



KUEHNE+NAGEL

SHIPPING GUIDELINES & TARIFFS

(validity: 1st January – 31st December 2018)



Venue: **VERONAFIERE**



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1. CONTACT INFORMATION

For any information or enquiry please contact:

[Kuehne + Nagel s.r.l.](#) (KN Expo)

Expo & Event Logistics
via Belgio porta "E"
37135 Verona, Italy

tel. +39 045 8298036 / 8298038
e-mail: verona.fiere@kuehne-nagel.com

KN Expo is the only official forwarder and customs broker allowed to operate inside the Venue of Verona

To guarantee the smooth handling of your shipments, please read our shipping instructions carefully; any failure to comply with the forwarding regulations can cause delays and extra expenses.

2. DOCUMENTS

1) Mandatory Documents:

- 4 originals of Combined Invoice & Packing List (CIPL) in Italian or English language only
- 1 copy of Seaway Bill, Express Bill of Lading, Master Airway Bill (and House Airway Bill if any)
- Original of required certificates (see next point)

CIPL/Invoice **must** be addressed as follows otherwise Italian Customs Clearance will **not** be possible:

*Exhibitor's Name, Hall No., Booth No.
Name & year of exhibition
c/o Veronafiere S.p.A.
via Belgio porta "E"
37135 Verona, Italy*

As per Customs rules, the Combined Invoice & Packing List **must** contain following information:

- gross & net weight of each single item
- clear and understandable product description for each item
- Serial Number in case of machinery, electronics, television etc.
- HS Code or BT Number for each single item
- Quantity, unit value and total value of each single item
- Incoterms: CIF Verona, Italy
- the sentence "value for customs purposes only"

Separate invoices for exhibits and give-aways should be issued. Please see attached CIPL forms for exhibits and give-aways. Zero-value-invoices even though for customs purposes only, are **not** accepted by Italian Customs.

2) Mandatory Certificates:

- Certificate of Analysis, Sanitary Certificate and Certificate of Origin duly issued and stamped by Authorities in the country of origin **must** travel with **animal and vegetal products and their derivatives** (wine, liquors, cheese, canned meat, oil etc.)
- all **wooden cases/crates/derivatives must** be marked "ISPM15" or travel with an original Fumigation Certificate without exception!!!

3) Mandatory Document Notification:

Full set of documents should be notified to verona.fiere@kuehne-nagel.com at least 5 working days before departure of the shipment from the country of origin.

Failure to comply with above mentioned procedures will result in delays and extra expenses for the sole account of customer. KN Expo can not process shipments with incomplete or wrong documentation and the goods will stay on hold until all needed documents are received.



3. ARRIVAL DEADLINES

Transport Mode	Airport / Port / Terminal	Arrival Deadline
Airfreight	Milan MXP	7 working days before desired delivery date
FCL Ocean Freight	Genoa / La Spezia	10 working days before desired delivery date
LCL Ocean Freight	Milan CFS	15 working days before desired delivery date
Truck (EU shipments)	Verona venue	2 hours before desired delivery to booth
Truck (non EU shipments)	Verona venue	24 hours before desired delivery to booth

All cargo arriving after above mentioned deadlines will be subject to a **50% Late Arrival Surcharge** with no guarantee for timely delivery. Delayed delivery does **not** waive the surcharge. Shipments arriving earlier, will be charged on-site storage fees as per official price list (see § 13.II.H)

4. CONSIGNMENT INSTRUCTIONS

Documents such as Seaway Bill, Express Bill of Lading or Master Airway Bill must show following consignee and notify party:

Consignee:

Kuehne + Nagel s.r.l. (KN Expo)
 Via Belgio porta “E”
 37135 Verona, Italy
 tel. +39 045 8298036
verona.fiere@kuehne-nagel.com

Notify:

Name of the exhibition
 Exhibitor’s name
 Hall No. Booth No.

All freight has to be “prepaid” up to the airport / port / terminal instructed in § 3. Any “freight collect” shipment will be subject to a 10% Outlay Commission.

All commodities subject to **sanitary inspection with regard to pests and pathogens** – e.g. wooden packages from China - **must** undergo Phytosanitary Clearance at the Border Entry Point of the European Community. Failure to do so will result in the return of the goods to before said E.U. Border Entry Point to pass the procedure.

PLEASE DO NOT USE EXPRESS COURIER SERVICES for your products – especially food, beverage and other agricultural products or derivatives – because your shipment will be stopped by Customs at courier’s Italian Entry Hub. Instead, use general cargo air freight services as instructed above. Exhibitor using courier services for his products should be ready to bear delays and additional expenses.

5. PACKING

Exhibitor/Customer shall be responsible for consequences of improper packing!!!

1) Protection against damage and rain:

As the exhibits are repeatedly loaded and unloaded during transportation, shocking and bumping will sometimes be inevitable. Exhibits will be placed outdoors many times, including open-air storage at the venue before and after the exhibition. Therefore Exhibitor/Customer must take necessary precautions while packing the goods since we will not assume any responsibility for damage, especially when the return exhibits are to be packed with used materials. It is proven that packing is often damaged already during unpacking.

2) The case:

The case must be strong enough to avoid damage during transportation as well as unpacking and in particular, be suitable for repacking. Packing in cartons, plastic covers and similar materials is not considered adequate for repeated handling, especially for valuables or delicate equipment.



Cases for heavy exhibits should be constructed so that the sides are joined by bolts rather than by nails and screws. This will prevent damage during unpacking and will save considerable time during the exhibition breakdown. Please mark the front side of the case clearly to ensure correct placing and indicate all lifting points together with the centre of gravity. We will **not** provide any packing materials for exhibits, so Exhibitor/Customer should ensure that he has adequate and appropriate packing materials for repacking after the end of the show.

When exhibits are repacked with used packing materials, the packing is regarded as no longer suitable to protect the contents against damage and/or moisture comparing to the original one. Exhibitor/Customer should therefore bear the responsibility for any consequences arising there from.

3) Maximum dimensions, weight and floor loading capacity:

Due to restrictions of the exhibition halls, special arrangements are required when constrains reported in the Exhibitor's Manual are exceeded. Please note that on the upper floors mechanical lifting equipment can't be used while dimensions and capacity of elevators are limited.

Exhibitor/Customer shall be responsible for all consequences if he sends to the show any items with dimensions and weight that exceed the limits reported in Exhibitor's Manual (Technical Regulations, § 2.1.1, page 5/19).

4) Case marking:

To ease identification and on-site operations please mark each package as follows:

Name and dates of the exhibition:
Name of the exhibitor:
Hall No. Stand No.
Case No. out of
Dimensions in cm. (LxWxH)
Gross Weight in Kg.

[6. \(TRANSPORT\) INSURANCE](#)

The official tariff does not include any insurance coverage about transport from your side to Verona show site and back. Therefore Exhibitor/Customer should arrange a proper round-trip all risk insurance policy for his merchandise.

On-site operations are covered by insurance as specified in § 13.II.K

[7. CUSTOMS CLEARANCE](#)

Goods should reach the venue under T1 Customs Bond because of faster clearance. Please contact us for instructions.

We will handle the Customs formalities on Exhibitor's/Customer's behalf. Upon arrival, the goods may enter the venue on Temporary basis only; Permanent importation is allowed only after the show is over and against payment of Italian Import Duty, VAT & Tax. Since goods are admitted inside the venue under customs bond only, Exhibitor may **not** allow their merchandise to be taken away from the fairground without prior Permanent Import Customs Clearance.

Cigarettes, wine, spirits, hydrocarbon oil, textiles and mostly all give-aways are dutiable goods in Italy. Exhibitor/Customer sending such goods to Italy should be prepared to reimburse us for Duty, VAT & Tax.

[8. ON-SITE HANDLING OPERATIONS](#)

Exhibitor/Customer **must** be on site to direct the operation of unloading, delivery to stand and positioning. If a mobile crane or forklift is required for unloading or installation of equipment, Exhibitor/Customer should send his handling instructions to us in advance. A detailed layout should also be provided to better assist our on-site operations. If Exhibitor/Customer does



not arrive on-site in time and requests us to unload and place exhibits unsupervised, we shall handle this operation at the Exhibitor's/Customer's risk.

Upon request we can assist in physical unpacking and installation of exhibits, however, Exhibitor/Customer **must** supervise and be responsible for these operations. KN Expo can **not** carry out any unsupervised (un)packing.

Similarly, during exhibition closing Exhibitor/Customer must supervise the dismantling, repacking and reloading of exhibits, especially for delicate or heavy equipment.

Our liability ends with the delivery of the exhibition goods or empty packing materials to the Exhibitor's/Customer's booth even if the Exhibitor/Customer and/or his representative is absent.

9. ON-SITE STORAGE

It is possible to store empty packages and other objects during the show. Exhibitor/Customer shall collect labels at our on-site office.

1) Empty Storage:

The Empty Storage is for empty packages **only** and crates must be labelled with the coloured tags marked "VUOTO/EMPTY" on two adjacent sides of each case as soon as they can be removed from the booth. Do not store anything in packages declared/labelled as empty!!! Any consequences arising from the hidden storage of goods inside packages declared/labelled as "empty" are for the exclusive account of Exhibitor/Customer.

2) Full Storage:

Anything else than empty packages is kept in a separate, closed area and has to be marked with the yellow label tagged "PIENO/FULL" on two adjacent sides of each package. Never leave such crates unattended in the hall/booth until they have been picked up by our staff. All full-storage-crates **must** be perfectly closed and sealed and the goods inside adequately fastened to prevent damage during on-site handling. Exhibitor/Customer shall be responsible for consequences of improper packing and fastening!!!

10. CLOSING PROCEDURES AT THE END OF THE SHOW

Exhibitor/Customer who did not decide if to return his goods to the country of origin is requested to inform us about his final decision **no later than the first day of exhibition**. If Exhibitor fails to give explicit instructions, no custom formalities can be carried out and his exhibits will be left to Customs disposal, all charges being only for Exhibitor's/Customer's account.

The return of empty packages will start the night after show's end and only after Organizer's approval. The responsibility of KN Expo ends with the return of the empty packages to Exhibitor's booth, even in his absence.

For security reasons, full packages will be returned to the booth only after Exhibitor/Customer will show up in our on-site office to claim them.

Please do not leave the exhibition booth before you physically handed over your packed items and written (shipping) instructions to our staff. Those who leave their (packed) goods on the booth before being collected by Kuehne + Nagel staff, do this exclusively at their own risk. Because of huge demand, please do not expect your goods to be picked up immediately from the booth.

Once documents have been processed with Customs and the relevant Transport Department, changes will **not** be accepted. The return of exhibits will be arranged when customs formalities have been finished and exhibits handed over to the carriers for re-export. Beware, the demand for transport facilities is great and Exhibitor/Customer should not expect his cargo to physically depart from Italian (air)ports immediately. If any express export service is required, this must be requested at least one month in advance and full instructions with suitable documentation for return transport should be sent to us at the same time.



11. SOLD EXHIBITS

All sold exhibits must be repacked at the end of show and removed to the customs bonded warehouse until the necessary customs formalities are done. From the time exhibits are placed in bonded storage, we will assist in the handover protocol of sold commodities. Both the (Italian) buyer and the Exhibitor/Customer will be responsible for the presentation of the necessary documents to customs so that temporary status can be changed into a permanent customs entry.

Usually a three month bonded storage period, pending sale, is the maximum term allowed before customs **impose** any remaining items to be re-exported out of Italy. Exhibitor/Customer should be aware that if mentioned three-months-term is trespassed, his exhibits will be returned to the country of origin without any further notice and at his expense. It is therefore important that Exhibitor stays in close touch with the potential (Italian) buyer to monitor ongoing operations and avoid undesired extra charges.

12. PAYMENT TERMS & GENERAL CONDITIONS

Companies using Kuehne + Nagel s.r.l. Expo & Event Logistics or its appointed agents will be invoiced by them for all services. Companies shipping other than by our offices or agents are advised that full payment must be received by us 100% in advance not less than 10 working days before cargo arrival. Our bank details are as follows:

Deutsche Bank S.p.A., ag 465 Milano **IBAN:** IT57B0310401605000000770010 **SWIFTT/BIC:** DEUTITM1465

Please don't forget to mention invoice number, exhibitor name, event name, hall and booth number.

All work is undertaken at Exhibitor's/Customer's risk and otherwise in accordance with our General Terms and Conditions. Transport insurance to/from the venue is **not** included. For any dispute concerning the interpretation or execution of the services listed in this document, the competent court is Pavia, Italy.

13. SERVICES & RATES FOR HANDLING OF EXHIBITS

I. ITALIAN TRANSIT CUSTOMS & INLAND PRE-CARRIAGE

A) Basic Service Charge €/shipment 40,00 each Exhibitor

B) Inland Transfer to Fairground

1) Road / Rail Freight

- | | |
|--|---------------------------------|
| a) unloading and reloading at Kuehne + Nagel Verona city warehouse | €/100 kg. 5,00 minimum 300 kg. |
| b) transfer from Kuehne + Nagel Verona city warehouse to fairground | €/100 kg. 10,00 minimum 300 kg. |
| c) Saturday Trucking Surcharge (Sunday trucking not possible) | +50% on previous sub (b) |

Volume / weight ratio (whichever yields greater): 1 cbm. = 300 kg.

2) Sea Freight

- | | | |
|---|----------------------|-----------------------------------|
| a) FCL from Italian Port to delivered fairground | ex Genoa (ITGOA) | €/20' DC 820,00 |
| | | €/40' DC 860,00 |
| | ex La Spezia (ITSPE) | €/20' DC 700,00 |
| | | €/40' DC 740,00 |
| b) Saturday Trucking Surcharge (Sunday trucking not possible) | | +50% on previous sub (a) |
| c) Italian Port THC | | € 220,00 each container |
| d) LCL freight trucking from Kuehne + Nagel CFS Milan (ITMIL) to delivered fairground including Italian THC at port and (de)consolidation | | €/100 kg. 29,50 minimum 1.000 kg. |
| e) Delivery Order(import) or Issue of B/L (export) and Local Port Fees | | € 80,00 each B/L |
| f) Inbound / Outbound Notification Service | | € 40,00 each shipment/Exhibitor |



- g) Customs Transit Guarantee T1, inbound only € 110,00 each T1
- h) Endorsement fees, demurrage, detention, waiting time, Verify Gross Mass (VGM) and all other expenses not listed above, if applicable at cost + 2,5% outlay fee

Volume / weight ratio (whichever yields greater): 1 cbm. = 300 kg.

3) Air Freight

- a) from Milan Malpensa Airport (MXP) to delivered fairground €/kg. 0,45 min. 200 kg., each Exhibitor
- b) Italian Airport Agency Fee € 35,00 each AWB/Exhibitor
- c) Customs Transit Guarantee T1, inbound only € 110,00 each T1/Exhibitor
- d) airport handling, storage & waiting time and anything else not listed above, if applicable at cost + 2,5% outlay fee (indicatively €/kg. 0,20)

Volume / weight ratio (whichever yields greater): 1 cbm. = 167 kg.

Rates listed in next paragraph to be added on top of the previous ones.

II. ON-SITE CUSTOMS CLEARANCE & HANDLING OPERATIONS

A) On-Site Customs Clearance & Sanitary Intervention

- 1) Customs Clearance for a CIF cargo value up to

€ 500,00	€/declaration 80,00
€ 5.000,00	€/declaration 110,00
€ 25.000,00	€/declaration 140,00
€ 50.000,00	€/declaration 160,00
€ 100.000,00	€/declaration 185,00
over € 100.000,00	€/declaration 220,00
- Additional H.S. Codes after the first 4 free of charge €/H.S. Code 6,00
- 2) Bank Guarantee for Temporary Import for each 30 days or part thereof 2,5% over the granted amount (not applicable to ATA Carnet)
- 3) Customs Brokerage Fee, each way 1% over CIF value of cargo min. € 65,50 / max. € 124,80
- 4) Customs Inspection €/shipment 50,00 each Exhibitor
- 5) Sanitary Inspection & Clearance, if applicable €/producer 110,00
- 6) VAT, Duties and Taxes, if applicable at cost + 2,5% outlay fee
- 7) Mandatory Customs Storage, if applicable at cost + 2,5% outlay fee

By **Law** all goods must be imported on temporary basis; permanent import can take place only after the show.

- B) Forwarder's Commission €/shipment 24,00 each Exhibitor, each way
- C) Shipment Registration, Postage and Papers €/shipment 9,50 each Exhibitor, each way
- D) Rental of Unloading Platform/Slide €/piece 16,50 each Exhibitor, each way
- E) Manpower, each man €/hour 28,10 minimum 4 hours
- F) Lifting Equipment with Driver
 - 1) forklift with maximum capacity 2 / 3 / 4 / 5 ton €/hour 103,20 minimum ½ hour
 - 2) crane with maximum capacity 25 ton €/hour 151,50 minimum 1 hour
 - 3) crane with maximum capacity 35 ton €/hour 173,00 minimum 1 hour
 - 4) crane with maximum capacity 45 ton €/hour 196,00 minimum 1 hour
 - 5) crane with maximum capacity over 45 ton price upon request

ATTENTION: Equipment transfer-time of ½ hour is added to each order for lifting equipment.



- G) Pickup, Storage & Return of Empty Packages €/cbm. 34,50 minimum 1 cbm.
- H) Storage of Exhibits
- | | |
|---|---------------------------------|
| 1) for goods arrived before/departed after the event, each 15 days | €/100 kg. 5,70 minimum. 100 kg. |
| 2) for self propelled exhibits, each 15 days | €/sqm. 4,50 minimum 1 sqm. |
| 3) custody of exhibits/tools during the event (full storage) up to 1 cbm. | €/piece 76,00 |
| including pickup from / redelivery to booth over 1 cbm. | €/cbm. 101,00 |
- Volume / weight ratio (whichever yields greater): 1 cbm. = 300 kg.
- I) Grounding of Container & Reloading on Truck €/container 660,00 lumpsum
- J) Other Possible Expenses
 Airport taxes, demurrage at seaport, NVOCC charges and all other services not listed in this price list will be charged at cost + 2,5% outlay fee.
- K) Insurance
 Mandatory Insurance Fee for a maximum liability of € 103.291,38
 for on-site lifting, manpower, (un)loading and storage ONLY: 0,2% over CIF value, minimum € 8,32 each way
- The Exhibitor shall declare in writing full cargo value **before** any on-site operation starts. Failure to declare cargo value will result in the minimum applicable charge of € 8,32 with **no** possibility to amend the value of the goods afterwards. This will result in a maximum liability of € 4.160 subject to the application of the "compensation proportion clause" and any exceeding damage will be for the sole account of Insured/Exhibitor/Customer.
- L) Other Services
- | | |
|--|--|
| 1) on-site delivery of hand carried exhibits (over 10 kg.) | €/piece 26,00 |
| 2) trolley without operator, maximum capacity 150 kg. | €/hour 5,00 min. 2 hours, max. 4 hours/day |
| 3) pallet truck without operator, maximum capacity 2.000 kg. | €/hour 20,00 min. 1 hour, max. 4 hours/day |
| 4) lifting platforms and other equipment | price upon request |
| 5) packaging tape, 132 m. roll | €/roll 5,00 |
| 6) packaging film, 300 m. roll | €/roll 20,00 |

III. REMARKS ON TARIFF

- This tariff applies to all inbound and outbound cargo; return movement charges will be as above
- All rates are per shipment, per Exhibitor, in Euro and subject to Italian VAT 22% where applicable
- Payments should be made only in Euro by advanced bank transfer (see § 12)
- On-site payments are possible **only** with following credit/debit cards: American Express, Bancomat, China Union Pay, Maestro, Mastercard and Visa. **We do not accept cash!!!**
- Rates are rounded up to the next full applicable unit
- All shipments of animal and vegetal products and their derivatives will be subject to sanitary inspection in Italy
- All charges must be settled before opening of the show, an additional outlay fee of 5% will be charged for all unpaid invoices beyond opening date.
- Unless otherwise specified the Volume / Weight Ratio (whichever yields greater) is 1 cbm. = kg. 300
- These instructions and prices are **not** valid for temperature controlled shipments, dangerous goods, alcoholic products, tobacco, fuel products, live stock, military equipment and any other special cargo.
- In absence of Exhibitor or his agent, we reserve the right to unload and store the exhibits for security reasons, all related charges being for the sole account of Exhibitor/Customer
- Often (air)port transfers are not possible during weekend and/or Italian bank holidays due to local traffic restrictions. Please keep this in mind when planning your cargo delivery to the booth.
- On-site handling charges (unloading and delivery to the booth or v.v.) are billed according Work Order signed by Exhibitor/Customer and/or his (Italian) agent. In case of absence, the Exhibitor/Customer/Forwarding Agent commits



himself to pay our services as invoiced since **no claims will be accepted afterward.**

- In case of need, we reserve the right to change booking times of equipment without prior notice
- All services have to be booked at least 30 days before the desired service delivery date
- Normal working hours are from Monday to Saturday 07:00 a.m. to 08:00 p.m., thereafter following surcharges apply: +50% for overtime; +100% for Sunday & bank holidays
- The rates for sea freight apply to FCL and LCL standard box containers; rates might change for any other kind of special equipment.
- Failure to comply with the instructions in this manual will result in delays and extra expenses for the sole account of Exhibitor/Customer
- All rates listed in § 13.I are subject to change without notice due to the highly volatile fuel prices.
- All on-site operations are carried out in strict respect of the rules, regulations and indications of Veronafiery S.p.A.. For further details please refer to the Exhibitor's Manual you received from the Organizer of the event.

14. APPOINTED AGENTS & BRANCHES WORLDWIDE

Austria	Kuehne + Nagel Expo & Event Logistics, Mr. Martin Kroissenbrunner, tel. +43 5 90690 4070 martin.kroissenbrunner@kuehne-nagel.com
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Bulgaria	Orbit Ltd., Mr. Ludmil Rangelov, tel. +359 2970 6318, hgs@orbit.bg
Canada	Kuehne + Nagel Inc. Expo & Event Logistics, Ms. Terri Roney, tel. +1 404 675 2937, terri.roney@kuehne-nagel.com
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