EuCAP 2015
9th European Conference on Antennas and Propagation
12 - 17 April 2015
SHIPPING INSTRUCTIONS

Agility Fairs & Events Portugal
Phone: 00351 707 918 600
E-mail: fairs_portugal@agility.com
Maurício Neves
mneves@agility.com
Nuno Cunha
ncunha@agility.com
INTRODUCTION

Dear Exhibitor,

These instructions will assist you in preparing for the correct and timely dispatch of your exhibits for EuCAP 2015 in Lisbon. We suggest that you read these instructions.

We ask that you to pass these instructions to your freight forwarder for their information so that your exhibits can be correctly dispatched and consigned to us, as failure to comply with the deadlines and instructions will cause unnecessary delays in clearance and may lead to additional expenses being incurred.

Please read these instructions carefully, and note that all work undertaken by Agility Fairs & Events is done so in accordance with our Standard Terms & Conditions, copy to be found on the following link: www.agilitylogistics.com.au/standardterms&conditions.pdf Shipments consigned to Agility Fairs & Events will indicate acceptance of our Standard Terms & Conditions contained herein, and any quote or tariff supplied by Agility Fairs & Events.

These guidelines are compiled to assist in the speedy and economic clearance of exhibition cargo. If for any reason you cannot comply with any part of our guidelines, then please check with us prior to sending the freight, so together we can work toward securing the clearance/s in time for you to properly set up your stand.

Consignment of goods to Agility Fairs & Events indicates acceptance of these guidelines, terms and conditions contained herein, and any tariff or quote sent.

Please take note of the invoice requirements. It is in your financial interest to read these files thoroughly. Also note the inclusions and exclusions, such as:

Agility’s responsibility is to deliver your shipment to the venue on your assigned target date.

Agility Fairs and Events will accept no responsibility for late or non-delivery to the venue/s if these guidelines and/or recommendations are not followed.
CONSIGNEE INSTRUCTIONS (Road):

**ADVANCED WAREHOUSE**

**Consignee:**
Agility Fairs & Events  
c/o Exhibitor Name ... / Hall ... / Stand ...  
EuCAP 2015  
Estrada Nacional nº 10 Km 126,5  
Portal do Touro – Sobralinho  
2615-701 Alverca  
Portugal

**Notify:**
Agility Fairs & Events  
Mr Maurício Neves  
Tel: +0351 213926800  
e-mail: mneves@agility.com

**DIRECT UNLOAD**

**Consignee:**
Agility Fairs & Events  
c/o Exhibitor Name ... / Hall ... / Stand ...  
EuCAP 2015  
Lisboa Congress Centre  
Praça das Indústrias  
1300-307 Lisboa

**Notify:**
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Mr Maurício Neves  
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e-mail: mneves@agility.com
CONSIGNEE INSTRUCTIONS (Air/Sea):

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CUSTOMS FORMALITIES/ FREQUENTLY ASKED QUESTIONS:

How is my shipment cleared through Portuguese Customs?

Depending on your needs, we can clear your shipment in one of three ways:

- Permanent Duty-Paid Entry: used for all goods which will remain in Portugal and will not be re-exported. This includes all giveaway items such as brochures and samples.
- Temporary Entry: allows temporary import into the Portugal without paying duties or taxes.
- ATA Carnet: goods are imported without the payment of Customs duties and taxes, but may not be given away or sold. All items must be re-exported at the end of the show.

What documents are needed?

In order to clear the goods, we will need the following documents:

- Single master AWB/BL and separate HAWB/BL for each individual entry in the shipment.
- Commercial invoices in English giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition.
- Separate invoices for temporary and permanent items are required.
- Packing list giving weight and dimensions of each package. This information may be included on your commercial invoice.
- Insurance certificate copy with the name of the local settlement agent in the Portugal.

How it works courier shipments (DHL; UPS; FEDEX) trough Portuguese Customs?

- It doesn’t. As the customs clearance is sever, courier shipments easily stay in bond warehouse for more than a week occurring in storage charges.
- Upon arrival, shipments are often delivered to the handling airport company and closed as “delivered” but they aren’t.
- Payment of Taxes & Duties is always to be paid.
### REQUIRED DOCUMENTATION AT A GLANCE

#### AIR FREIGHT CONSIGMENTS

The following documents are required:

- Air Waybill
- Commercial Invoice
- Packing List
- Insurance Policy (if applicable)
- Brochure (if applicable)

#### SEA FREIGHT CONSIGMENTS

The following documents are required:

- Bill of Lading (Express Release BL)
- Commercial Invoice indicating HS Codes
- Packing List
- Insurance Policy (if applicable)
- Brochure (if applicable)
### ARRIVAL DEADLINES

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<th>Cargo Arrival Deadline Via Airfreight</th>
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<td>Your cargo Freight needs to arrive at Lisbon Port:</td>
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| 6 April 2015 | • FCL CARGO: 30 March 2015  
• LCL CARGO: 30 March 2015 |
| **Document Deadlines for Airfreight:** | **Document Deadlines for Seafreight:** |
| Please ensure you send us full pre alert as soon as possible. | Please ensure you send us full pre alert PRIOR to vessel departure. |
| Original documents need to be attached to the AWB |  |
| Please note these deadlines are subject to General Cargo | Please note these deadlines are subject to General Cargo |
| For restricted items / DG Goods and perishable food items you will need to contact our office for confirmation of arrival deadlines | For restricted items / DG Goods and perishable food items you will need to contact our office for confirmation of arrival deadlines |
Preparation:

Plan to ship early
Advancing planning reduces your shipment costs. With increasing security procedures causing delays to and from Portugal, it is imperative that you meet the deadlines above. Note that dates above are deadlines, not targets. Arrivals up to 3 weeks before the deadlines are welcome & encouraged. Please notify Agility Fairs Portugal once arrangements are made.

How to ship
Choose the method of shipment that works best for your exhibit.

Select ocean freight if your schedule allows for up to 6 weeks transit. Choose air freight for a much shorter transit time. Small ocean freight shipments (shipments under 1 cubic meter) incur several minimum charges, so air freight is sometimes less expensive than sea freight for small shipments.

Be aware that couriers in your home country do not give out accurate Customs information.

Notification
You must notify Agility Fairs & Events of the details of your shipment.

List Agility Fairs & Events at the above address as the notify party on all shipping documents.

All shipping documents must be e-mailed or faxed to Agility Fairs & Events as soon as they’re issued.

Only then can Agility Fairs & Events clear your shipment through Portuguese Customs.

Details:

Labeling and Packing
Portuguese Customs requires that all goods be permanently marked with their country of origin. Clearly label every piece with your company name, the name of the show and your booth number. Large labels work best. Be sure that your packing materials are adequate protection for both the means of transport and the sensitivity of your goods.

Wood Packing Materials
All wood packaging must be treated and marked. This includes crating, pallets, cases, skids and dunnage. Shipments packed in non-treated and marked wood material will not be permitted entry by Portuguese Customs and will be re-exported at the shipper’s expense.

Documentation
Prepare a commercial invoice in English with complete descriptions and model/serial numbers. List harmonized tariff (HTS) numbers for each line item on the invoice.
Include a packing list with the dimensions, gross and net weights of each package shipped.

Insurance
Take out adequate insurance to cover the value of your exhibit to and from the show.

INSURANCE COVER

While all care is taken by Agility Fairs & Events in handling shipment, no liability is accepted for any internal or non-visible irregularities to the contents of your shipment. We strongly recommend exhibitors to insure shipment for the conveyance from origin to stand including the transit storage in our advance warehouse. All transactions are undertaken subject to our Standard Trading Conditions.
PACKING & LABELING

We suggest that your goods are well packed. Any wooden packaging must be ISPM 15 treated and stamped as per the below example. Please contact us for further information if you are unsure about ISPM 15 requirements.

To ensure your goods can be quickly located at site or during transit, please mark each case/carton as follows, on at least 2 sides:

“Exhibiting Company Name”
c/o EuCAP 2015

Booth No. __________

Lisbon, PORTUGAL