

**Home and Personal Care Ingredients
Exhibition & Conference 2019
Warsaw, Expo XXI, 25-26 September 2019**

Dear Sirs,

The following instructions are provided to assist you in the planning of your shipping arrangements. If you require information that is not contained in the manual or have any questions or doubts, please don't hesitate to contact us.

Exhibitors are kindly requested to abide by following terms and to inform their local forwarders, suppliers and stand-fitters accordingly:

1. Essential dates:

Exhibition date: 25.09. – 26.09.2019
Build up period: 23.09. – 24.09.2019
Dismantling period: 26.09.2019

Deadlines for arrival:

NON-EU SHIPMENTS (CUSTOMS CLEARANCE)

Airfreight - shipments	5 working days before requested stand delivery
Road-shipments	2 working days before requested stand delivery

EU-SHIPMENTS (NO CUSTOMS CLEARANCE)

Airfreight - shipments	2 working days before requested stand delivery
Road - shipments	1 working days before requested stand delivery

Please consider working days as from Monday to Friday.

2. Shipping documents:

<u>Addressing of CMR:</u>	<u>Addressing for AWB:</u>
Position no 2 Exhibition HPCI 2019 C/o ExpoSped Sp. z o.o. ul. Prądzyńskiego 12/14 01-222 Warszawa Exhibitor: Stand no.....	MAWB RGW Express Sp. z o.o. ul. Szyszkowa 35/37 02-285 Warszawa, POLAND HAWB ExpoSped Sp. z o.o. ul. Prądzyńskiego 12/14 01-222 Warszawa NOTIFY: ExhibitorStand..... Fair: HPCI 2019

Please note we can't clear cargo that has been consigned in any other manner and the shipment weight and volume show on the Air Way Bill or CMR, must agree with those on the

invoices and packing lists. The exhibitor is responsible for all consequences and additional charges resulting from incorrect and / or insufficient details mentioned on the documents

3. Exhibition area - EXPO XXI

The exhibition area is not a Customs Free Zone nor a Bonded Area. Consequently relevant formalities apply to all goods.

4. Customs regulations – documents required for customs clearance

All goods may be delivered to Warsaw on basis of Proforma invoice or Carnet ATA.
Please find enclosed blank of Proforma invoice, which have been approved by Polish customs.

Correct addressing of Proforma invoices:

Exhibition: **HPCI 2019**
c/o ExpoSped Sp. z o.o.
Ul. Pradzyńskiego 12/14
01-222 Warszawa
Exhibitor Stand

Please pay attention to Polish customs regulations which will help you to prepare correct invoice:

- original Proforma invoice (i.e. with original signature and stamp) must be delivered together with the goods,
- please issue separate invoices for final and temporary importation,
- all goods should be classified according to the Brussels Nomenclature. Failure in classification may cause delay in customs clearance and additional exhibitor's cost,
- please put the mark **DAP Warsaw** on each invoice / packing list,
- the Proforma invoice should be signed by the exporter with date, stamp and place of issue,
- The invoice for temporary importation must include the following statement:
"The value is for Customs purposes only. The goods are exported for the purpose of exhibition and display and are FREE OF CHARGE. The goods belong to the exhibitor and will be returned to the Country of Origin after the exhibition".
- We will use your invoices to issue customs declaration on which we will pay appropriate duties and taxes (to be charged your company). Customs duties and taxes shall be based upon the values provided by the exhibitor on his invoices / packing list.
- At the close of exhibition all exhibits / stand fitting materials must be re-exported within the legal time period otherwise import customs duties, tax and penalties must be paid.
- **Please note we don't take the responsibility for on-time customs clearance and delivery to the booth shipments sent via courier companies.**

5. Restricted / Offensive items

Please kindly note that transport of excise goods as alcohol and tobacco items for exhibition are prohibited. Please don't ship these items to avoid the confiscation of the entire shipment.

6. Pre-advice of shipping details

Please supply shipping details to ExpoSped, directly after all documents have been issued – i.e. trucking details, CMR, AWB, destination, number of pieces / weight and cbm, value of goods and exact content together with your specific storage instruction.

Unless details are supplied to us in advance it may not be possible to clear your goods and arrange the delivery!

7. Insurance

We urgently recommend to cover your consignments by a full comprehensive insurance policy, which covers all risks of the inward movement, the full tenancy period and the return shipment directly from your country to Poland and vice versa. Exhibitors, their contractors and subcontractors must ensure that their insurance company waves their rights to recourse action against ExpoSped.

8. Delivery terms to stand / handling on site

- a) Prior delivery all pending accounts must be settled.
- b) ExpoSped delivers the exhibits to stands, without unpacking, against the signature of the exhibitor's representative. In the absence of exhibitor's representative, the goods will not be offloaded in the stand area.
- c) If you are exhibiting heavy equipment that requires special handling to place it on position on your stand, we kindly ask you to supply us with scale layout drawing and a brochure depicting the product so that the items can be positioned early during the build-up period. Any such items will be positioned one time only. If for any reason the exhibits require repositioning, additional charges will apply to your account. Please strictly respect the limitation per 1 sqm according to the Organizers' instruction.
- d) Empty cases will be collected from the stands after attaching ExpoSped's label.
- e) During the exhibition we will visit your stands to ask you what is happening with your exhibits at the end of the show, i.e. consumed or re-export.
- f) At the close of the exhibition we will pick up your exhibits following to your return instruction.

9. ExpoSped's price tariff and terms of payment

- a) Price tariff, as per attached Price Tariff List.
- b) Terms of payment:
 - Full payment for the inbound handling must be received prior to delivery of goods to stand.
 - Full payment for the outbound handling must be received prior to release of goods from fairground.
 - Accepted kind of payment: bank transfer or cash on site.
- c) Please note our bank details:

**Raiffeisen Bank Polska S.A.
PL68 1750 0009 0000 0000 0097 5467
SWIFT: RCBWPLPW**

10. Usefull data

ExpoSped Sp. z o.o.

Ul. Prądzyńskiego 12/14
01-222 Warszawa

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