



FREIGHT FORWARDING

- PLEASE FILL IN WITH CAPITAL LETTERS -

FORM 11

BY OCEAN - MARCH 11, 2010

BY TRUCK - APRIL 09, 2010

BY AIR - APRIL 19, 2010

FAX BACK TO: SAVING TRANSPED SRL: +39 055 318326 OR EMAIL TO: FLAVIA@SAVINGTRANSPED.IT - ATTN: FLAVIA RINALDI

STAND N° Company name:
 Contact person: Position:

Address:

Postal code: City/State: Country:

Phone: Mobile Phone:

Fax: Email:

We have exhibition goods to be sent to Florence from the below address. Please ask your affiliates or agents to contact us immediately. Below you can find details of our exhibition goods:

Company name: Contact person:

Address:

Phone: Mobile Phone:

Fax: Email:

DETAILS OF THE SHIPMENT:

Nr of pcs	Description of the goods	Dimensions	Weight
		Cm In	Kgs Lbs
		Cm In	Kgs Lbs
		Cm In	Kgs Lbs
		Cm In	Kgs Lbs
		Cm In	Kgs Lbs
		Cm In	Kgs Lbs
		Cm In	Kgs Lbs

1. GENERAL INFORMATION

SAVING TRANSPED SRL, has been appointed, to coordinate and perform all the logistics services which include: international freight forwarding, import-export customs brokerage, delivery and on-site logistics services of all shipments designated for the IOF WCO-ECCE010 congress.

All contacts regarding shipments logistics are to go through SAVING TRANSPED SRL.

Due to the venue logistics facilities, SAVING TRANSPED SRL will be the only one allowed to offload cargo, deliver into the exhibition halls and other on-site logistics. Same restrictions will apply during breakdown and re-exportation.

The information on the following pages lists documentation requirements, shipping deadlines and all other details needed for the importation of your exhibits and equipment into Italy.

Please follow the instructions given below to avoid delays and extra expenses. Documents that are not ORIGINAL, incomplete or wrongly issued might cause delay in clearance and delivery to venue.

SAVING TRANSPED SRL has the right not to clear cargos consigned to other companies.



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2. DOCUMENTS / FAX ADVICE OF SHIPMENT

All Documents must be e-mailed or faxed to SAVING TRANSPED SRL prior to actual dispatch of goods.

e-mail: flavia@savingtransped.it or FAX Nr. Fax +39 055 318326 Att: Mrs Flavia RINALDI

3. ATA CARNET:

A Carnet ATA eliminates some of the customs procedures for temporary import as well as the necessity of temporary import bond. All exhibitors are strongly recommended to issue an ATA Carnet for all their exhibits or other temporary importation, for consignments coming from **non-EU** countries and are not of **EU** origin.

4. THE PROFORMA INVOICE MUST SHOW:

Name and address of shipper and VAT Id. Nr..

A full description of each item. It is not sufficient to use the description "display equipment", "Machinery", "communication equipment", etc.

Customs requires that each tariff commodity be itemized separately. Stand materials should be listed as made of " " (wood, steel, aluminum, etc).

The fabric content should be specified for any textile articles.

The quantity of each item imported.

Value of unit prices must be shown for each individual item on the invoice. This includes any samples or catalogues. Do not use the term "NoCommercial Value".

Total invoice price and currency used.

Identifying marks and number of packages.

The weight and measurements (length x width x height) of the cases

Full address of the exhibitor and VAT Id. Number

All customs procedures are subject to the local and specific customs regulations and may ask additional declarations or documents, which may differ from these instruction.

If the invoices are not completed in the prescribed manner, the shipment will not be cleared through

Italian Customs until the necessary information is provided. Therefore, in order to avoid delaying the delivery of your cargo, we ask that you follow the above recommendations.

Commercial invoice and packing list can be combined as one document provided that they clearly indicate dimensions, weight and contents of each package and itemized pricing.

5. ARRIVAL DEADLINES

In order to ensure timely delivery to the exhibition site, all shipments should arrive to the mentioned destinations not later than:

Latest dates for arrival of exhibits/materials, according to transport modus, are as follows:

For trucks arrival: April 26, 2010 (Transped warehouse – Osmannoro)

For air shipments: April 28, 2010 (Florence airport)

For lcl ocean shipments: April 20, 2010 (Genova port)

Note: Consignments arriving later than above-mentioned dates are subject to surcharge.



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6. MARKS AND PACKING

Please mark each case with the information below:

Name of Exhibitor & Booth Number**c/o cong/location**

Each case should be marked with weight and dimensions. Case numbers should be given using the fractional system. For example, case number 1 of 4 should be marked $\frac{1}{4}$ case number 2 of 4 should be $\frac{2}{4}$ etc. Affixing proper labels such as, "Fragile," This Side Up should label all cases," etc.

All Exhibits must be packed securely and waterproof in order to withstand the handling by the International carriers and local trucking companies and outdoor storage conditions.

SAVING TRANSPED SRL cannot be held responsible for damage to empties when stored outdoor.

For the skidded or containerized cargo, it is recommended that each piece be individually labelled with these same marks.

Cargo sent by courier service is not acceptable direct to the exhibition site, during the build up period of the exhibition. Cargo sent by courier service is not acceptable at our office address too.

Please address all the cargo by courier service to following address:

SAVING TRANSPED SRL - INTERNATIONAL FREIGHT FORWARDING SERVICE

Via Majorana 73 – 50019 Osmannoro Sesto Fiorentino (Florence), Italy

Attn: Mrs. Flavia RINALD

Ph +39 055 375599 – Fax +39 055 31832

e-Mail: flavia@savingtransped.it

Shipping documents must be prepared as follows:

Consignee address:

for Airfreight and Ocean Freight: for Truck Freight & Courier (groupage)

SAVING TRANSPED SRL - INTERNATIONAL FREIGHT FORWARDING SERVICE

Via Majorana 73 – 50019 Osmannoro Sesto Fiorentino (Florence), Italy

Attn: Mrs. Flavia RINALD

Ph +39 055 375599 – Fax +39 055 31832

e-Mail: flavia@savingtransped.it

Notify: Exhibitor's name

c/o IOF WCO-ECCE010

Booth #

Freight: Prepaid

All shipments (AWB Bill of Lading CMR) must be issued to:

SAVING TRANSPED SRL

Via Majorana 73 – 50019 Osmannoro Sesto Fiorentino (Florence), Ital

Attn: Mrs. Flavia RINALD

Ph +39 055 375599 – Fax +39 055 31832

e-Mail: flavia@savingtransped.it

7. INSURANCE

Please note: SAVING TRANSPED SRL takes no responsibility for your exhibition goods.

It is recommended that exhibitors carry an all-risk insurance policy for their goods as well as crates from point of departure through to final destination.

Please be sure the insurance covers your goods for the transit period as well as the exhibition set-up and dismantle periods. SAVING TRANSPED SRL will not be held responsible for damages or losses during the inbound and outbound period of the exhibition.

8. PAYMENT

Payment via SWIFT at receipt of our invoice for costs.