

Appointed by **Dynamic Range** as their  
Sole Official Freight Forwarder, Customs Broker  
& On-Site Handling Contractor

# INTERNATIONAL SHIPPING INSTRUCTIONS

## PavCon Europe 2024

Wiener Neustadt, Austria

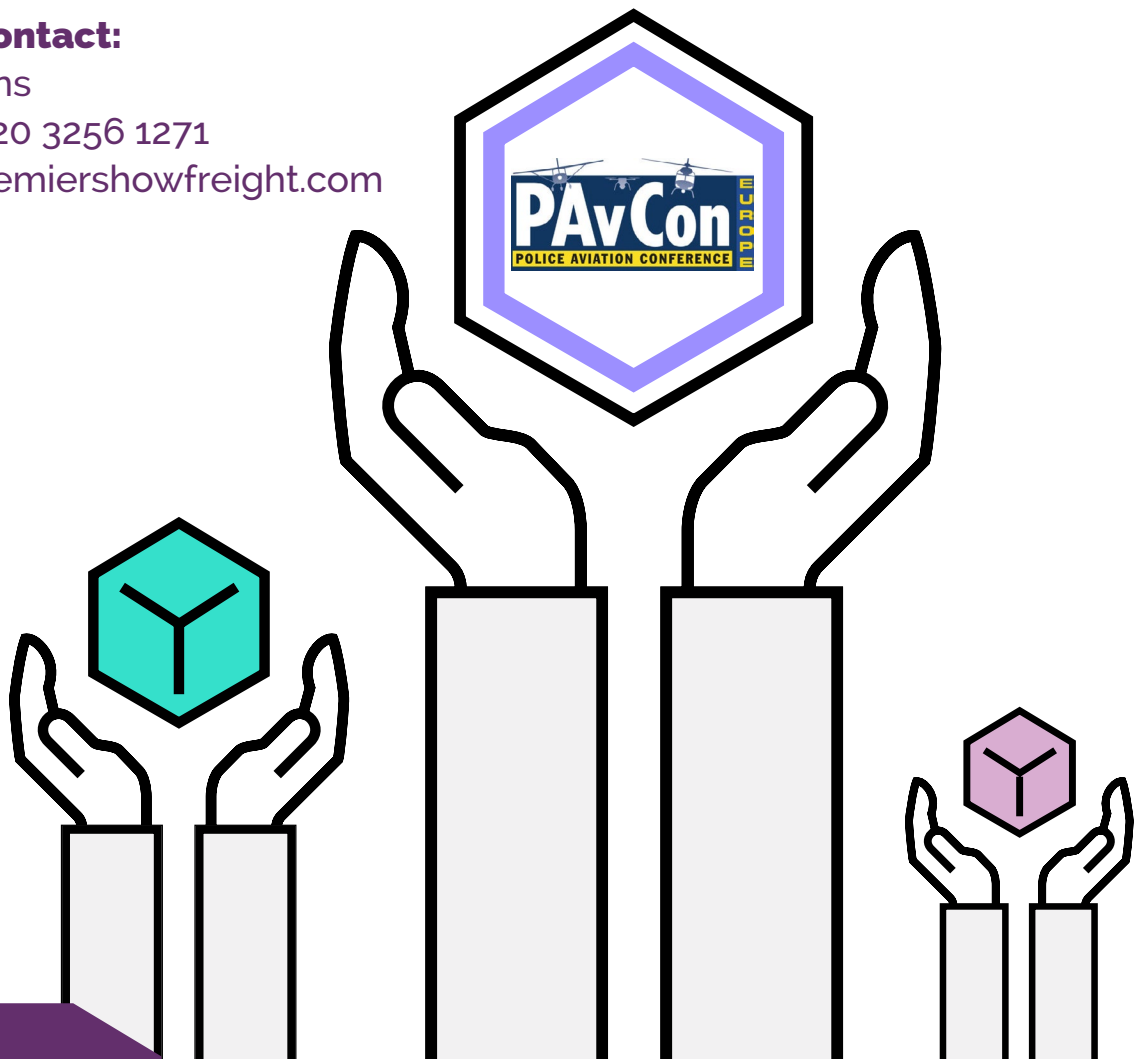
27th - 29th May 2024

### Point of Contact:

Jim Huggins

t: +44 (0) 20 3256 1271

e: [jim@premiershowfreight.com](mailto:jim@premiershowfreight.com)



# Our Premier service

Premier provide specialist transportation and on-site handling services for all types of exhibitions and events. Our services are tailored to meet the specific requirements of each client, addressing every aspect of exhibition logistics



## 01 COLLECTION

A collection service from any location or venue, using appropriate vehicle to accommodate size, weight, and commodity of goods.



## 02 DOCUMENTATION

Advice and assistance when preparing shipping documents in accordance with UK and destination customs requirements.

## 03 TRANSPORTATION

Cost effective multimodal transport solutions via sea, air and road to any event worldwide.



## 04 CUSTOM CLEARANCE

Full customs clearance services for import and export of shipments on a temporary or permanent basis.



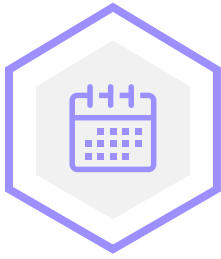
## 05 ON-SITE HANDLING

On-site attendance and logistics management including unloading, reloading, delivery, collection, on-site handling, lifting, positioning and storage solutions.

## 06 DELIVERY

A delivery service to any location or venue using appropriate vehicle to accommodate size, weight, and commodity of goods.

For a more indepth look at our services please visit:  
[www.premiershowfreight.com](http://www.premiershowfreight.com)



## Deadlines

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### **Roadfreight:**

Shipments should arrive at our **Vienna warehouse** by:  
**NO LATER THAN 10 DAYS** prior to the required delivery date.

### **Airfreight:**

Shipments should arrive at **Vienna Airport (VIE)** by:  
**NO LATER THAN 10 DAYS** prior to the required delivery date.

### **Note:**

Shipments arriving later than the above deadlines may incur surcharges and timely delivery cannot be guaranteed. Premier Showfreight Ltd cannot be held responsible for additional charges and/or late delivery.



## Packing & Labelling

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Please pack and document temporary and permanent import goods separately.

When labelling your freight, please ensure all items are clearly marked with your company name, event name, stand number and total number of pieces. **E.g. 1of4 | 2of4 | 3of4 | 4of4.**

Please ensure your goods are adequately packed to withstand the entire journey and endure normal handling by forklifts and pallet trucks.

Wood Packaging Materials should be compliant with fumigation, regulations and bear the relevant IPPC approved logo to certify that the packaging has been subjected to an approved treatment. This includes all wooden pallets, cases, crates, and pieces of wood to support or brace cargo.

Please avoid the use of padlocks on cases as shipments will be subject to customs inspection.



## Consignee & Notify

### Roadfreight

All shipments arriving by **ROAD via WAREHOUSE** should be consigned as follows and **must** arrive on a prepaid basis.

### Consignee:

IML - Messe Logistik GmbH  
**c/o PavCon Europe 2024**  
(Exhibitor name/Hall/ Booth No.)  
Bruni Kreisky Platz 1  
A-1220 Vienna  
Tel. +43 1 9974133

**Note:** Access via Leonbard-Bernstein-Strabe / Saturn Tower

### Warehouse Opening Hours:

Mon-Thur from 08:00 - 15:30 Hrs and Fri  
from 08:00 - 13:30 Hrs

**Note:** Additional charges will apply on freight collect shipments which arrive at the warehouse / airport.

### Airfreight

All shipments arriving by **AIR via VIENNA AIRPORT (VIE)** with direct MAWB should be consigned as follows and **must** arrive on a prepaid basis.

### Consignee:

IML - Messe Logistik GmbH  
Bruni Kreisky Platz 1  
A-1220 Vienna  
Tel. +43 1 9974133

### Notify:

(Exhibitor name/Hall/ Booth No.)  
**c/o PavCon Europe 2024**  
Weiner Neustadt, Austria

## Pre-Advice of Shipment

In order that we can properly monitor the arrival, customs clearance and delivery of shipments it is vital that we are advised of your shipment details prior to despatch. A copy of the air-waybill and commercial invoice or ATA Carnet should also be provided. Documentation should arrive **at least one week prior to shipment arrival**. Please send all pre-alerts to:

Premier Showfreight Ltd,  
Unit 7, Valley Point Industrial Estate  
Beddington Farm Road  
Croydon, Surrey  
CR0 4WP, UK

**Contact:** Jim Huggins  
**Tel.:** +44 (0) 20 3256 1271  
**Email:** jim@premiershowfreight.com



# Documentation

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## COMMERCIAL INVOICE & PACKING LISTS

### **Non-EC Goods**

Please provide us with a complete packing list of your consignment. Temporary and permanent goods must be packed and invoiced separately.

The Packing list must indicate individual weights and dimensions of each package. Please confirm description of goods, value for each item, HS Tariff code, manufacturing details and country of origin. For machinery and electrical items, the serial/part number, make and model must be listed.

Please consign invoices as detailed in consignee instructions **C/o PavCon Europe 2024, detailing exhibitor name and hall/stand number.**

### **EC Goods**

All goods originating from within the European Community will require an EU Packing list detailing individual weights and dimensions of each package. Please confirm description of goods, value for each item and shippers VAT registration number.

EU packing lists must be endorsed with **"Goods of European origin in free circulation within the European Community"**.

## ATA CARNETS

Where goods are shipped on an ATA Carnet it is vital that:

1. A blank "Letter of Authorisation" accompanies the ATA Carnet.
2. The goods are not sold or otherwise interfered with.
3. Goods covered by the carnet are not packed with goods covered by other documentation.

## GOODS RETAINED IN AUSTRIA OR SOLD AT EXHIBITION

Goods from outside the European Community sold or retained in the Austria after the event will be subject to Duty/VAT charges from Austrian customs

Premier Showfreight Limited will not release any bonded goods from either the exhibition or our warehouse without either:

1. Full payment of the Duty/VAT amount.
2. Written confirmation from a recognised agent held accountable for outstanding Duty/VAT on exhibitors' behalf.



## Hazardous Cargo

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It is important that you advise us well in advance of any hazardous goods, which you intend to send to this event.

Please contact us urgently for alternative information if you are displaying Section 5 classified equipment or materials that are of a hazardous nature. In accordance with the law, section 5 goods require authorised transport or an escort whilst in transit in the United Kingdom, under no circumstance can such items travel via our UK warehouse.

It is your responsibility to ensure that you provide us with the necessary dangerous goods certificate and up to date MSDS (Material Safety Data Sheet) containing all the information required by the shipping company or airline to enable them to accept your consignment. Similarly, your goods should be packed in the prescribed manner.

Due to increasing safety concerns raised by the industry, regulations governing the transportation of lithium batteries have been tightened and consequently each mode of transport has its own regulations. Please advise us early as possible if you intend to transport equipment containing lithium batteries.

## Hazardous Cargo

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Please note for Foodstuff, Beverages, Medicines, Cosmetics, Textiles, Life Animals or Plants, Pharmaceutical products and protected Species we will need special documentation and relevant permissions in place prior to importation.





## On-site Handling & Management

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For additional mechanical handling or labour to assist with your exhibits on-site, Premier Showfreight will be pleased to make the arrangements on your behalf. A representative will be available on-site to assist clients with their freight requirements before, during and after the exhibition. Please contact us for further information.

## Empty Case Storage

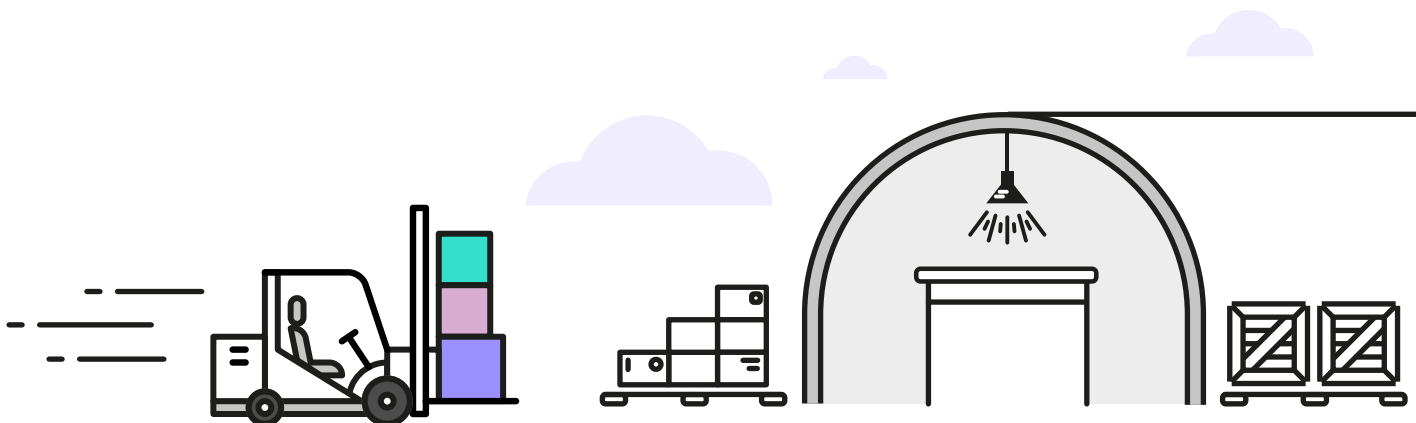
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Empty cases & packing materials will be removed, stored, and returned to your stand at the close of the event. Please confirm your storage requirements in advance.

## Return Instructions

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If Premier are arranging the return movement of your packed exhibits, our on-site representative will visit your stand during the exhibition to confirm your return instructions.





## Insurance

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It is important that you arrange adequate insurance cover for the full C.I.F. value of your goods.

If goods are shipped uninsured, any subsequent claims for damage or loss, lodged against our standard liability policy, will be subject to the restrictions denoted by our terms and conditions of trading.

Any claims for loss or damage must be notified to us, in writing, within three days of the delivery date of the cargo.

Recent changes to FSA regulations dictate that we are no longer able to offer insurance cover as a third-party provider.

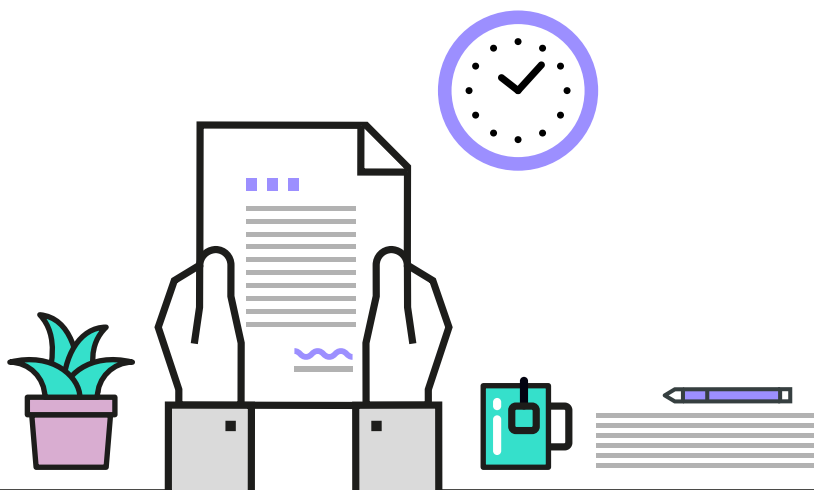
However, should your shipment not be covered by your own policy, we can provide you with details of an independent specialist broker, familiar with the policy requirements for round-trip exhibition freight cover.

## Terms & Conditions

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Our rates are based on current freight and exchange rates, any variation in either between now and scheduled work-date will be reflected in our final invoice. All business is transacted in accordance with B.I.F.A. Standard Trading Conditions (2021 Edition).

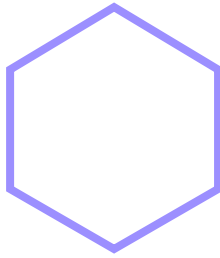
Payment is due on presentation of each invoice unless otherwise agreed in writing with Premier Showfreight Ltd. Any disputes or queries relating to invoices should be made within fourteen days of the invoice date.





# Contact us

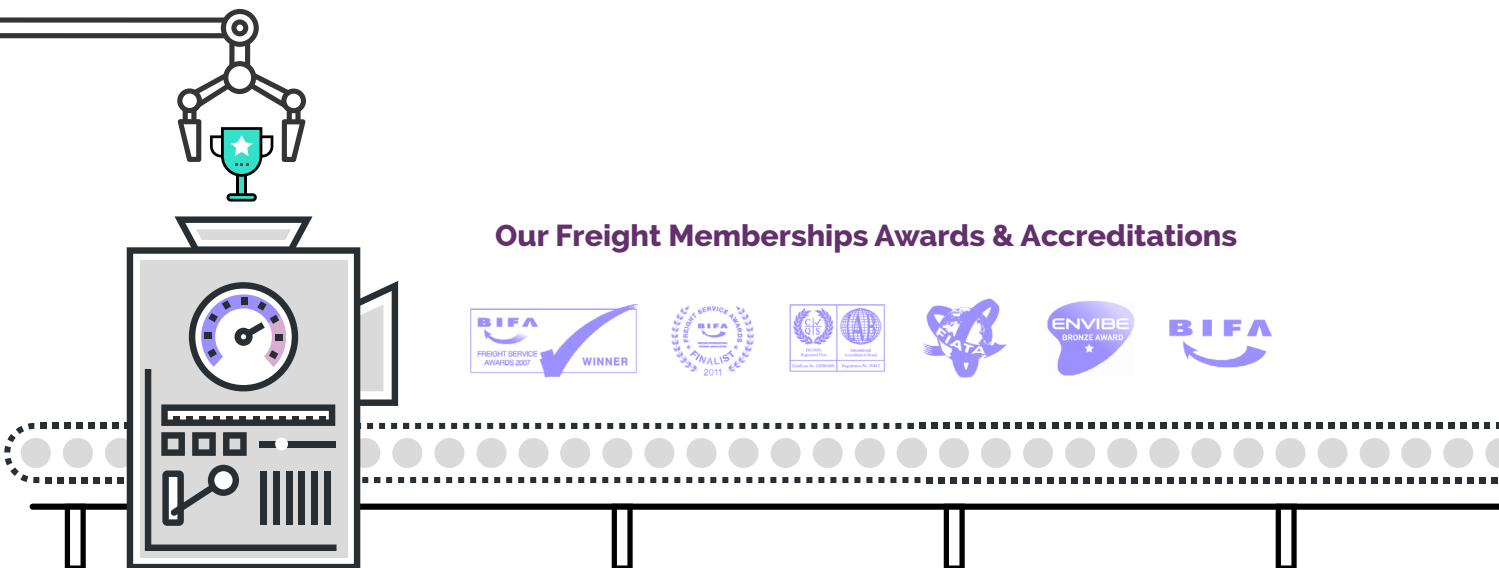
For further information or assistance, please do not hesitate to contact us:



**Jim Huggins**

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## Our Freight Memberships Awards & Accreditations

