



FAIREXX

OFFICIAL SHIPPING GUIDELINES & RATES



**EPA25**  
MADRID, SPAIN 5-8 April 2025

33<sup>rd</sup> EUROPEAN  
CONGRESS OF  
PSYCHIATRY



# INDEX

## OFFICIAL SHIPPING GUIDELINES

1. SHIPMENTS ORIGINATING FROM OUTSIDE THE EUROPEAN UNION.....	3
2. SHIPMENTS ORIGINATING FROM THE EUROPEAN UNION .....	5
3. DIRECT DELIVERY ADDRESS FOR FULL AND PART LOADS TO VENUE .....	5
4. MARKING OF PACKAGES .....	6
5. INSURANCE .....	6
6. PAYMENT .....	6
7. TERMS AND CONDITIONS .....	7
8. CONTACT DETAILS.....	7

## OFFICIAL SHIPPING RATES

1. DIRECT DELIVERIES TO AND FROM VENUE MADRID .....	8
2. SHIPMENTS VIA FAIREXX ADVANCED WAREHOUSE.....	9
3. CUSTOMS CLEARANCE FORMALITIES .....	10
4. STORAGE DURING THE EVENT .....	11
5. LABOUR AND FORKLIFT HIRE.....	12
6. SURCHARGES.....	12

---

# 1. SHIPMENTS ORIGINATING FROM OUTSIDE THE EUROPEAN UNION

(ie. United States, Canada, Switzerland, etc.)

## 1.1 Courier shipments

Send via FEDEX, DHL, UPS, TNT (and other courier companies)

Courier companies cannot make customs clearance as they lack an EORI number. Shipment for temporary importation via ATA-Carnet and/or via commercial invoice (goods that will be returned after event) **must** be sent by airfreight (please see column 1.2) as courier companies cannot arrange any temporary customs clearance.

We strongly recommend sending your courier shipments to our warehouse. We cannot guarantee an on-time delivery to the exhibition booth in case your shipment arrives later than **24<sup>th</sup> March 2025**.

**Please deliver all courier shipments to the following address:**

FAIREXX – Logistics For Exhibitions GmbH  
Gottlieb-Daimler-Strasse 3  
50181 Bedburg  
Germany  
Phone: +49 (0)2272 996 90 21

EPA 2025 – Name of exhibitor and Hall and stand number.

### **IMPORTANT NOTE:**

We strongly recommend Exhibitors not to send courier shipments directly to the venue/stand in Madrid. Courier companies cannot do a customs clearance as they will need an importer with Spanish tax ID.

For shipments sent directly to the stand and stuck in customs no liability is accepted.





---

## 1.2 Airfreight

Your shipment should arrive at Cologne Airport (CGN) no later than **21<sup>st</sup> March 2025**.

**Please consign Master Airwaybill to:**

FAIREXX Logistics for Exhibitions

Gottlieb-Daimler-Strasse 3

50181 Bedburg

Germany

EPA 2025 Madrid, Name of exhibitor, Hall and stand Nr.

**The goods will be automatically forwarded to the venue in Madrid.**

We kindly ask you to send us a pre-advice at least one day before departure including a copy of the airwaybill and a copy of the commercial invoice/packing list.

## 1.3 Documentation

For shipments outside of the European Union, we require the following documents for the customs clearance:

- 3 original proforma invoices/packing lists in English addressed to EPA 2025 exhibitor name, hall number and booth number, showing weights/sizes and values with exact description of the goods
- Separate invoices for temporary importation (exhibits) and permanent importation (consumables, brochures etc.)
- Serial numbers and pictures of every item that needs to be imported temporarily
- If necessary: Certificate of Origin (Form A/EUR.1)
- If necessary: special certificates (health/veterinary)

All exhibits/material entered under temporary importation are subject to control and examination by EU customs for Inward and Outward movements.

Any exhibits remaining in the EU after closure of the Exhibition are subject to duties and/or taxes. Payments must be guaranteed prior to removal of goods from the Exhibition venue.

Any shipments arriving after our deadlines that require customs clearance will be subject to a late arrival surcharge of 25% on our official handling rate.

## 2. SHIPMENTS ORIGINATING FROM THE EUROPEAN UNION

### 2.1 Groupage road cargo, courier shipments (DHL, FedEx, etc.)

We strongly recommend sending your groupage or courier shipments to our warehouse. We cannot guarantee an on-time delivery to the exhibition booth in case your shipment arrives later than

**26<sup>th</sup> March 2025.**

**Please ship all groupage or courier shipments to the following address:**

FAIREXX - Logistics for Exhibitions GmbH  
Gottlieb-Daimler-Strasse 3  
50181 Bedburg  
Germany  
Phone: +49 2272 9969021

EPA 2025, Name of exhibitor / Hall and Stand number

We kindly ask you to send us at least 2 working days before arrival a **pre-advice** (**Fairexx Form B – advise warehouse delivery**) including a copy of Waybill/CMR.

## 3. DIRECT DELIVERY ADDRESS FOR FULL AND PART LOADS TO VENUE

Full and part trailer loads should arrive at Palacio Municipal de Congressos in accordance with the official build-up dates and pre-booked unloading slot.

**Fairground address:**

EPA 2025 / FAIREXX GMBH  
c/o Palacio Municipal de Congressos  
C. de Amberes, 2-6, Barajas  
28042 Madrid - Spain

Please note that the IFEMA MADRID will not accept any deliveries.

**IMPORTANT:** All direct deliveries to venue need to be booked in advance with FAIREXX – please send us latest until 17 March 2025 the completed **FAIREXX – Timeslot Request Form**.



## 4. MARKING OF PACKAGES

Please number every package consecutively and make sure that the following information is indicated on every package:

<b>EPA 2025</b> Name of Exhibitor Hall no./Stand no. FAIREXX c/o EPA 2025	<b>Please mark all packages with numbers:</b> 1 of ... / 2 of ... / 3 of ... etc.
--	--

We kindly ask you to use safe and strong packing material which is strong enough to be re-used after the event.

## 5. INSURANCE

We strongly recommend to all exhibitors to arrange for an insurance cover to include transit to and from the exhibition, whilst on display and in storage. Please contact us for further information and rates.

## 6. PAYMENT

All shipments are subject to payment before delivery to the booth.

We accept the following payment methods:

- **Bank transfer:** please provide us with a copy of the transfer statement
- **Credit Card:** please provide us in advance with your credit card details (not for customs expenditures unless with an additional 5% service fee)
- **Cash:** all major currencies are accepted

## 7. TERMS AND CONDITIONS

All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the SLVS – liability policy, in conjunction with the conditions and rates for trade fair transportation.

All special transport and crane services are based upon the basic conditions of contract for special transport and crane services – BSK latest edition.

The liability of FAIREXX Logistics for Exhibitions GmbH as Fairs & Exhibitions Forwarder, ceases with deposit and begins with collection of the freight at the exhibition stand, even during the exhibitor's absence, irrespective of the submission of waybills at the exhibition forwarding agent's office. Place of jurisdiction AG Berlin for both sides.

Our invoices are due immediately after issuance without any further notice according to ADSp. Customers not known to us or with whom we do not have any agreed terms of payment, will be asked to pay our expenses before the event starts or on-site during the event or before return shipping of their exhibits.

## 8. CONTACT DETAILS

E-mail: [c.wollenberg@fairexx.com](mailto:c.wollenberg@fairexx.com)

Phone: +49 (0)30 4403 47 16

FAIREXX – Logistics for Exhibitions GmbH

Marienstrasse 28

12207 Berlin

Germany

[www.fairexx.com](http://www.fairexx.com)

**PLEASE NOTE:**

The above is not to be used as delivery address.



# 1. DIRECT DELIVERIES TO AND FROM VENUE MADRID

## A. Full and part trailer loads

Unloading/reloading trucks and direct delivery to/pick up from stand (incl. upper surcharge 3<sup>rd</sup> floor exhibition area) via 3.0-to forklift. Overtime surcharges under section 6 apply.

Up to 3 loading meters (minimum)	€495.00
Up to 6 loading meters	€775.00
Up to 9 loading meters	€1050.00
Up to full trailer	€1,575.00
Coordination & service charge per trailer - Inbound	€145.00
Coordination & service charge per trailer - Outbound	€145.00

## B. Road and courier cargo (1 cbm = 333 kgs)

Road and courier shipments (only shipments originating from the European Union) – direct delivery to venue/pick up from venue by haulier and/or courier.

Overtime surcharges under section 6 apply.

Receiving on-site in Madrid and delivery to stand per shipment per started 100 kg (minimum fee = €225.00)	€85.00
Pick up ex stand & release on-site Madrid per shipment per started 100 kg (minimum fee = €225.00)	€85.00
Coordination & service charge per shipment and way	€145.00





## 2. SHIPMENTS VIA FAIREXX ADVANCED WAREHOUSE

### Inbound (1 cbm = 333 kgs)

Transport from FAIREXX advanced warehouse incl. intermediate storage, transfer to venue in Madrid and delivery to stand. For Satellite Symposia deliveries please add 25% on the mentioned rates, overtime surcharges under section 6 apply.

0–50 kgs	€345.00
51–100 kgs	€430.00
101–200 kgs	€580.00
201–300 kgs	€695.00
301–400 kgs	€770.00
401–500 kgs	€845.00
> 500 kgs	on request
Coordination & service charge per shipment and way	€145.00
Warehouse insurance fee for shipments via airport or warehouse per shipment & way	€45.00

SAME CHARGES APPLY FOR OUTBOUND SHIPMENTS VIA ADVANCED WAREHOUSE.



### 3. CUSTOMS CLEARANCE FORMALITIES

Use of FAIREXX EORI (german customs registration number) per use	€195.00
ATLAS-fee (per Operation/way) if applicable	€45.00

#### Final import customs clearance or temporary clearance based on commercial invoice

Per operation incl. 1 rate line (HS-Code) up to value of €15.000	€295.00
Above CIF value of €15.000	€450.00
Each additional rate line (HS-Code)	€25.00
Attendance for customs examination (per hour)	€105.00

Use of deferment account for Duties/Taxes or any advanced payment to customs: 15% of the total amount (Minimum = €75.00). Temporary import bond fee/3% of CIF value/Minimum €75.00.

#### Export customs clearance or temporary clearance based on commercial invoice

Per operation incl. 1 rate line (HS-Code)	€295.00
Each additional rate line (HS-Code)	€25.00
Attendance for customs examination if applicable	€105.00
Import or re-export via Carnet ATA, per way	€245.00
Attendance for customs examination (per hour)	€105.00



## 4. STORAGE DURING THE EVENT

### A. Empty cases handling (min. 2 cbm/order)

Collection from stand (incl. upper level surcharge 3<sup>rd</sup> floor exhibition area), storage, re-delivery after event.

Per started cubic meter and packaging unit	€105.00
Coordination fee per order	€145.00

### B. Standbuild fullgoods handling (min. 2 cbm/order)

Collection from stand (incl. upper level 3<sup>rd</sup> floor exhibition area), storage, re-delivery after event.

Per started cubic meter and packaging unit	€125.00
Coordination fee per order	€145.00

*Pallet-truck, normal – counts as 2 cbm per unit*

*Pallet-truck, long – counts as 2 cbm per unit*

*Ladder – counts as 2 cbm per unit*

*Genie – counts as 3 cbm per unit*

### C. Fullgoods accessible storage

Collection from stand, storage, re-delivery after event.



## 5. LABOUR AND FORKLIFT HIRE

Skilled labour (without equipment, if not stated otherwise). Overtime surcharges under section 6 apply.

Per worker/started hour (min. 4 hours per worker)	on request
Per 3.0t forklift with driver (works on the stand only) Per started hour (min. 2 hours)	on request
Coordination charge per order	€145.00

## 6. SURCHARGES

Overtime surcharge from 17:00 – 20:00	50%
Night surcharge from 20:00 – 08:00	100%
Saturday, Sunday, Bank holiday	100%
Late arrival surcharge (for arrivals out of official deadlines)	30%

*Charges are subject to 19% of VAT. Please provide us with your VAT identification number on your order to apply the reverse charge mechanism. Any other services not covered by this rate will be charged according to separate agreement.*

*All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the SLVS – liability policy, in conjunction with the conditions and rates for trade fair transportation. A copy of the relevant set of conditions will be supplied on request.*