



More than just forwarding...

KRISTAL BV

Brucargo Building 734
1830 Machelen - Belgium
+32 (0)2 751 46 80
info@kristal-logistics.com
www.kristal-logistics.com

BTW BE 0453.812.916
RPR Brussel
Verg. Vervoerscomm. 226.001
KBC 444-8624521-45
BIC KREDBEBB
IBAN BE 44 4448 6245 2145

SHIPPING GUIDELINES EBCC - MILANO 2024

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 Milano. 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 craneage
- 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
Brucargo Building 734
B-1830 Machelen

Contact: Maria Papantoniou
Tel: + 32 2 7514680
E-mail: maria@kristal-logistics.com

Build-up : Monday 18 March 2024 08.00 to 22.00
 Tuesday 19 March 2024 08.00 to 20.00

Aisles need to be cleared and empties moved out by 20.00 on 19 March.

Dismantling : Friday 22 March 2024 16.00 to 22.00

On 22 March no trucks will be allowed in the loading area before 17.00 and this to allow us to remove the carpets and to return the empty crates to the stands.



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CONSIGNING INSTRUCTIONS

AIR FREIGHT

AWB consigned to :

EXPOTRANS SPA
S.S.33 del Sempione – Ingresso Cargo 1
20017 Rho (MI) - Italy
Tel +39 02 92956098

Notify :

EBCC
Name Exhibitor / Stand nr

Goods to reach Milan airport (MXP) not later than 7 March 2024.

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

Consigned to :

EXPOTRANS SPA
S.S.33 del Sempione – Ingresso Cargo 1
20017 Rho (MI) - Italy
Tel +39 02 92956098
Ref : EBCC
Name Exhibitor / Stand nr

Goods to reach advanced warehouse not later than 3 working days prior to requested delivery date to show site.

Please contact us for **courier shipments** prior to dispatch.

DIRECT DELIVERIES

Address : Fiera Milano Congressi, Via Gattamelata, 5 - GATE 13, 20149 Milano

Direct deliveries with trucks to the venue are restricted. There is no parking space for trucks at the site.

Direct shipments to the 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 car.

Please fill in attached form to obtain move-in / move-out schedule and return by email to

maria.papantoniou@kristal-logistics.com

All trucks arriving without a slot, will be unloaded once the full schedule has been completed.

There is no space for parking trucks near to the exhibition site. Best will be to come to the site as close as possible to your unloading time.

On arrival, all trucks need to register to the Kristal desk at the entrance of the hall and this 2 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.

On 22 March no trucks will be allowed in the loading area before 17.00 and this to allow us to remove the carpets and to return the empty crates to the stands.



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COURIER SHIPMENTS

Because of temporary Import Bonds for goods from outside EU, do not use any Couriers to ship any material. Courier companies will not be able to clear your goods unless you have an Italian tax ID / EORI number. To avoid this, please contact us for courier shipments prior to dispatch. You will be liable for customs and handling charges but this ensures your goods are delivered to your stand.

SHIPPING PRE-ADVISE

Full details of dispatch together with exhibitor name and stand nr, copies of invoices, AWB, CMR, Bill of Lading have to be send by e-mail to Kristal : maria.papantoniou@kristal-logistics.com or info@kristal-logistics.com.

DOCUMENTATION (for non-EU shipments)

Commercial invoices (5-fold) prepared into a form of packing list with values of each item, description of the goods, measurements in cm, gross & net weight in kg, showing exhibitors name, addressed to EBCC c/o EXPOTRANS SPA, S.S.33 del Sempione – Ingresso Cargo 1, 20017 Rho (MI) – Italy

CASE MARKING

All cases must be clearly marked/stenciled on two (2) sides with the following information :

- Your Company Name.....
- EBCC.....
- Booth number.....
- Case Number... (ex. 1/3 – 2/3).....
- Gross Weight.....
- Dimensions in cms.....

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, including the period exhibits are handled by Kristal or their agents.

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.



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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.