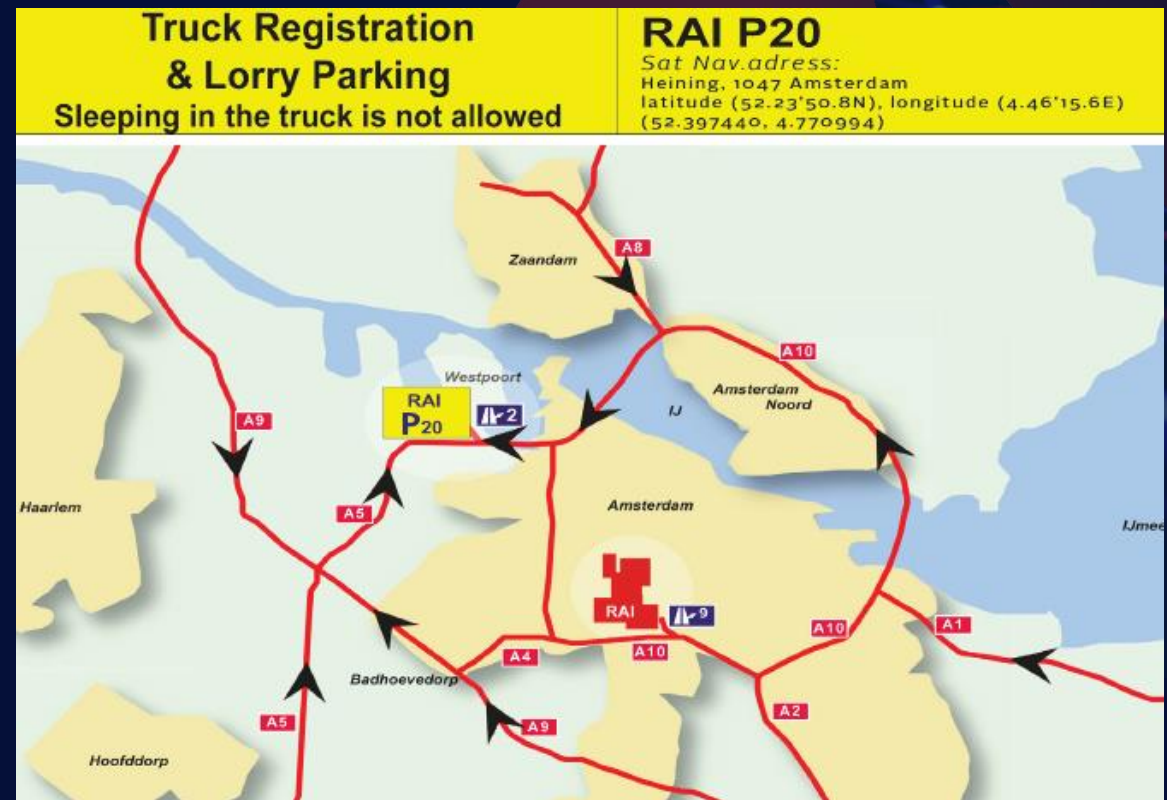
ROAD | FREIGHT | SHIPMENTS

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 Showfreight accepts no responsibility for queuing times at P20.

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

ORDER | FORM

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

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							<input type="checkbox"/> CHILLED <input type="checkbox"/> FROZEN
PALLET CRATE BOX FLIGHTCASE FULL TRAILER							<input type="checkbox"/> CHILLED <input type="checkbox"/> FROZEN
PALLET CRATE BOX FLIGHTCASE FULL TRAILER							<input type="checkbox"/> CHILLED <input type="checkbox"/> FROZEN
PALLET CRATE BOX FLIGHTCASE FULL TRAILER							<input type="checkbox"/> CHILLED <input type="checkbox"/> FROZEN

<input type="checkbox"/> UNLOADING GOODS DIRECTLY TO STAND	DELIVERY DATE & TIME	
<input type="checkbox"/> UNLOADING GOODS VIA ADVANCED WAREHOUSE (ONLY FOR EARLY DELIVERIES)	DELIVERY DATE IN WAREHOUSE	
<input type="checkbox"/> UNLOADING GOODS VIA ONSITE WAREHOUSE RAI	DELIVERY DATE IN WAREHOUSE DELIVERY DATE ON STAND	
<input type="checkbox"/> HANDLING AND STORGE OF CHILLED / FROZEN GOODS	DELIVERY DATE IN WAREHOUSE DELIVERY DATE ON STAND	
<input type="checkbox"/> STORAGE OF EMPTY PACKAGING MATERIALS HIGH PRIORITY	VOLUME	
<input type="checkbox"/> STORAGE OF EMPTY PACKAGING MATERIALS	VOLUME	
<input type="checkbox"/> STORAGE OF FULL GOODS	VOLUME	
<input type="checkbox"/> RELOADING GOODS DIRECTLY FROM STAND	COLLECTION DATE & TIME	
<input type="checkbox"/> RELOADING GOODS VIA ONSITE WAREHOUSE RAI	COLLECTION DATE FROM STAND COLLECTION DATE FROM WAREHOUSE	
<input type="checkbox"/> RELOADING GOODS VIA ONSITE WAREHOUSE (ONLY FOR LATE COLLECTIONS)	COLLECTION DATE FROM STAND COLLECTION DATE FROM WAREHOUSE	
<input type="checkbox"/> HANDLING OF CUSTOMS FORMALITIES (FOR SHIPMENTS ORIGINATING OUTSIDE EU)		
<input type="checkbox"/> HANDLING AIRFREIGHT	AWB Number	
<input type="checkbox"/> HANDLING SEAFREIGHT	B/L NUMBER	
NAME IN CAPITALS:	SIGNED:	DATE:

***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.**

ORDER | FORM

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

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:			
Referece Number:			
Initial*			

ORDER | FORM

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

EXHIBITOR | DETAILS

Company Name Invoice Name:	
Exhibitor Name (if different)	
Stand Number	

CREDIT | CARD | DETAILS (please tick)

☐ AMERICAN EXPRESS

☐ VISA

☐ EUROCARD MASTERCARD

Card Holder	
Card Name:	
Expiration Date:	

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

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

LIST | OF | PREFERRED | AGENTS

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Matthias Kastler

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Christine Oh

Please contact us via

plma@cevalogistics.com for details of other agents in your country (if available) or details of preferred agents in other countries than the ones listed

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Chris Drum

CONDITIONS | CEVA SHOWFREIGHT 1/2

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.

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, 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

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 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.

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

a. it is not clear on whose instructions the work is being performed;

b. the shipment details are unclear and/or incomplete;

c. 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;

d. the material required is not available;

e. this has resulted or could result in damage of any nature

f. the instructions of CEVA Showfreight personnel have not been correctly followed;

g. the location at which the work is to be performed is not accessible or not available.

D. Client's responsibilities

1. Goods are not insured, client needs to arrange a (transport) insurance by himself

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 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.

2. 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.

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

4. CEVA Showfreight is not liable 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.

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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, shall be charged to the stand builder / exhibitor.
2. 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

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.
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 costs arising from this damage will 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.

DUTCH FORWARDING CONDITIONS GENERAL CONDITIONS OF THE FENEX (Netherlands Association for Forwarding and Logistics)

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Liability

Article 11.

1. All operations and activities will be at the client's expense and risk.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.

1. 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.

1. In the event of force majeure, the contract will remain in force; the forwarder's obligations will however be suspended for the duration of the event of force majeure.
2. 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.

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

Article 24.

1. 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)

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