



Transport Guidelines

For

EBC 2007



Dear Exhibitor,

The organizer of EBC has appointed Schenker AB as official freight forwarder of EBC 2007 in order to assist all exhibitors with all kind of logistic expertise. This challenge we accept with honor and we will help all exhibitors who wish to use Schenker worldwide network with more than 100 years of experience of advanced logistics services.

In order to have a good overview of all deliveries and request we wish that all exhibitors complete the enclosed form and send it back to any of our contact details as below. After receipt you will be contacted by nearest Schenker exhibition office.

Important Deadlines

Build up starts (First day of goods delivery)	May 6	11:00 – 20:00
Breakdown (Last day of goods delivery)	May 9	17:00 – 20:00
Last day to complete freight request form	Apr 20	EU countries
Last day to complete freight request form	Apr 6	Non EU countries
Goods arrival with air freight (Milano)	Apr 25	
Goods arrival with sea freight (Milano)	Apr 13	

Packing

If you intend to send goods in return please use solid packing material that can be used for the return transport.

All cargo must be labeled as

CONSIGNEE: (FIRM'S NAME)
c/o "EBC 2007"

**VENICE CONVENTION
EVENTI & CONGRESSI S.P.A.
Lungomare Marconi, 30
30126 Lido, Venezia
Italy**

For the attention of: (Rosanna Ricciuti)
PALAZZO DEL CASINO'
STAND N°...:
SENDER: (firm's name; person in charge)



Pre-advice of shipment

In order to assist upon cargo arrival it is very important that we receive full preadvice with shipping reference, day of arrival and local agent. If you use Schenker exhibition service this will be handled automatically. All preadvice must be sent to any of below contact details.

Contact Details

Schenker AB
Fairs & Events
Marieholmsgatan 42
415 02 Gothenburg

Telephone
Fax:
Email:

+46 31 337 0570
+46 31 337 0507
fairsevents.se@schenker.com

Services Provided

Schenker can offer transport, customs clearance, empty case storage and manpower.

Documents

All Road Transports should be addressed to: **VENICE CONVENTION**
EVENTI & CONGRESSI S.P.A.
Lungomare Marconi, 30
30126 Lido, Venezia
Italy

All Sea & Air transports should be addressed to:

Consignee:

VENICE CONVENTION
EVENTI & CONGRESSI S.P.A.
Lungomare Marconi, 30
30126 Lido, Venezia
Italy

Notify

Schenker Italia
Exhibition department
Milano
Tel +39 (02) 516 66 223
Fax +39 (02) 516 66 514

Commercial invoice

For non-EU members

Exhibitors name
EBC 2007 / Stand no.
VENICE CONVENTION
Lungomare Marconi, 30
30126 Lido, Venezia
Italy



- **To avoid paying VAT & duties we strongly recommend using ATA-Carnet.**
- **Please note that Temporary importation based on Commercial invoice will not be possible.**
- **All give-aways, brochures and/or goods that is not to be returned, must be sent on a commercial invoice.**



Freight Request Form

Exhibitors name: _____ **Stand no:** _____

Box: _____

Pickup address: _____

ZIP / City: _____

Tel / Fax: _____

Email: _____

VAT No: _____

Cargo details

Dim (cms)	Weight	Stackable	Dim (cms)	Weight	Stackable

Require truck equipped with tailgate at pickup **Yes** **No**

Can handle vehicle bigger than 10 meter **Yes** **No**

(Mark your answer with X in appropriate box)

Miscellaneous information: _____ (please specify if you require packing materials, return transport etc.)

Please send this form to any of our contact details as below.

Telephone +46 31 337 0570
Fax: +46 31 337 0507
Email: fairsevents.se@schenker.com