



More than just forwarding...

KRISTAL BV
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BTW BE 0453.812.916
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36th EORTC-NCI-AACR Symposium SHIPPING GUIDELINES

INTRODUCTION

KRISTAL BV, have been appointed by organizers as the official freight forwarder, customs clearance agent and official drayage contractor for 36th ENA Symposium in Barcelona.

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, labour, forklift and craneage
Labelling, 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

Build-up : Tuesday 22 October 2024 08.00-20.00
Wednesday 23 October 2024 08.00-11.00 – Stand decoration only.

Empties to be moved out before Tuesday 22 October 2024 at 20.00

Dismantling : Friday 25 October 2024 16.00-24.00

If you use your own transport company to pick-up your goods directly from the stand at the exhibition, please note that all goods not removed from the hall on 25 October at 24.00 will be moved to the advanced warehouse. All costs incurred will be charged to the exhibitor.

International Coordinators

Kristal BV , Brucargo 734, B-1830 Machelen
Tel +32 2 7514680 - Contact : Wim Poels -e-mail: wim.poels@kristal-logistics.com

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 2024
Name Exhibitor / Stand nr

Goods to reach Barcelona not later than 11 October for non-EU goods, 15 October for EU goods.



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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 : ECNP 2023
Name Exhibitor / Stand nr

Goods to reach advanced warehouse between 15 October 2024.

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).

Exhibitors should clearly mark all boxes with the following information :

Your Company Name _____
For ENA 2024
Booth number _____
Case Number (ex. 1/3 – 2/3 – 3/3) _____

DIRECT DELIVERIES

Address : 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.

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.

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 staff at the entrance of the loading area and this approx. 1 hour prior to the confirmed slot. Our staff will direct the trucks to the unloading bays according to the schedule. 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).



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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 2024, 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....

Document needs to show values of each item, description of the goods, serial numbers, EORI number addressed to :

ENA 2024, 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 .

Insurance

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, on-site handling, during the exhibition, and the return.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, cost of insurance cover is not included in our charges.

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.