



**SHIPPING GUIDELINE**  
**AQUA ÷ 2018 . Le Corum . 34000 Montpellier , France**  
**( August 25 -29 , 2018 )**

**1. Communication**

*Please address your inquiries, information and documents to the attention of:*

Clamageran Foirexpo  
Parc des Expositions  
Porte de Versailles  
75015 Paris . France  
Tel : ( +33) 01 57 25 18 09  
Email : [l.lawson@clamageran.fr](mailto:l.lawson@clamageran.fr)  
Contact : Lucien Lawson

**Important : Please contact us in advance before to move any shipment to AQUA2018 in order to provide or confirm shipping instructions accordingly**

**2. Time schedule and relevant deadlines:**

**A. Airfreight shipment :**

Airport of destination : **CDG airport , Paris**  
Arrival deadline at Paris CDG airport : August 13<sup>th</sup> ,2018

**B- Roadfreight shipment**

Arrival deadline at our warehouse : August 15-16 ,2018

**C. Arrival of relevant documents:**

1) Shipment pre-alert: require by email

- Copy of necessary documents are required prior to the arrival of the aircraft (Airway bill, Commercial invoice, packing list for giveaways with no return at the completion of the event
- ATA carnet will be strongly recommended for shipment under temporary import with return at the completion of the event .  
Please send us the copy of the ATA carnet and power of attorney in advance
- Date and time required for delivery to stand and contact person with telephone number on site.

2) Original documents:

- ATA carnet
- Original Sanitary certificates ( if required ) and any other required documents for customs clearance



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**3. Instructions for filling out documents: ( B/L or AWB+ invoice and packing list)**

A) Airwaybill ( AWB ) with arrival at C.D.G. airport , Paris

**CONSIGNEE:**

Clamageran -Foirexpo  
Parc des expositions  
Paris Porte de Versailles  
75015 Paris , France  
Tel: +33 1 57 25 18 09  
Email : [l.lawson@clamageran.fr](mailto:l.lawson@clamageran.fr)  
Contact : Lucien Lawson

**Notify Party :**

Exhibition name : AQUA 2018  
Exhibitor name / hall and stand no.:

**B) For Commercial invoice / Packing list :**

**CONSIGNEE:**

Exhibition name : AQUA q 2018  
Exhibitor name / hall and stand no.:  
Venue address:  
Le Corum  
Palais des Congres  
Esplanade Charles De Gaulle  
34000 Montpellier  
France  
C/O Clamageran-Foirexpo

**4. Case marking:**

The following marking must be showed at least two sides of each case/crate/pallet:

Exhibition name:

Exhibitor name:

Hall/ Stand no.:

Case no.:

Weight

- for heavy exhibits, please mark outside case theö front / back sideö or ö lifting pointö.
- for fragile and up öright position exhibits, please label or mark outside the box.



Founding Member  
of  
**INTERNATIONAL  
EXHIBITION  
LOGISTICS**





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## 5. Packing of exhibits:

Exhibitors should be responsible for the consequences of improper packing:

a) Protection against damage and rain:

As exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover; exhibits could be placed outdoors; therefore, exhibits must take necessary precautions against damage and adverse weather conditions. Also we can not assure any responsibility when the return exhibits are to be packed with used packing materials.( the cartons, case as well as aluminium foil; plastic covers and etc. would have been damaged during unpacking.)

b) The case must be strong enough to avoid damage or pressing by other cases during transportation as well as unloading and transportation by forklift. In particular, the packing materials must be suitable for repacking and for sale or return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling; especially for valuable or fragile items.

c) Quarantine inspection and fumigation:

From March 01,2005 onwards, all import shipments with wooden packing for EU territory have to undertake fumigation treatment. Any wood packaging not treated will be subject to quarantine, thus delays and extra costs are inevitable.

-Observe scope:

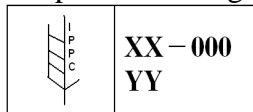
All wood packaging material to be used to carry, pack, pad and support, and reinforce the goods, such as wood case, crate, pallet, frame, pal, wood pole, wedge, sleeper and pad.

-Exempted scope:

Those wood composite products after being heated and pressed treatment; such as plywood, particle Board

All import wood packaging materials should be treated by Heat Treatment( HT) or Methyl Bromide (MB)fumigation at the origin, and put the mark of IPPC on the two opposite sides of the wooden Packing material.

Sample of marking:



Where:  
IPPC - Abbreviation of "International Plant Protection Convention";  
XX - International Standardization Organization (ISO) two letter country code;  
000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;  
YY - The phytosanitary treatment measures; Methyl Bromide Fumigation - MB, Heat Treatment - HT.

## 6. Unpacking, repacking and delivery of exhibits

The exhibits will be delivered at stand according to the instructions of our agents. However, we will not be responsible for the missing or damage of the goods if our agents or the exhibitors are not present upon delivery at stand( move-in) as well as collection from stands(move-out) as the on site operation of the movements of the goods are at the exhibitor's own risk; assurance only after sign in our working notes upon handling the exhibits to our company.





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**7. Customs formalities**

CLAMAGERAN FOIREXPO can handle the following type of customs formalities on behalf of exhibitor:

- Transit documents
- Temporary import / permanent customs entry for brochures and giveaways
- ATA carnet for temporary import
- Re-exportation after exhibition

**Important Note :**

- All invoices and certificates of origin must be completed to the name of exhibitors or importers. Clamageran should not be named neither as buyer/exhibitor nor as consignee of the goods or importer .
- All shipments without a full compliance with our instructions will be delayed on arrival at airport ; therefore Clamageran will not be held as responsible for these and declines all responsibility on the consequences of this non respect.

**8. Insurance**

The exhibitors should arrange a proper round trip all risks insurance for their exhibits (including exhibition period). Otherwise, our company is able to arrange door to door insurance or inland transportation insurance till destination and vice-versa for re-export per request. For high value and fragile exhibits, it's highly recommended to be covered by insurance.

\*Insurance :

The day the damage happens, if the result from the damage estimation is that the value which should have been insured exceeds the amount actually guaranteed, the assured is looked upon as his own insurance company and bears a proportional part of the damages as per the article L121-5 of the code.

**9. Instructions of the exhibits after exhibition:**

If we did not receive in advance the return shipping instructions , we will visit the exhibitors by end of the event for return shipping disposal and provide them with return shipping labels.

Please pay special attention to the following customs regulations:

- a) Declaration of contents in each package must be correct as per invoice /packing list or ATA carnet.
- b) Shipment declared under temporary import must return as per inbound. For additional items, we will clear a separate customs for report. , better use ATA carnet for customs export /entry
- c) For outbound movement,
  1. For return shipment to another destination, shipment must be collected to our bonded warehouse in order to handle customs export by cancellation of temporary import bond and issue a transit document before shipping.
  2. For other permanent items, they must be collected after the exhibition to our warehouse. After the customs formalities have been done with duty& tax paid, before we can release the goods to the final consignee.

END