

## Shipping & Freight

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### SHIPPING & FREIGHT OVERVIEW

Please read the information below carefully, concerning logistics at Mobile World Congress and Spanish customs regulations in order to ensure the smooth delivery of items to your stand.

#### Official Supplier for Freight and Shipping

EF-GSM LTD

Contact: Roger Bowman

Tel: +44 1732885131

Fax: +44 1732886689

Email: [roger@ef-gsm.com](mailto:roger@ef-gsm.com)

Email: [mobileworldcongress@ef-gsm.com](mailto:mobileworldcongress@ef-gsm.com)

#### Official Supplier for On Site Handling

RESA EXPO LOGISTIC

Contact: Jorge Reina

Tel: +34 932334743

Fax: +34 932631894

Email: [jreina@resaexpo.com](mailto:jreina@resaexpo.com)

Email: [mwc@resaexpo.com](mailto:mwc@resaexpo.com)

Exhibition Freighting GSM Ltd and RESA Expo Logistic (working in partnership) have been appointed as the sole official freight forwarder and on-site handling contractor for Mobile World Congress 2019.

#### Services:

- International Freight forwarding – Worldwide
- Offloading and reloading of Vehicles on Site
- Deliveries and collections to / from stand
- Intermediate Warehousing
- Collection, storage & redelivery of empty crates
- Customs formalities
- Collections from Port / Airport
- EF-GSM and RESA on site Management team
- International transport (sea, road, air, express)
- Repacking service and manpower supply
- Courier Receipt and delivery
- Insurance (upon request)
- And any other services related to logistics for trade shows and events

### IMPORTANT INFORMATION – SUNDAY 24 FEBRUARY 2019

We would like to make all exhibitors and contractors aware that during 4YFN Barcelona 2019, GSMA will enforce a 'no vehicle movement' and 'no working at height' policy during **Sunday 24 February**.

This is in order to ensure a safe working environment the day before the show opens to attendees, while there are a considerable amount of exhibitor staff present in the halls.

On **Sunday 24 February**, the use of hard hats and high visibility vests is still recommended to anyone that needs access to the site, but is not compulsory for entry as is required during the rest of the build-up period.

The following activities must be finished by **21:00 on Saturday 23 February**:

- Deliveries of goods / shipments

- Collection of empty storage & boxes
- Collection of toolboxes
- Movement of Forklifts, Cherry pickers, Cranes, movable platforms
- Placement of heavy exhibits
- Rigging
- Securing of safety chains
- Adjustments in height of rigged elements
- Working on stepladders or other elevation tools

None of these activities are allowed on **Sunday 24 February**. Any rented equipment will be removed from the booth on **Saturday 23 February**.

A surcharge shall be imposed on any vehicle or machinery movement carried out on **Sunday 24 February**, this includes delivery of shipments and collection of empty cases on **Sunday 24 February only**. This is to ensure that the environment surrounding the activity is kept safe.

Surcharges added to the General tariff for any work carried out on **Sunday 24 February** will be as follows:

- Delivery to stand = Eur 95 per m<sup>3</sup> (min 2m<sup>3</sup>)
- Removal of empty cases = Eur 35 per m<sup>3</sup> (min 2m<sup>3</sup>)

## AIRFREIGHT

Your shipments should arrive at Barcelona airport (BCN) no later than 7 working days before desired delivery to stand complete with:

- Copy of Invoice / Packing List
- Copy of Airway bill / Flight Details
- Freight Forwarding Services Form
  - You will need to submit the **Freight Forwarding Services form** through the [Forms & Deadlines](#) section in this Manual.
  - Once you complete the form you can print it out using the top right icon '**Print this page**'

Please send this to the following address:

### Consignee Address:

RESA EXPO LOGISTIC

For 4YFN

Exhibitor name / Stand no.

C/Botánica, Entrada 4 - Fira Gran Via

08908 – Barcelona

### Notify:

Shipping Department

Tel +34 932334758

Note: Please send your shipment prepaid, on its own master airway bill, consigned to above mentioned address. 3 original customs invoices should be attached to the airway bill.

### Pre-advice:

Please send us a copy of the airway bill, customs invoice and service order form at least two days before arrival in Barcelona by email or fax: + 44 1732886689 / [dave@ef-gsm.com](mailto:dave@ef-gsm.com)

## SEAFREIGHT

Your shipments should arrive at Barcelona port (BCN) no later than 10 working days before desired delivery to stand complete with:

- Copy of invoice / Packing list
- Freight Forwarding Services Form
  - You will need to submit the **Freight Forwarding Services form** through the [Forms & Deadlines](#) section in this Manual.

- Once you complete the form you can print it out using the top right icon '**Print this page**'

Please send this to the following address:

**Consignee Address:**

RESA EXPO LOGISTIC  
For Mobile World Congress  
Exhibitor name / Stand no.  
C/Botànica, Entrada 4 - Fira Gran Via  
08908 – Barcelona

**Notify:**

Shipping Department  
Tel +34 932334758

Please send your shipments prepaid, on its own Ocean Bill of Lading, consigned to above mentioned address. 3 original customs Invoices should be attached to the bill of lading.

**Pre-advices:**

Please send to us a copy of the Bill of lading , customs invoice and service order form at least two days before arrival in Barcelona by email or fax: +44 (0) 1732 886689 / [dave@ef-gsm.com](mailto:dave@ef-gsm.com)

## **DELIVERIES TO ADVANCED WAREHOUSE**

Please note that, due to security reasons, all shipments must be delivered to the advance receiving warehouse, since direct deliveries to the venue are not allowed ( with the exception of full trucks of stand material arriving at the venue straight from the customer premises). Same applies to the outward movement, shipments must be collected from the warehouse, since direct collections from the venue are not allowed. Shipments should arrive at our onsite warehouse no later than: 3 Working days before delivery to stand.

**Warehouse Address:**

EF-GSM / RESA EXPO LOGISTIC  
For 4YFN  
Exhibitor / Stand no.  
Hall 2 , Fira Montjuic Entrada 2  
Avenida Rius i Taulet 2/4  
Barcelona 08004  
Spain

**Contact:**

Road freight Department  
Tel +34 932334110

**Pre-advices:**

Forwarding and Services Order Form and Trucking details / CMR must be sent prior to arrival to [dave@ef-gsm.com](mailto:dave@ef-gsm.com) or fax to + 44 1732 886689.

## **DIRECT TRAILERS TO THE VENUE**

**Should arrive directly at Fira Montjuic, Barcelona**, in accordance with the official Build-Up Dates and Times. The access of vehicles to the venue is restricted, please read carefully the vehicle access section below. Please note, only full trucks of stand material arriving at the venue straight from the customer **premises are to be unloaded direct at the 4YFN**, all shipments and Groupage cargo must be sent to the Advance warehouse. Same applies to the collection from the venue.

Trailer/Artic trucks Waiting Area:

RESA EXPO LOGISTIC  
Sot del Migdia – Truck Waiting Area  
Carrer del Foc, s/n  
E – 08004 Barcelona Spain  
Notify: **FY4N** / Exhibitors Name  
Hall / Stand Number

#### Vehicle access:

All incoming **trailers (40' artic trucks)** to the venue must register at the **truck waiting area called Sot del Migdia**, next to the exhibition area. Trailers will wait until space is cleared at the offloading/reloading areas. Trailers cannot stay more than 2 hours inside the venue for each handling operation. Should you need further information on how to get to the truck waiting area. Please [click here](#) for EF-GSM / Resa Locations map.

**VERY IMPORTANT:** Articulated Trucks (Trailers / 13,6m long) must also book a time slot before arriving at the truck waiting area. Please use the **Truck Scheduling form** in the [Forms & Deadlines](#) section in this Manual to book the time slot for your truck. You will be issued with a Booking Number, which must be produced at the time of arrival.

To avoid long waiting times for your truck, please book your offloading / reloading slot beforehand through the Handling Form. Time slots will be given on the basis of "first come, first served", therefore we strongly recommend you book your truck time slot as soon as possible!!

For security reasons, each driver **must have** a delivery or collection order on hand including the following information:

- Hall and Stand number
- Exhibitor name and Contact person

Drivers without the delivery information might **NOT** be allowed access to the venue.

## CUSTOMS CLEARANCE

#### Documentation required for Customs Clearance:

For shipments outside of the EU, the following documents are required:

- 3 Originals of Pro-forma Invoice / Packing List in English, showing: No. of units / weights / sizes / total no. of boxes / values / full description of items in English, including serial number, model and customs code nr. (Brussels nomenclature). Please note that values declared on Commercial Invoices must be realistic commercial values
- Please issue separate Invoices for Temporary Importation (exhibits) and Permanent Importation (consumables & advertising material). Also temporary & permanent materials must be packed separately in different boxes
- Please state on the invoice: "Samples not for sale, value for statistical purposes". You can use this [Pro-forma Invoice Sample](#) for this purpose. Goods must have a realistic CIF value for customs.

#### Invoices must be addressed to:

EF-GSM / RESA

For 4YFN

Name of Exhibitor / Hall & Booth No.

Recinto Ferial Gran Via, Entrada No. 1

E – 08908 Hospitalet (Barcelona)

If necessary: Certificate of Origin (Form A / EUR.1)

#### Temporary entries (goods returning to origin after the show):

- All exhibits / material entered under temporary importation are subject to control and examination by Spanish customs for Inward and Outward movements
- Goods under temporary bond cannot be sold during the show; any sale operation must be reported to Spanish Customs Authorities otherwise heavy penalties might incur. Please contact EF-GSM staff in advance if you intend to sell any temporary goods
- Permanent entries (goods consumed during the show): We can clear on definitive basis, consumable materials such as brochures, giveaways and other promotional materials
- All items cleared as temporary import can only return with EF-GSM / Resa back to destination airport / port. Items cannot be handed over to any 3rd party

#### Restricted Products:

The following products are restricted and need special requirements and health certificates.

We recommend you do not ship these items:

- Pharmaceutical products
- Foodstuff or beverages (candies for giveaways are also considered foodstuff by customs)
- Creams for skin use

Please also note, textiles arriving from China are restricted for importation into Spain and require a certificate of origin.

## COURIERS (eg UPS / DHL / FEDEX / TNT)

Please note that, due to security reasons, all courier shipments must be delivered to the advance receiving warehouse, since direct deliveries to the venue are not allowed. Couriers should arrive at our onsite warehouse no later than 3 working days before requested delivery date to booth. Same applies for the outbound movement, collections are to be made from the advance warehouse and documents need to be completed with the EF Hall manager in your hall.

**Note:** the charge for the receipt and delivery of a courier shipment will be 95€ per m<sup>3</sup> (cubic meter). Minimum of 190€ per shipment. If customs clearance is required, please contact EF-GSM Ltd for clearance tariffs. For any delivery made on **Sunday 25 February only**, the charge will be 380€ per shipment or 190€ per m<sup>3</sup> (Min 2m<sup>3</sup>). Find out more at the section called "[Important Information - Sunday 24 February](#)".

### Courier Delivery Address (from 12 – 22 February 2018)

EF-GSM / RESA EXPO LOGISTIC

For 4YFN

Exhibitor... / Stand no...

Hall 2 Fira Montjuic

Avenida Rius Taulet 2/4

Barcelona 08004

### Contact:

Courier Department

Tel. +34 932334110

### Correct address and labelling:

It is very important to mention on the transport documents and in the labels the delivery information at the venue (Name of Exhibitor, Stand and Hall No.). Shipments without proper delivery information at the venue will not be delivered and will remain at our warehouse until the exhibitor requests them (claims for delayed deliveries of unmarked shipments will not be accepted if shipments are not correctly labelled). Please use the [MWC Shipping Label](#) for this purpose.

### Track & Trace information:

We recommend to have the tracking number (assigned by the courier company) on hand at the exhibition. This will make easier to locate your shipment.

### Pre-advice:

It is imperative to send us a pre advice of your shipment immediately once it has been sent to [dave@ef-gsm.com](mailto:dave@ef-gsm.com) ; Fax +44 1732 886689. Payment must be made prior to release of the shipment on site at EF-GSM Central Office in Hall 2.

### Spanish customs formalities:

Please be aware that courier shipments above a certain weight (approx. 10Kgs) and value (40 \$) cannot be cleared automatically by the courier companies and require a Spanish importer of record. If EF-GSM Ltd / RESA are to act as importer of record on your behalf, then there will be an additional charge of 125.00€, therefore, a pro-forma invoice must travel with the goods for the import formalities. Please read the [Customs Clearance section](#) for more information.

## CASE MARKING

We kindly ask you to use safe and strong packing material which is strong enough to be re-used after the show. All your packages should be clearly marked as follows:

- Name of Exhibitor
- 4YFN
- Hall and Stand number
- BOX 1 of... / 2 of ... / 3 of ... etc.

Please use the [MWC Shipping Label](#) for this purpose.

## EMPTY CASE/PACKAGING STORAGE

EF-GSM / RESA will remove, store and return all empty cases at the event. Please [click here](#) for further information.

Please note that we will only begin to return empty cases after the event once the halls are safe to do so and main aisle carpets have been lifted. Exhibit cases will be given priority; however, this process will not start until at least 3 hours after the closure of the show and will continue throughout the night. Please note this when planning your return travel.

For any empty cases removed on **Sunday 24 February** from the floor a surcharge of 35€ per m<sup>3</sup> (Min 2m<sup>3</sup>) will apply.

## FURTHER INFORMATION

### ▪ INSURANCE

We strongly recommend that all exhibitors arrange Insurance coverage to include transit to and from the exhibition whilst on display and in storage. Please note that EF-GSM Limited do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. EF-GSM Limited / RESA are not liable for any losses, theft or pilferage.

### ▪ LATE ARRIVAL SURCHARGES

Any shipments arriving after our deadlines that require Customs clearance will be subject to a late arrival surcharge of 30% on our Official Forwarding and handling tariff.

### ▪ WORLDWIDE NETWORK

Our recommended agent in your country is specialised on exhibition freight forwarding, offering you a professional advice on the preparation of your shipment. Through the "DOOR TO STAND" service, you will get an all-in package that covers all the steps from your domicile to the venue and vice versa until your items are returned back after the event. The list of our agents worldwide is available on request.

### ▪ RETURN SHIPMENTS AND ON-SITE RETURN INSTRUCTIONS

Please get in touch with EF-GSM to complete the return shipment instruction before 6pm on Wednesday 27<sup>th</sup> February 2019

### Official Supplier for Freight and Shipping

EF-GSM LTD

Contact: Roger Bowman

Tel: +44 1732885131

Fax: +44 1732886689

Email: [roger@ef-gsm.com](mailto:roger@ef-gsm.com)

Email: [mobileworldcongress@ef-gsm.com](mailto:mobileworldcongress@ef-gsm.com)

### ▪ PAYMENTS: Please note following methods of payment accepted:

- **Bank Transfer:** Please note our bank details for bank transfers. Please provide a copy of the Transfer Statement.
- **Credit Card:** We accept VISA, MasterCard and American Express
- **Cash:** All major currencies accepted

### EF-GSM Ltd account details

Exhibition Freightling GSM Ltd

HSBC Bank

Swift Code: MIDLGB22

Sort Code: 40 05 15

Account Number: 580 456 34

IBAN: GB82 MIDL 4005 1558 0456 34

### RESA Expo Logistic account Details

BANC SABADELL

Avenida Madrid, 188

08028 Barcelona

Account: 0081 0557 1900 0102 9711

IBAN: ES17 0081 0557 1900 0102 9711

SWFIT: BSABESBB

### ▪ EF-GSM / RESA BASIC CONDITIONS OF CONTRACT:

- All work undertaken is subject to the Spanish Forwarders terms and conditions CMR, latest edition, BIFA trading terms and conditions latest edition and the EF-GSM / RESA liability policy, in conjunction with the conditions and rates for trade fair transportation
- The liability of EF-GSM / RESA ceases with delivery and commences with collection of freight at the exhibition stand; it is the exhibitor's responsibility to ensure the security of material until collected from the stand by EF-GSM / RESA
- No Unauthorised Credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits

### ▪ CONTACT DETAILS:

- For all freight forwarding, courier, international shipping queries please contact:

### EXHIBITION FREIGHTING GSM LTD

Global House

Unit 5 Station Court  
Station Approach  
Borough Green  
Kent, TN15 8AD, United Kingdom

**Contact:** Roger Bowman / Dave Bennett

**Tel:** +44 1732 885131

**Fax:** +44 1732 886689

**E-mail:** [dave@ef-gsm.com](mailto:dave@ef-gsm.com); [roger@ef-gsm.com](mailto:roger@ef-gsm.com); [mobileworldcongress@ef-gsm.com](mailto:mobileworldcongress@ef-gsm.com)

- For all direct to site deliveries, on site handling and equipment provision queries please contact:

**RESA EXPO LOGISTIC**

**Contact:** Jorge Reina / Pablo Martinez

**Telephone:** +34 932334743

**Fax:** +34 932631894

**E-mail:** [jreina@resaexpo.com](mailto:jreina@resaexpo.com); [mwc@resaexpo.com](mailto:mwc@resaexpo.com)