SHIPPING INSTRUCTIONS
ENA - Barcelona 2022 (26/10-28/10/2022)

INTRODUCTION

KRISTAL have been appointed by the organizers as the official freight forwarder, customs clearance agent and official drayage contractor.
It is our commitment to ensure exhibits arrive on time and in good condition for the opening of the exhibition.
This shipping manual will assist you in your preparation for the correct and timely dispatch of exhibits to Barcelona. Please follow these instructions closely.
The range of service provided by our company include:
- Transportation, national and international
- Temporary and permanent customs clearance
- On-site handling, labor, forklift and cranage
- Labeling, removal and storage of empty boxes and crates, return to stand upon closure of the exhibition.
- Accessible storage for brochures and give-away items during the event
- On-site assistance & supervision

GENERAL

International Coordinators:
KRISTAL Contact: Wim Poels
Brucargo Building 734 Tel: +32 2 7514680
B-1830 Machelen E-mail: wim.poels@kristal-logistics.com

Build-up: Tuesday 25 October 2022 08.00 to 20.00
Wednesday 26 October 2022 08.00 to 10.00

Aisles need to be cleared and empties moved on 25 October by 20.00

Dismantling: Friday 28 October 2022 16.00 to 24.00

Hall needs to be cleared on 28 October at 23.30.
If you use your own transport company to collect your goods after the exhibition, note that all goods for which we do not have any instructions and that are not evacuated by that time will be collected by KRISTAL. All costs incurred will be charged to the exhibitor.
Consigning instructions

AIR FREIGHT

AWB consigned to : RESA EXPO LOGISTIC
Botanica, s/n Entrada 4
Fira Gran Via
08908 Hospitalet - Spain
Att Jorge Reina
Tel +34 93 2334743

Notify :

Ref : ENA 2022
Name Exhibitor / Stand nr

Goods to reach Barcelona not later than 14 October for non-EU goods, 16 October for EU goods.

ROAD FREIGHT and COURIER (EU) shipments to the advanced warehouse

Consigned to : RESA EXPO LOGISTIC
Botanica, s/n Entrada 4
Fira Gran Via
08908 Hospitalet - Spain
Att Jorge Reina
Tel +34 93 2334743
Ref : ENA 2020
Name Exhibitor / Stand nr

Goods to reach advanced warehouse between 12 and 21 October 2022.

Special note on courier shipments.
Please do not ship any goods with couriers from outside EU if you do not have a EU tax ID number (EORI number).
Shipments will be stuck in customs.
If anyway you wish to do please contact us in advance and we will advise how to consign correctly. (Wim@kristal-logistics.com or geert@kristal-logistics.com).
DIRECT DELIVERIES
Address: CCIB, Rambla Prim 1-17, 08019 Barcelona

Direct deliveries with trucks to the venue are restricted. Direct shipments to the booth at exhibition site will only be accepted on move-in dates and hours.
Vehicles need to be removed immediately once unloading/reloading operations have been completed. There is no parking space for trucks near the CCIB.

**To avoid traffic congestion and to allow us a fast and smooth move-in, an unloading slot will be required for all vehicles larger than a van.**

Please complete unloading/reloading slot form to obtain move-in/move-out schedule and return by email to wim.poels@kristal-logistics.com.
All trucks arriving without an unloading slot, will be unloaded once the full schedule has been completed.

On arrival all trucks need to register to the Kristal desk at the entrance of the fair grounds and this approx. 1 hour prior to the confirmed slot.
If the truck does not arrive at the booked time, slot will automatically be given to the next in the queue.

**Documentation for goods outside EU**

For Temporary items:
ATA Carnet or commercial invoice.
To facilitate customs clearance we strongly recommend to use ATA Carnet.
**In case of commercial invoice you will need to apply for a EU tax ID number (EORI number).**
Without this number we will not be able to clear your shipment.
Invoice needs to show values of each item, description of the goods, serial numbers, EORI number addressed to:
ENA 2022, Exhibitors name & stand nr. CCIB, 08019 Barcelona - Spain

For Permanent items:
We will need a separate invoice for all permanent items such as give-away items, brochures, etc....
**Note that you will need to apply for a EU tax ID number (EORI number).**
Without this number we will not be able to clear your shipment.
Document needs to show values of each item, description of the goods, serial numbers, EORI number addressed to:
ENA 2022, Exhibitors name & stand number, CCIB, 08019 Barcelona - Spain
Shipping pre-advice
Full details of dispatch together with copies of invoices, AWB, CMR, Bill of Lading have to be send upon departure to Kristal by email to: wim.poels@kristal-logistics.com

Case Marking
All cases must be clearly marked/stenciled on two (2) sides with the following information:
Company name, booth nr, case nr (ex 1/3 – 2/3, ...) gross weight, dimensions in cm.

Insurance
It is the exhibitor’s responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises. On written demand, Kristal or their agents can arrange this for you.

Return transport
We will contact all exhibitors separately on-site to organize the return of the goods to point of origin or other designated destinations.

Terms & Conditions of Trading
All business is undertaken by owner’s risk. Tariffs are calculated using current freight and exchange rates. Any major fluctuation in either between now and work-date will be reflected in our final invoice. Contracting Kristal bv or their agents implies acknowledgement and acceptance of Kristal bv conditions of trading.

Terms of payment
Payment is due on presentation of invoice unless otherwise agreed in writing with Kristal bv or their agents. In all other cases on-site charges billed at the exhibition will require immediate payment by cash or credit card.
Any disputes or queries relating to invoices originating from this office should be notified to Kristal bv within seven days of invoice date.