

SECTION 1 – CONTACT INFORMATION

The Transplantation Society - Congress Secretariat, Exhibit Office

505 Boulevard René-Lévesque, West
Suite 1401
Montreal, Quebec H2Z 1Y7
Canada
Tel: (514)-874-1717 ext. 261
Fax: (514) 874-1716
E-mail: Jennifer.Patterson@tts.org

IFEMA – Booth cleaning, telecommunication & IT equipment, AV, electricity

MUST USE ONLINE PORTAL

Spanish:	https://www.expositores.ifema.es/zwas/presupuesto_default.htm?idioma=es&feria=TY18&modo=PEX_PRESUPUESTACION_SERVICIOS
English:	https://www.expositores.ifema.es/zwas/presupuesto_default.htm?idioma=en&feria=TY18&modo=PEX_PRESUPUESTACION_SERVICIOS

SERVIS - flooring, furniture, floral & plants and booth accessories

MUST USE ONLINE PORTAL

Spanish:	https://servisboutique.com/tts2018/es/autenticacion
English:	https://servisboutique.com/tts2018/en/autenticacion

DB SCHENKER LOGISTICS - Customs, Shipping

Schenker Logistics, S.A.U
Feria de Madrid – IFEMA
Avda. Partenon, s/n
Ofic.Avda. Central local 23
ES 28042 Madrid – Spain
Tel: +34 91 174 99 -27 / -28
E-mail: ifema.onsite.logistics@dbschenker.com

Congress Venue : IFEMA Feria de Madrid

Loading dock/bay:
Hall 10 – Use East gate
Bay 10B or 10G
Avda. Del Partenón, 5
Madrid, Spain 28042

Exhibitor Services desk – Located next to Hall 8

Sign installation, security, electricity, plumbing, rigging, telecommunications.

For all technical questions:

IFEMA's Technical Secretariat (sectecnica@ifema.es) / +34 91 722 3000

Questions related to Telecommunications services

Telecom (telecomunicaciones@ifema.es) / +34 91 722 3000

For ordering services and invoicing-related issues:

Servifema (servifema@ifema.es) / +34 91 722 3000

Catering

Please contact Jennifer Patterson at Jennifer.patterson@tts.org if you have catering needs.

SECTION 2 – TECHNICAL AND LOGISTICAL DETAILS

2.01 CONGRESS VENUE

IFEMA Feria de Madrid (North Convention Center, Hall 10)
Avda. Del Partenón, 5
Madrid, Spain 28042

2.02 DELIVERY ADDRESS FOR TRUCK / CAR DELIVERIES (not shipping)

Exhibit address / full truck loads:
IFEMA Feria de Madrid (Hall 10, East Gate)
Avenida del Partenón, 5
Madrid, Spain 28042

PLEASE NOTE: When you walk into the exhibit hall, if your **booth** is located on the **left side of the main aisle**, use loading bay **10G**. If your **booth** is on the **right side of the main aisle**, use loading bay **10B**.

Offloading/reloading requirements:

Upon entrance to the venue, all your build/dismantle vehicles will be provided with a ticket that marks a maximum time during which they can remain in the loading bay areas: 1, 2 or 3 hours (bases on truck size/weight). During this maximum amount of time you must unload or load all materials and either depart the venue or park in the truck parking lot located behind Halls 1 & 3. It is strictly forbidden for trucks, lorries, vehicles or machinery of any kind to remain in loading bay areas.

Any vehicles that remain in the loading bays longer than the allotted time, will be penalised with a 20 € / hour / vehicle fee, up to a max. of 100 € a day. **This cost is not negotiable** so you should advise all your drivers to pay special attention to how long they have. If you choose to park your trucks in the truck lot (see location in attached plan), the daily, 24 hour rate is 30 € / truck.

Please note that IFEMA's procedure for all trucks trying to access the venue via the East Gates is to:

- a) ask to what event they are coming to unload &
- b) checking if that company has an outstanding debt with the venue. If they have no debt with IFEMA, and we are within the official unloading/loading periods, IFEMA will allow all drivers in, with no further questions from our side.
- c) If the company does have an outstanding debt with IFEMA, they will need to go to the Exhibitor Care Desk and settle payment before their trucks will be allowed to enter the venue.

PLEASE VIEW ANNEX 1 IN THE EXHIBITOR TERMS AND CONDITIONS FOR ADDITIONAL INFORMAITON

The TTS 2018 Exhibit Office strongly recommends using DB Schenker Logistics, the official freight forwarder, to avoid long waits at the loading dock. DB Schenker Logistics can store your materials 10 days prior to the start of the event and 5 days after. For fees and shipping instructions please view the DB Schenker Logistics guidelines located in section 5.

2.03 HOTEL ACCOMMODATION

Barceló Congresos has been appointed the official local housing partner for TTS 2018 and is offering hotel accommodation for both groups and individuals. As Madrid is a highly popular tourist destination, Barceló Congresos has blocked rooms in different price categories at preferential rates for TTS 2018.

As local experts Barceló has contracted local hotels with the best rates available having vetted all establishments for quality, safety and convenience.
Search the full list at: <http://tts2018officialhotels.com/>

2.04 BOOTH FURNITURE

If you bought a furnished booth space:

Each regular **3m x 3x** (10'x10') booth package includes:

- Hard shell scheme – 3 metres high
- Dark grey Carpet
- One 6ft. table – undraped
- Two chairs
- Fascia with company name
- Waste basket
- One basic electrical outlet

Each regular **2m x 2M** (6'x6') booth package includes:

- Hard shell scheme – 3 metres high
- Dark grey carpet
- One counter
- Two stools
- Fascia with company name
- Waste basket
- One basic electrical outlet

The furnished booth will be installed prior to your arrival on site.

If you bought a booth space only or had a booth only space included in your sponsor package:

Each regular 3m x 3x (10'x10') booth space only includes:

- One basic electric outlet
- One back wall – 3 meters high
- Dark grey carpet

The TTS 2018 Exhibit office **must approve** any booth built by an exhibitor or rented from a firm other than Servis. Please refer to the Exhibitor Rules and Regulations for booth design and construction located in Section 4.

PLEASE SUBMIT YOUR BOOTH SKETCH / PLANS BEFORE MAY 15, 2018.

2.05 EXHIBIT HOURS

Installation:

Saturday, June 30	08:00 – 17:00
Sunday, July 1	08:30 – 14:30

All exhibits must be near completion by 14:00 on Sunday, July 1.

All crates and boxes must be removed from the exhibit floor by 14:30 on Sunday, July 1 to allow for aisle carpet installation and/or cleaning. Please note that any materials carried on a fork-lift or a dolly are not allowed on the aisle carpet on after 14:00 on Sunday, July 1.

If the booth space is not occupied by 14:30 on Sunday, July 1, the TTS 2018 Exhibit Office reserves the right to use such space as it deems appropriate.

Exhibit Opening Hours:

Sunday, July 1	17:30 – 19:00	exhibit hall open for delegates to access the Plenary for the Opening Ceremonies
	19:00 – 20:00	Welcome Reception
Monday, July 2	09:30 – 17:30	
Tuesday, July 3	09:30 – 17:30	
Wednesday, July 4	09:30 – 15:00	

Staff holding an exhibitors badge will be allowed in the exhibit hall 30 minutes before it opens and may also leave 30 minutes after closing. Please check with the TTS 2018 Exhibit Office if additional time is required. All exhibits must be opened and staffed during official opening hours. Please note that staff holding a full congress registration badge will not have access to the exhibit hall outside of exhibit hours. If a full registration pass holder needs access to their booth, please contact the TTS 2018 Exhibit Office for approval.

Dismantle:

Wednesday, July 4	15:00-23:00
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Exhibitors may begin to pack materials, supplies, and literature when the exhibit closes on Wednesday, July 4, at 15:00. **It is strictly forbidden to begin dismantling before this time.** The cartons, followed by the crates will begin to be returned as of 15:00. All equipment must be ready and assembled at the loading dock before carriers are permitted access to the area. All display material must be cleared from the exhibit hall by 22:59, Wednesday, July 4. Should an exhibitor fail to remove his exhibit, the TTS 2018 Exhibit Office reserves the right to remove such exhibit at the exhibitor's expense.

2.06 EXHIBIT FLOOR PLAN

The floor plan is continuously being updated and is available on the website. The Office, for the overall benefit of the exhibition, may modify general layout and booth allocations.

2.07 EXHIBITOR REGISTRATION

DEADLINE: APRIL 27, 2018

TTS 2018 exhibiting companies are entitled to:

- o up to three (3) exhibitor badges per 9 sq. m booth

Additional exhibitor badges above the company's allowance will be subject to a \$200 USD charge per badge. It is permitted to return an exhibitor badge for replacement due to a correction or a change in personnel. The exhibitor badge does not allow attendance at scientific sessions.

Details regarding the registration of your booth personnel AND/OR full congress registration passes that were included in your exhibitor/sponsor package were sent on April 6, 2018.

If you will be registered for an exhibit-only pass and would like to add a full registration pass to your name, please contact Jennifer Patterson at Jennifer.patterson@tts.org. Please note that the standard registration deadline is May 1, 2018.

Exhibitor badges must be picked up at the TTS 2018 Exhibitor Registration Counter located on the ground floor of the North Convention Center.

During move-in, all Exhibitor Appointed Contractors must also wear a badge. There is no pre-registration process for these contractors. Upon arrival of set-up, the head of the set-up crew must present themselves at the exhibitor service counter to pick up the contractor pass(es) and hand it out to his/her crew.

2.08 DECORATION AND FURNITURE

IFEMA offers services such as additional electrical needs, graphic signage, labor, water & compressed air, booth cleaning, and A/V. You **MUST** use the online portal to place your order.

EARLY BIRD PRICES ENDS ON JUNE 21, 2018

LAST DAY TO ORDER IS JUNE 27, 2018

Spanish:	https://www.expositores.ifema.es/zwas/presupuesto_default.htm?idioma=es&feria=TY18&modo=PEX_PRESUPUESTACION_SERVICIOS
English:	https://www.expositores.ifema.es/zwas/presupuesto_default.htm?idioma=en&feria=TY18&modo=PEX_PRESUPUESTACION_SERVICIOS

Servis offers services such as flooring, furniture, floral & plants and booth accessories. You **MUST** use the online portal to place your order.

EARLY BIRD PRICES ENDS ON JUNE 2, 2018

LAST DAY TO ORDER IS JUNE 26, 2018

Spanish:	https://servisboutique.com/tts2018/es/autenticacion
English:	https://servisboutique.com/tts2018/en/autenticacion

2.09 EXHIBITOR LISTING

DEADLINE: APRIL 27, 2018

Each exhibiting company will be listed in the Congress exhibitor directory located on the Congress Web app.

You can update your exhibitor profile to show:

- Company logo
- Company product(s) and/or services description
- Company contact info
- Company website link

Instructions on how to login and update your company profile have been email to the main contact of your sponsor/exhibit contract. If you have not received this email, please contact Jennifer Patterson at Jennifer.patterson@tts.org.

2.10 CUSTOMS BROKER AND SHIPPING

DB Schenker Logistics has been appointed official Customs Broker & Freight Forwarder for TTS 2018. Please make sure to contact Schenker *prior* to sending your materials as importing goods into Spain can be challenging. If not shipping through Schenker it would be important to give them your carrier name and tracking number.

Exhibitors who follow the instructions of Schenker should not experience any difficulty exhibiting in Spain. Schenker will have a representative on site throughout the event for your convenience. [Shipping Instructions](#) and [Order Form for Customs and Transportation Services](#) are available on section 5 and 6 on the TTS Exhibitor Information website.

2.11 STORAGE

DB Schenker offers storage as one of their services. DB Schenker will collect the empties from your booth as long as these are in proper condition (empties must be wrapped, placed on pallets and must be strapped/ taped together when necessary) and will deliver back as soon as the Organization allows us to get into the halls once the exhibit hall is closed. Please view section 6 for DB Schenker order form.

2.12 SECURITY

TTS 2018 will provide 24-hour security beginning at the start of move-in to the end of move-out. Further, there is exhibitor appointed contractor badges for all staff that is onsite to build stands. Security checks will be at the loading dock and the main entrance to the hall. Although the TTS 2018 Exhibit Office provides general security, the Office and IFEMA will not be responsible for loss or damage to merchandise or personal possessions before, during or after the exhibition, or for personal injury to the exhibitor, company employees or representatives.

Should you require additional security for your booth, products or equipment, exhibitors should contact the [IFEMA](#).

Order form for Security Services is available online:

Spanish:	https://www.expositores.ifema.es/zwas/presupuesto_default.htm?idioma=es&feria=TY18&modo=PEX_PRESUPUESTACION_SERVICIOS
English:	https://www.expositores.ifema.es/zwas/presupuesto_default.htm?idioma=en&feria=TY18&modo=PEX_PRESUPUESTACION_SERVICIOS

We ask your assistance and cooperation with our security efforts by being aware of the following rules and guidelines:

- Badges must be worn at all times to gain admittance to the exhibit hall, from move-in through move-out.
- If deliveries or pick-ups of any kind are to be made prior to, during or after the close of the exhibition, it is the exhibitor's responsibility to obtain the necessary paperwork/credentials at the TTS 2018 Exhibitor Registration Counter, for these people to gain admittance to the exhibit hall.
- Never leave your laptops and small electronic devices unattended in your booth during the day, as well as overnight.
- Please keep your give-aways and other promotional material out of sight after exhibit hours. Do not leave your coats, jackets, brief case, backpack or luggage in your booth overnight.
- Once the exhibit hall closes for the night, you will not be able to enter the hall unless you have specific authorization and escort from the Show Manager or Director of Operations.
- Please do not schedule any meetings in your booth outside of exhibit hours.
- Safety and courtesy require that all aisles be free of obstacles such as protruding furniture, displays or display material.

2.13 Labor Risk Form

Please be aware that you will be asked to complete a labor risk form when you arrive onsite. The Hall Manager will make rounds to distribute and collect this form.

SECTION 3 – EXHIBIT HALL TERMS AND CONDITIONS

3.1 HOUSE RULES

The rules of the venue do apply and are binding to all exhibitors. Whoever does not follow these regulations will be excluded from the exhibition after a first warning. These rules are available in Section 4 – IFEMA General Rules for Exhibitors Participating in Externally Organised Fairs.

3.2 BOOTH SHARING

The sharing of booth space is prohibited, except when sharing the space with divisions of the same company or between companies co-marketing a product or service.

3.3 LIABILITY INSURANCE

The Organizer provides general guard service and third-party insurance at the exhibition site. The Organizer does not insure equipment and all related display materials installed by exhibitors, and they will under no circumstances be liable for loss, damage or destruction cause to equipment, goods or property belonging to Exhibitors. The Exhibitor agrees to be responsible for his/her property and persons of his employees and agents through full and comprehensive insurance and shall hold harmless the Organizer for any and all damage claims arising from theft and those perils usually covered by a fire and extended coverage policy.

3.4 PHOTOGRAPHER / VIDEOTAPING

Only the official photographer hired by TTS may take photographs or videotapes inside the exhibition hall. This prohibition also includes photographs taken with smart phones. Individuals are subject to immediate removal from the exhibition hall.

3.5 CHILDREN / GUESTS

No children or guests are allowed inside the Exhibit Hall, unless accompanied by an adult registered to the Congress.

3.6 PROMOTIONAL ACTIVITIES

We recognize that promotional activities encourage a steady flow of traffic to the exhibition booths. It is imperative that exhibitors display professionalism and consideration for their fellow exhibitors; therefore interviews, demonstrations, and distribution of literature or samples must be made within the exhibitor's booth. Canvassing or distributing promotional materials outside the exhibitor's rented booth is not permitted. No literature is to be distributed in the venue, hotels or any public area.

Due to FarmaIndustria, Spanish companies cannot serve food in their booth, nor give gimmicks. Companies need to keep medical papers for their drugs handy at the booth at all times. **Spanish companies cannot display their logo on promotional items that will be distributed at their booth.**

3.7 SALE OF GOODS AND SERVICES

The sale of goods and services of any kind is prohibited. Order taking is permitted. However, the exhibitor agrees not to deliver any goods and / or services until after the conclusion of the exhibition. Furthermore, the exhibitor agrees not to conduct or permit the receipt of legal tender or anything of value for machinery, equipment, goods and/or services.

SECTION 4 – IFEMA GENERAL RULES FOR EXHIBITORS

The following document must be reviewed and respected by all exhibitors.

[IFEMA Annex 2 General Rules for Exhibitors](#)

SECTION 5 – SHIPPING AND CUSTOMS PROVIDER

Dear customer / agent,

DB Schenker is the appointed official freight forwarder for TTS 2018 in MADRID, customs clearance and handling contractor at IFEMA.

Please read carefully the information included, for any questions or enquire, please contact us:

Schenker Logistics, S.A.U.
Feria de Madrid – IFEMA
Avda. Partenon, s/n
Ofic.Avda. Central local 2
ES 28042 Madrid – Spain
E-mail: ifema.onsite.logistics@dbschenker.com
Phone: +34 91 174 99 -27 / -28

1. CONSIGNMENT & SHIPPING INSTRUCTIONS

Important notice: all shipment have to be sent on conditions prepaid (paid by sender) up to destination. Shipments arriving with freight charges collect, will be refused.

Deadlines

Roadfreight: DB Schenker warehouse - 3 working days before required delivery to stand
Airfreight: Madrid Airport - working days before required delivery to stand
Seafreight: FCL: Valencia Seaport - 10 working days before required delivery to stand
Seafreight LCL: Valencia Seaport - 15 working days before required delivery to stand

Direct truck deliveries: to the venue must be according to the official dates of the event and are to be reconfirmed with DB Schenker as per delivery dates.

In case shipment arrives after the above-mentioned dates, late arrival surcharges will be applied. DB Schenker cannot guarantee the delivery in time.

AWB & B/L & CMR Consignee Instructions

CONSIGNEE: DB SCHENKER
NOTIFY: DB SCHENKER
For: Exhibition Name
Fairs & Events
Dpt.Exhibitor Name / Hall and Booth #
Avda. Del Partenón, s/n
28042 – Madrid –Spain

Warehouse Delivery Address

The goods can be sent directly to our warehouse or shipped with our transport services contracted through us.

The cargo can be stored in our warehouse up to 10 days before the beginning of the show and 5 days after the end of the show without any additional cost, for EU goods in free circulation. If you are sending a full truck of your exhibit items please contact us.

DB SCHENKER
Feria de Madrid - IFEMA
Entrada Oeste
Pabellón de servicios- Nave 2 28042 MADRID

Direct Delivery Address

For deliveries made directly to the exhibit hall, please address your shipments as followed:

IFEMA
Avenida del Partenón, s/n
Exhibition Name
Exhibitor Contact Name / Hall 10 & Booth #
E-28042 Madrid - Spain

Trucks that require a forklift: the driver needs to contact DB SCHENKER before arriving to the exhibition site to coordinate the arrival door to avoid waiting time or delays on the equipment services on site.

Please fill out and send the Service Order Form to ifema.onsite.logistics@dbschenker.com BEFORE you send your shipment.

1 – Service Order Form attached

2. CUSTOMS CLEARANCE INFORMATION & DOCUMENTATION

Shipment from outside the European Union are subject to customs clearance formalities, please read carefully the following information.

Documentation Dates:

All documentation need to be sent to DB Schenker in advance and need to be approved before the shipment departure.

- Bill of Lading (for sea freights) or Airway bill (for airfreights) or CMR (road shipments)
- 2 / 3 - Pro-forma Invoice & Packing List
- 4 - POA (Power of Attorney)

Please visit the Exhibitor Manual page on the [TTS2018.org website](http://TTS2018.org) to download any needed forms.

Very important: Temporary & permanent materials must be packed separately, in different boxes.

Temporary Entries – ATA CARNET

We strongly recommend using the ATA Carnet for temporary entries, with this document you will save extra costs and will make the customs procedures faster.

All exhibits / material entered under temporary importation are subject to control and examination by Spanish Customs. Goods under temporary entry cannot be sold during the show. Any sales operation must be reported to Spanish Customs Authorities before its done, otherwise heavy penalties might incur. Please contact DB SCHENKER in case you may sell any temporary goods.

To view ATA Carnet countries, please view this link: <https://www.atacarnet.com/carnet-countries>

IMPORTANT TO ADD THE FOLLOWING: B. REPRESENTED BY: DB SCHENKER or ANY OTHER AUTHORIZED REPRESENTATIVE PERSON

Temporary Entries – Pro-forma Invoice

Under Pro-forma Invoice you may be able to apply for temporary entry, according to kind of fair (international or not) and products you have. Please contact us to see if you are eligible for temporary entry.

- Pro-forma Invoice & Packing List
- Other specifics documents depending on the type of products. Please contact us.

Permanent Entries:

Permanent entries can be done only for goods to be consumed during the show such as: consumables, office material, giveaways, catalogues, etc. Any permanently entry is subject to payment of import duties and taxes, which will be calculated from the CIF value of the goods (CIF value = declared value + freight costs+ insurance).

The definitive entry need to be done under an Spanish VAT number, registered in Spain. If you do not have a Spanish VAT, then we will need a passport to register it in Spain and get a VAT number.

Documentation needed:

- Pro-forma Invoice & Packing List
- POA (Power of Attorney)
- Passport copy

Temporary and Permanent – Pro-forma Invoice

Pro-forma Invoice & packing list (CIF VALUE) enclosed is a Commercial Invoice template for your guidance; all details need to be mentioned as per our template. It needs to be consigned to IFEMA, Name, Exhibition Name, Exhibit Hall # and Booth Number and must show the following information: number of units per each item / values / full description of items in English, (including serial number for electronic devices), model and Harmonized System Code (Brussels nomenclature), total number of boxes/pallets, weight and sizes. All items must have a declared value, which must be approved by Spanish Customs.

These forms must be typed, stamped and signed in original. Hand-written forms are not accepted by Spanish Customs.

3. RESTRICTED PRODUCTS

The following products are restricted by Spanish Customs and some have special restriction depending on the county of origin. Others cannot be shipped to the exhibitions in any case: foodstuff, beverage, medicines, cosmetics, textiles, live animals or plants, pharmaceutical products, protected species, electrical equipment. Do not include any of these items to avoid having your shipment stopped at customs.

Before you send your shipment, you should contact our office and send us complete information and documentation. We will personally check with local customs office and confirm if your shipment can be sent, otherwise we will not responsible if your shipment is stopped at customs.

4. CASE MARKING & PACKING

Case Marking

Please label each package/pallet individually and number each packages/pallet (1 of...Total / 2 of...Total /etc.). Must include the following details. Attached you find the document to be used:

EXHIBITION NAME, EXHIBITOR CONTACT NAME, HALL & BOOTH NUMBER, C/O DB
SCHENKER TOTAL CBM,
WEIGHT, PACKAGE NUMBER: _____ OF

Packing

Due to a repeated handling process of your goods, from the departure from your warehouse to your stand in fairground, we recommend the use of solid and adequate packing material. We remind you that after the show ends, it will have to be handled and transported back to the final destination.

We will not take any liabilities on goods that are not properly packed or transported in unsuitable conditions.

Wood & No-Conifer Wood Packing Materia

The Spanish Government has instituted solid wood packing materials regulation effective January 1st, 2000. When no solid wood packing materials are used, the following statement must be made on the letterhead of the exporter (exhibitor), and must be stated on the invoice and/or bill of lading:

“THIS SHIPMENT CONTAINS NO SOLID WOOD PACKING MATERIAL”. When solid wood packing materials are made with wood other than conifer, the following statement must be made on the letterhead of the exporter (exhibitor), and must be stated on the invoice and/or bill of lading: **“THE SOLID WOOD PACKING MATERIAL IN THIS SHIPMENT IS NOT CONIFEROUS WOOD”.** *If the shipment does contain coniferous solid wood packing material, Animal and Plant Health Inspection Service must certify that the conifer wood packing material in the shipment has been treated.*

5. PAYMENT & BASIC CONDITIONS OF CONTRACT

Payment

For non-Schenker offices, our invoices will be issued by IFEMA and sent to you directly and due immediately after issuance without any further notice. Unless other terms are agreed, our charges shall be settled before the shipment is delivered at your booth and our outbound charges before the departure of the return transport after the show.

Payments can be done:

Bank transfer to IFEMA: ADMISSION AND DEADLINES

Bankia IBAN ES09 2038 0626 0160 0002 5280	SWIFT: CAHMESMMXXX
Santander IBAN ES64 0049 2222 5115 1000 1900	SWIFT: BSCHESMM
BBVA IBAN ES89 0182 2370 4000 1429 1351	SWIFT: BBVAESMM
Caixa Bank IBAN ES93 2100 2220 1102 0020 2452	SWIFT: CAIXESBBXXX

If you choose to make a bank transfer, you should send a stamped copy to SERVIFEMA.
Fax: (34) 91 722 57 95 or Email: servifema@ifema.es

- Banker's draft made out to IFEMA / Logistics
- Credit card in secure environment, through the online Exhibitors' area, under the "Invoices and Payments" tab.

As per current regulation cash payments and cash checks will not be accepted.

Basic Conditions of Contract

All work undertaken is subject to the SCHENKER LOGISTIC, S.A.U. Insurance terms and conditions. The liability of SCHENKER LOGISTIC, S.A.U. for the transportation is determined by the national/international insurance regulation applicable to the contracted transport.

The liability of SCHENKER LOGISTICS, ceases with the delivery and starts with the collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of his material until is collected from the stand by SCHENKER LOGISTIC, S.A.U.

Goods are shipped at the risk of the customer. Insurance will not be done unless written request. Our General Terms and Conditions are stipulated by the Spanish Transportation Association. Our responsibility

is determinate according to the limits established by the International Regulations, that will be applicable to each different mode of transport, the terms and conditions of the Bill of Lading and national legislation.

The cancellation of this service within 24 hours before will have a cancellation fee of 40% of the tariff.

In case the service has not been performed due to the absence of the client, agent, truck driver, or due to reasons beyond DB Schenker control, the amount of the service will not be reimbursed. DB Schenker is not responsible for the accessibility to the stand or for the damages due to weather conditions.

Groupage shipment Schenker warehouse

This service can be booked in advance to guarantee the delivery to the stand at the date and hour agreed with our client. **The goods may arrive to our warehouse up to 10 days before the beginning of the show without any additional cost.** The service for return can be booked at the end of the show in the same conditions: the merchandise will be collected from the stand, warehoused by our company up to 5 days without any charge, until the arrival of the transport company for the return. In case the goods are stored longer than 5 days in our warehouse, charges will apply as our tariff.

We will charge a reception service for each shipment received on a different date or time, from a different carrier and / or shipper, or different exhibitor or booth number. In addition, we will charge a collection service for each shipment picked up from the stand on different dates and / or from different exhibitor or booth number., or to different destinations.

Standard opening hours of the DB SCHENKER warehouse from Monday Friday from 09:00-18:00.

This tariff corresponds to pieces of a maximum volume of 6cbm or 2000 kgs.

Pick-up, storage and delivery of Empties

DB Schenker will collect the empties from the stand as long as these are in proper condition (empties must be wrapped, placed on pallets and must be strapped/ taped together when necessary) and will deliver empties back as soon as the Organization allows us to get into the halls once show is ended. If the package is not palletized or retracted so that it can be transported without any difficulty, DB SCHENKER will do this service and charge it, minimum 28 €.

DB SCHENKER responsibility begins with the collection of the available empties at the stand and ends with the re-delivery onto the stand, regardless, whether the exhibitor is present or not. DB SCHENKER is NOT responsible for damages that might occur to the packages due to weather conditions. It is the exhibitor's responsibility to protect their package and merchandise. Packages with contents must be declare and store separately. DB SCHENKER will not be responsible for items left inside the packages without prior declaration.

Pick-up, storage and delivery of full goods without access during the show

Same conditions as for the storage of empties. An inventory will have to be delivered along with the boxes and will be checked by a staff member of DB SCHENKER. Otherwise, we will not take responsibility for the content. You can contract with us an insurance of your goods.

Partial deliveries during the show

Charges to be applied: Reception of goods in our warehouse / Storage of filled packaging or goods. All the boxes will have to be correctly identified with a number or letter on them.

DB SCHENKER will only handle completely filled boxes. The client will provide a packing list with the number of the boxes to be stored and/ or partially delivered. All partial deliveries on Saturdays, Sundays and holidays will have a 100% surcharge.

Delivery instructions will have to be received by DB SCHENKER no later than 18:00, of the day before. In other conditions, we will not be able to guarantee the service.

Material handling equipment & labour

In order to book these services, you should provide us: NAME OF EVENT, DATE, STARTING TIME (o'clock) AND LENGTH OF SERVICE.

Worker: the worker will go to the booth indicated by the exhibitor.

Equipment with driver: the forklift/others will be positioned at the closest gate to the client's booth in the contracted schedule. The equipment will be placed in the booth indicated by the exhibitor. The client has to provide the technical card index of the equipment to be handled; which must contain: dimensions, weight and a sketch where the binding points must be clearly shown. The full responsibility of the equipment and of the handling during the work belongs to the client.

Packing materials, ladders, trolleys and palletjack

Should be picked up and return back by the client directly from DB Schenker warehouse, Service Hall.

Forklift rental without driver

A copy of the driving license of the person who is going to drive the forklift must be provided to DB Schenker, along with a copy of the insurance contract and a letter proving the client's responsibility, attached to the offer. The documents must be stamped and signed by the forklift driver's company.

The client cannot sublet or lend partially or totally the equipment to another person. If this happens, the contract will be automatically cancelled between both parties and any additional cost will be charge to the client.

The equipment will be picked up and return back to the DB Schenker warehouse at the Services Hall, by the client, it will be completely filled with gas oil. 45€ will be charged for the consumption of gas oil minimum.

It need to be return back by client in the same conditions as it was delivered. DB Schenker personnel will check the status of the machine. If the forklift is not delivered in the same conditions, the additional costs for damages will be charged to the client.

SECTION 6 – ORDER FORMS

Please visit the Exhibitor Manual page on the [TTS2018.org website](http://TTS2018.org) to download any needed forms.