

## Shipping Instruction EVERTIQ 2023 EXPO Kraków

The following instructions are provided to assist you in the planning of your shipping arrangements. If you require information that is not contained in the manual or have any questions or doubts, please don't hesitate to contact us.

**We accept service orders until JUNE 1, 2023**

Exhibitors are kindly requested to abide by following terms and to inform their local forwarders, suppliers and stand-fitters accordingly:

### **1. Essential dates:**

<b>EXHIBITION DAY</b>	<b>14.06.2023</b>
<b>Delivery to warehouse:</b>	<b>8,9,12,06.2023 8:00-15:00</b>
<b>Assembly Dismantling:</b>	<b>13.06.2023 14.06.2023 early evening</b>
<b>Pick up from warehouse</b>	<b>15.06.2023 8:00-14:00</b>

### **Deadlines for arrival:**

#### **EU-SHIPMENTS (NO CUSTOMS CLEARANCE)**

Road shipment (via warehouse) 8.9.12.06.2023, not before or after this time!

### **2. Shipping documents:**

#### **Addressing of CMR (warehouse):**

**Position no 2**  
**EVERTIQ 2023**  
c/o Transmeble International  
**Targi w Krakowie**  
**ul. Galicyjska 9**  
**31-586 Kraków**  
Exhibitor: ..... Stand no/Table no.....

#### **LABELING OF YOUR SHIPMENT:**

In order to avoid any problems in delivering your goods to your booth pls use lable showing:

„EVERTIQ” c/o Transmeble International, address of warehouse,  
Name of exhibitor company”, stand number”

### **3. Pre-advice of shipping details**

Please supply shipping details to Transmeble International, name of show, name of exhibitor, stand, number of pieces / weight, cbm and contact to exhibitor and trucking details.

**We do not handle shipments without prior orders and not marked according to instructions. Unless details are supplied to us in advance it may not be possible to arrange the delivery!**

### **4. Exhibition area**

The exhibition area is not a Customs Free Zone nor a Bonded Area. Consequently relevant formalities apply to all goods.

### **5. Insurance**

We urgently recommend to cover your consignments by a full comprehensive insurance policy, which covers all risks of the inward movement, the full tenancy period and the return shipment directly from your country to Poland and vice versa. Exhibitors, their contractors and subcontractors must ensure that their insurance company waves their rights to recourse action against Transmeble International

### **6. Delivery terms to stand / handling on site**

- a) Transmeble International delivers the exhibits, without unpacking, against the signature of the exhibitor's representative. In the absence of exhibitor's representative, the goods will not be offloaded in the area.
- b) Empty cases will be collected from booth after attaching Transmeble International's label.
- c) Goods should be packed so that they can be unloaded, transported and loaded with a forklift.
- d) At the close of the exhibition we will pick up your exhibits following to your return instruction sent us earlier. Each package must have ready transport documents and labels.