

ROTTERDAM AHOY

Congres- &
Vergadercentrum

Ahoy Plaza

Beurs- &
Evenementenhallen

CEVA Showfreight

General rates and handling instructions 2017



Official logistics forwarder

Europort 2017

7 – 10 November 2017

Rotterdam Ahoy

Booking deadline:

Wednesday 25th October 2017

Exhibitors hall 1A and hall 8:

Friday 13th October 2017

Orders received after the booking deadline are subject to a 20% late booking surcharge

Contact details:

Ahoy@cevalogistics.com

+31 (0)88 028 3111

EUROPORT

exhibition for
maritime technology
7-10 November 2017
Rotterdam Ahoy





Introduction

Rotterdam Ahoy has appointed CEVA Showfreight as their official logistics forwarder. This puts us in the unique position of being the only company to operate forklifts and other motorized vehicles in and around the halls and terraces surrounding Rotterdam Ahoy.

CEVA Showfreight can assist you with the complete logistics process, leaving you free to concentrate on other important show related matters. Our passionate team is ready to be of assistance to arrange any of the below services for your show participation:

- Transport of your exhibition goods, via our worldwide network, including insurance and/or customs formalities
- Unloading, reloading, positioning of your exhibition goods
- Storage of your empty packaging material
- Receipt, storage and delivery of your courier shipments
- Rent of scissor lift, cherry pickers or other type of material lifts

CEVA Showfreight has the expertise and a well-established network of logistic specialists to satisfy all your logistic requirements.

Deadlines

Air freight arrival at Schiphol airport:	Wednesday 25 th October 2017 *
Ocean freight arrival in port of Rotterdam:	Friday 20 th October 2017 *
On-site warehouse arrival deadline:	Friday 3 rd November 2017 *
Booking deadline:	Wednesday 25 th October 2017 **
Booking deadline hall 1A and hall 8:	Friday 13 th October 2017 **

* Shipments arriving after the deadline are subject to a 25% late arrival surcharge on the inbound handling

** For orders that are placed after the final ordering date, a surcharge of 20% will apply on the total invoice

Address

Road shipments delivering or collecting directly to or from the venue should be addressed to the following address:

CEVA Showfreight / Rotterdam Ahoy <Europort 2017>
<Your company name>, <hall / booth number>
Ahoyweg 10
3084 BA Rotterdam
The Netherlands

Contact / notify:
Ahoy@cevalogistics.com
+31 (0)88 028 3111

Please check prior shipping with us for AWB and B/L instructions, as well as any customs documents or the address of our advanced warehouse.



1. Forklift for direct unloading, reloading or assistance on stand

Tariff for direct unloading to stand, direct reloading to vehicle and/or assistance on stand:

Tariff 3 ton forklift, including driver

First 15 minutes	€ 53.50
Every following 5 minutes	€ 12.75

It is also possible to deliver or pick up your goods via our on-site warehouse. The tariff for this can be found at point 2.

Forklifts with higher lifting capacity (up to 16 ton) or cranes (up to 70 ton) are available on request. These rates will be provided on quote base.

When carrying out work with forklifts with a lifting capacity of 7 tons and heavier, work with forklifts installed with a crane arm, or work with a crane, CEVA will send a banksman to assist for safety reasons.

Tariff banksman

Per 30 minutes	€ 38.00
----------------	---------

When slinging or moving machines, additional materials are required. If this is the case for your shipment, we will charge the following for the use of additional materials:

Tariff lifting equipment

Certified slings	€ 3.35 each, per order
Certified D-ring shackles	€ 3.35 each, per order
Certified (hydraulic) crane arm	€ 55.50 per order
Other additional materials	Price per quote

Above rates apply to work that is carried out during normal business hours (Monday to Friday from 08:00 until 17.00). Outside these hours, a surcharge of 50% applies.

Please report to one of the CEVA Showfreight offices as soon as you require the forklift. Don't forget to bring the transport documents and the hall- and stand number with you.



2. Forklift for unloading and reloading via warehouse

If you would like to deliver your goods before the show starts and would like to have these goods delivered to your stand on a specific day, CEVA Showfreight can handle the interim storage for you. This is also possible if your haulier will collect your goods after the dismantling period ends.

Tariff storage before and/or after the event

Per cbm	€ 38.50
Minimum	€ 125.00
Surcharge for delivery or pick up outside office hours	€ 5.20 per cbm

- Above tariff includes unloading of your goods, storage before the event and delivery to your stand either pick up of your goods from your stand, storage after the event and reloading to the vehicle.
- The above tariff is valid up to 5 days of storage. For long-term storage, the prices are available on request. Both the day of entry in the storage, as well as the day of delivery from our storage will be calculated as a full day.
- The tariff for storage will be calculated in full cbm, per colli and per stand.
- 1 cbm equals 300 kg, whichever is higher.
- If you would like to send and/or collect your shipment via our warehouse, please check with CEVA Showfreight if you are using the correct address.
- Above tariff is not including positioning of your exhibition goods on your stand. If this is required, it will be charged as per point 1.
- If your goods are still in the halls after Tuesday 14th November, they will be transported to our storage facility by order of Rotterdam Ahoy. The costs for storage and handling will then be charged to you.



3. Storage of materials during the exhibition

CEVA Showfreight offers you the following possibilities and tariff to store your packaging materials during Europort 2017

Empty packaging materials high priority (return in 3 hours after closing event)	€ 56.20 per cbm
Empty packaging materials normal priority (return after 3 hours after closing event)	€ 46.80 per cbm
Full good storage (tool boxes, hand pallet truck and ladders, etc.)	€ 62.20 per cbm
Minimum	2 cbm

Volume Discount

25 – 50 cbm	2.5 % discount
51 cbm or more	5 % discount

- The above mentioned tariffs include collection, storage during the event and returning your empty packaging materials automatically after the event ends.
- Since full good storage concerns mainly items that are prone to theft, full good materials will not be returned automatically. Before we can return the goods, a representative of your company must report to the office.
- The tariff shall be calculated per starting cbm, consignment and stand.
- If you have ordered the storage of full goods before the construction period starts, printed storage labels will be ready at our office. You can pick up the labels and put them on the full goods, CEVA Showfreight will handle the rest.
- When the event closes (17:00) the carpet will be removed out of the aisles. This will take approximately 1 – 1.5 hour. After this the doors will be released by the security and we can commence with returning the empty packaging materials with high priority.
- We will return the empty packaging materials as soon as possible, but we can not confirm or promise a specific time.
- Full goods that are labelled as empty packaging materials will be treated and charged as full goods.
- The storage place is only accessible for CEVA crew members. Once labelled and collected empties are only available when they are brought back to the stand after the exhibition. Note that no empties are accessible during the exhibition.



4. Liability

CEVA Showfreight is a trade name of CEVA Logistics Netherlands B.V., which is registered under Chamber of Commerce number 16066165. On all our transactions are applicable the general conditions of CEVA Showfreight and the General Conditions of the FENEX (Netherlands Association for Forwarding and Logistics), deposited at Registry of the District Court at Amsterdam, Arnhem, Breda and Rotterdam. A copy of the FENEX conditions is attached and available on all CEVA Logistics offices and can be handed over on request.

Please take into consideration that the liability of CEVA Showfreight is limited. We cannot be held responsible for goods left unattended at your stand. We therefore advise that you to insure your goods for the duration of the show. If you want to insure your goods, you can contact us for the possibilities.

5. General conditions

- Final ordering date is Wednesday 25th October 2017; for hall 1A and hall 8 it is 13th October 2017
- For orders that are placed after the final ordering date, a surcharge of 20% will apply on the total invoice;
- Shipments arriving after the deadline are subject to a 25% late arrival surcharge on the inbound handling
- Storage charges will be calculated in full cbm, per consignment and per stand;
- All prices are excluding 21% VAT;
- If you are given credit we will charge an administration fee of € 15.00 per invoice;
- If you provide us your credit card details, we shall not charge the administration fee (€ 15.00 per invoice);
- The terms of payment of CEVA Showfreight are strictly thirty (30) days from the date of invoice, unless stated otherwise on the invoice;
- Normal working hours are weekdays from 08:00 till 17:00 hours;
- A surcharge of 50% applies to all work carried out outside the normal working hours;
- Please also note that we will charge you 6% advanced fund commission on all third party costs made by CEVA Showfreight;
- An invoice will be sent per exhibitor and/or per stand;
- To avoid credit issues we advise you to use one of our appointed agents in your country;
- This tariff is only valid for Europort 2017, organized by Rotterdam Ahoy and held at the Rotterdam Ahoy venue.



CEVA Showfreight

Order form Europort 2017

ROTTERDAM
AHOY

Please return this document, including the next page to Ahoj@cevalogistics.com

General details

Exhibitor's name : _____

Hall and stand number: _____

On Site Contact person: _____

Mobile phone : _____

Customer invoicing details

Company name : _____

Contact person/Department : _____

Address: _____

Zip code: _____ City : _____

Country : _____ VAT number : _____
Only for companies inside the European Union

Telephone number: _____

E-mail address : _____

Your reference : _____
Optional

Credit card details

American Express Visa Card Eurocard Mastercard

Card holder: _____

Card number: _____

Valid till: _____ Security code : _____

By signing this order form, you are placing an order for logistical services.

The undersigned declares to have received the tariff and conditions and declares to accept the General Conditions of CEVA Showfreight. Also the undersigned declares to be an authorized signatory for the company.

CEVA Showfreight only accepts completely filled out and signed reply forms.

Should you not fill out your VAT number, then CEVA Showfreight is not able to reverse the VAT and is forced to send you the invoice with 21 % VAT for companies within the European Union.

Should you have any questions or requests please feel free to contact us, we will be more than happy to be at your assistance.

Name in capitals:

Signature:

Date:

CEVA Showfreight

Order form Europort 2017

Please return this document, including the next page to Ahoy@cevalogistics.com

Shipment details

Shipment Number	Type of shipment (please circle)	Length cm	Width cm	Height cm	Weight kg	Image enclosed?	Equipment (please circle)
	Pallet / Crate / Box / Carton / Flightcase / Machine / Trailer						Crane / Forklift
	Pallet / Crate / Box / Carton / Flightcase / Machine / Trailer						Crane / Forklift
	Pallet / Crate / Box / Carton / Flightcase / Machine / Trailer						Crane / Forklift
	Pallet / Crate / Box / Carton / Flightcase / Machine / Trailer						Crane / Forklift
	Pallet / Crate / Box / Carton / Flightcase / Machine / Trailer						Crane / Forklift

Forklift services

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Unloading direct to stand | Date/time : _____ |
| <input type="checkbox"/> Unloading via on-site warehouse | Date/time in warehouse : _____ |
| | Date/time on stand : _____ |
| <input type="checkbox"/> Assistance on stand with assembling | Date/time : _____ |
| <input type="checkbox"/> Lifting materials required? (slings/shackles) | Description : _____ |
| <input type="checkbox"/> Storage of empty packing material Normal Priority | Volume : <u> </u> ± _____ cbm |
| <input type="checkbox"/> Storage of empty packing material High Priority | Volume : <u> </u> ± _____ cbm |
| <input type="checkbox"/> Storage of Full Goods | Volume : <u> </u> ± _____ cbm |
| <input type="checkbox"/> Assistance on stand with dismantling | Date/time : _____ |
| <input type="checkbox"/> Lifting materials required? (slings/shackles) | Description : _____ |
| <input type="checkbox"/> Reloading direct from stand | Date/time : _____ |
| <input type="checkbox"/> Reloading via on-site warehouse | Date/time from stand : _____ |
| | Date/time ex warehouse : _____ |

Other services

- | | |
|--|----------------------|
| <input type="checkbox"/> Hire of material lift with working height _____ meter | Date : _____ |
| | Type of lift : _____ |
| <input type="checkbox"/> Quote request for (inter)national transport | |
| Pick up / collection address: | _____ |
| | _____ |
| | _____ |
| Opening hours: | _____ |

CEVA Logistics Netherlands B.V. Showfreight

CONDITIONS

The latest version of the Dutch Forwarding Conditions ("Fenix Conditions") as filed by the Netherlands Association for Forwarding and Logistics (Fenix) at the office of the District Court in Amsterdam, Arnhem, Breda and Rotterdam applies to all activities of Showfreight. The Fenix Conditions do not cover every aspect of the full service package of CEVA Showfreight and, therefore, additional conditions shall apply in these cases. The most relevant articles of the Fenix Conditions (abridged) and the additional Conditions of CEVA Showfreight are listed below. The full text of the Fenix Conditions can be provided on request.

CONDITIONS OF CEVA SHOWFREIGHT

A. General

1. Definitions:

- CEVA Showfreight (part of CEVA Logistics Netherlands B.V.):** hereafter also called "CEVA Showfreight", provides logistics services for trade fairs, exhibitions and events on the instruction of trade fair organisers, stand builders, exhibitors, etc.
 - Client:** a company or organisation that has instructed CEVA Showfreight to perform work.
 - Exhibitor:** a company or organisation that takes part in a trade fair, exhibition or event.
 - Stand builder:** builds a stand on the instructions of an exhibitor, and, if requested, sets up the display.
 - Hall lessor/manager:** the owner of a hall complex who leases exhibition space to a trade fair organiser or trade fair exhibitors.
 - Trade fair organiser:** a company or organisation that organises events and exhibitions in hall complexes and that is not the owner of the hall complex.
2. CEVA Showfreight shall be present on location during the normal working hours and days. At its discretion, CEVA Showfreight may perform work at different times, subject to a surcharge. All additional costs related to the work performed outside of the normal working hours, such as travelling time and waiting time, shall be charged to the client on the basis of the actual costs incurred.
 3. If the client requests materials not present at the trade fair location, these materials can be provided on request if available. The client shall be charged for the cost of delivery and removal and the daily rental charge.
 4. If, after written confirmation of an order, the client chooses not to make use of the services, CEVA Showfreight reserves the right to charge the client a maximum of 50% of the order value.

B. Representative

Unless agreed otherwise, any person who instructs CEVA Showfreight to carry out activities will be deemed to be the authorised representative of the exhibitor / stand builder / organiser for whom the services are being provided. This representative declares that he/she agrees with both the Fenix Conditions and the Conditions of CEVA Showfreight. Unless agreed otherwise, CEVA Showfreight will deem this representative to be the person authorised to give instructions and directions while the work is being performed.

C. Provision of services

1. The client shall bear the expense and the risk of the work performed by CEVA Showfreight.
2. If goods are addressed to CEVA Showfreight, CEVA Showfreight will deem this to be an order and shall handle/deliver the goods accordingly (after payment in cash where deemed necessary). The costs of this service will be charged to the exhibitor / stand builder / organiser.
3. CEVA Showfreight reserves the right to suspend the activities, such as loading and unloading, if:
 - a. it is not clear on whose instructions the work is being performed;
 - b. the shipment details are unclear and/or incomplete;
 - c. the goods are in such a condition that further handling of these goods could result in (further) damage to goods and/or third parties and/or cause injury to persons;
 - d. the material required is not available;
 - e. this has resulted or could result in damage of any nature;
 - f. the instructions of CEVA Showfreight personnel have not been correctly followed;
 - g. the location at which the work is to be performed is not accessible or not available.

D. Client's responsibilities

1. Goods are not insured, client needs to arrange a (transport) insurance by himself
2. The client is responsible for the situation in and around the stand that will enable CEVA Showfreight to perform the work at the agreed times
3. The exhibitor/stand builder shall be present to provide guidance and instructions while the work is being performed.
4. The client is responsible for providing written instructions on the work that is to be performed.

E. Responsibilities/liability of CEVA Showfreight

1. Unless agreed otherwise, CEVA Showfreight shall deliver goods directly to the stand, after which the exhibitor / stand builder shall bear the expense and risk of these goods.
2. CEVA Showfreight shall under no circumstances be held liable for damage to or loss of goods left unattended in trade fair halls and/or stand locations.
3. CEVA Showfreight is not liable for the contents of the parcels.
4. CEVA Showfreight is not liable for the number of parcels loaded from the stand or placed in storage.
5. CEVA Showfreight is not liable for damage or loss arising from incorrect labelling of the goods that are to be transported or loaded under the direction of CEVA Showfreight.
6. Unless agreed otherwise, CEVA Showfreight is not liable for the incorrect loading of the goods in the absence of the client.
7. CEVA Showfreight is not liable for damage arising from the use of unsuitable transport equipment by the client.
8. CEVA Showfreight is not liable for damage that arises as the result of improper stowage if the client or a party acting on the client's behalf or another interested party has not provided instructions or has provided inadequate instructions and if CEVA Showfreight has not been informed of the objections to the manner of stowage in writing at the time of the performance of the work.
9. CEVA Showfreight is not liable for damage that arises as the result of the breakdown of hoists, lifting equipment or other equipment, unless the equipment belongs to CEVA Showfreight and it can be shown that the equipment was not in proper working order or did not meet government requirements or, in the absence of government requirements, did not meet the requirements that could reasonably be expected.
10. CEVA Showfreight is not liable for loss or damage caused by another party working on the grounds of the trade fair, whether or not under the orders of the hall managers or trade fair organisers.
11. CEVA Showfreight shall only consider claims if the damage is reported to the office immediately when it occurs, but in any case before the goods leave the grounds of the trade fair so that CEVA Showfreight has the opportunity to record that damage and have a professional assessment made if it deems this necessary.

F. Instructions of hall managers/trade fair organisers

1. Handling of the participants' goods and packaging, such as internal transport and storage on the instructions of hall managers, trade fair organisers or other interested parties, shall be charged to the stand builder / exhibitor.
2. Costs for the activities arising from changes to the construction and dismantling times, location, etc. shall be charged to the stand builder / exhibitor.

G. Storage of packaging

1. CEVA Showfreight is not liable for the nature, quality or quantity of packaging material collected from the stand during the set up of a trade fair.
2. CEVA Showfreight reserves the right to, upon completion of the work order, store the packaging material at a site to be selected by CEVA Showfreight. The location of this site will not affect the application of the packaging surcharges.
3. When placing the order, it must be made clear whether and to what extent the packaging will be empty or full.
4. CEVA Showfreight provides no guarantee for the time at which the packaging will be returned to the stand.
5. Packaging is usually stored in areas that cannot be securely locked; CEVA Showfreight is not liable for damage or loss that may arise as a consequence.
6. The packaging storage area is not accessible to the client.
7. At the end of the trade fair, the packaging will be brought back to the stand, at which time the responsibility for the packaging will transfer to the exhibitor.

H. Storage

1. CEVA Showfreight is not liable for the nature, quality or quantity of goods that the client has requested CEVA Showfreight to place into storage.
2. If stored goods damage the property of third parties or materials or buildings, the costs arising from this damage will be charged to the client.
3. The storage area will be accessible during normal working hours; access will be provided upon approval of and under the supervision of a CEVA Showfreight employee.
4. Entering the storage area is at the visitor's own risk. Visitors to the storage area must respect all CEVA Showfreight instructions and regulations.
5. The client shall bear the costs related to the supervision of the visit to the storage area.
6. The client is liable for any direct or indirect damage caused by the client or any person falling under the client's responsibility.

DUTCH FORWARDING CONDITIONS GENERAL CONDITIONS OF THE FENIX (Netherlands Association for Forwarding and Logistics)

Filed at the office of the District Court in Amsterdam, Arnhem, Breda and Rotterdam on 1 July 2004.

Liability

Article 11.

1. All operations and activities will be at the client's expense and risk.
2. Without prejudice to the provisions of Article 16, the forwarder shall not be liable for any damage whatsoever, unless the client can prove that the damage has been caused by fault or negligence on the part of the forwarder or any subordinate of the forwarder.
3. The forwarder's liability will in all cases be limited to 10,000 SDRs per event or series of events with one and the same cause of damage, subject to the proviso that in the event of damage, loss of value or loss of the goods comprised in the order, the liability will be limited to 4 SDRs per kilogram of the gross weight of damaged or lost goods, with a maximum of 4,000 SDR per consignment.
4. A claim may never exceed the value stated on the invoice, in default whereof the market value at the time when the damage occurred shall apply. The forwarder is not liable for lost profit, consequential loss, or intangible loss.
5. If, during the performance of the order, damage occurs for which the forwarder is not liable, the forwarder shall make efforts to recover the client's damage from the party that is liable for the damage. The forwarder shall be entitled to charge the client for the related costs. If requested, the forwarder shall waive his claims against third parties engaged by him for the purpose of carrying out the order in favour of the client.
6. The client is liable to the forwarder for any damage arising as a consequence of the goods or the nature of the goods and the packaging thereof, incorrectness, inaccuracy or incompleteness of instructions, failure to deliver the goods at the appointed time and place, as well as the failure to supply documents and/or instructions at the appointed time, and fault or negligence in general on the part of the client, any subordinate of the client or a third party called in or engaged by the client.
7. The client shall indemnify the forwarder against third-party claims relating to the damage referred to in paragraph 6, including claims by any subordinate of the forwarder or the client.
8. Even when all-in or flat rates have been agreed, the forwarder, not acting as a carrier, shall be liable under the present conditions and not as a carrier.

Article 12.

1. Force majeure shall be understood to include all circumstances which the forwarder could not reasonably avoid and the consequences of which the forwarder could not reasonably prevent.

Article 13.

1. In the event of force majeure, the contract will remain in force; the forwarders obligations will however be suspended for the duration of the event of force majeure.
2. All additional costs resulting from the event of force majeure, such as carriage and storage charges, warehouse or yard hire, demurrage for vessels or trucks, insurance, removal, etc. shall be borne by the client and paid to the forwarder upon first request.

Article 14.

1. A statement on the part of the client for the time of delivery shall not, on its own, bind the forwarder.
2. Unless agreed otherwise in writing, the forwarder provides no guarantee as to the time of arrival.

Article 24.

1. These general conditions may be cited as the "Dutch Forwarding Conditions". In the case that the English translation differs from the Dutch text, the latter will prevail.