

SLAS Europe  
May 23 – 26, 2023  
Brussels Expo - Hall 3

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## SHIPPING GUIDELINES

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### SHIPPING



### FORKLIFT



### TRUCKING



### AIR CARGO



**All pre-alerts including a full set of document must be send to:**

Interflow Logistics Ltd.  
Tel: +353 (0) 1 6853845

**PROJECT MANAGERS:**

- |                   |  |                    |
|-------------------|--|--------------------|
| • Anderson Marisa | <a href="mailto:anderson.marisa@interflow.ie">anderson.marisa@interflow.ie</a> | +353 (0)87 2388185 |
| • Niall Thompson  | <a href="mailto:niall@interflow.ie">niall@interflow.ie</a>                     | +353 (0)86 3805000 |

## INTRODUCTION

Interflow Logistics are a full door to door service company and onsite logistics contractor. We are pleased to inform you of the services available and to provide guidance on how to dispatch your shipments to SLAS Europe 2023

There will be a loading schedule in place to ensure that all goods will be delivered to or from the stand within a set time frame. Exhibitors and stand builders should apply to Interflow for unloading slots prior to the event. Delays may occur for anyone attempting to deliver without a timeslot.

## 1. KEY DATES & ARRIVAL DEADLINES

<b>KEY DATES</b>	<b>Build up</b>	May 22 (10:00 – 18:00) Raw space only
	<b>Build up</b>	May 23 (10:00 – 18:00) Raw Space and Shell
	<b>Dismantling</b>	May 25 (18:30 – 22:30)
	<b>Dismantling</b>	May 26 (08:00 – 20:00)
	<b>Deadline for orders with Interflow</b>	May 1

<b>ARRIVAL DEADLINES</b>	<b>port/airport/terminal</b>	<b>goods must be received by</b>
Airfreight	BRUSSELS (BRU)	May 11
Truck warehouse	WAREHOUSE	May 16
Truck direct deliveries	VENUE	As per official build up time
Shipping documents	TO INTERFLOW	5 days before arrival of cargo

**GENERAL SHIPPING ADVICE:** All cargo must be suitably packed and prepared for shipping. Please use the pre-printed **SHIPPING LABELS** attached to this document (Page 6-8.) Please do not send any shipments to SLAS Europe 2023 without checking with our logistics team.



## 2. SHIPMENTS VIA WAREHOUSE BY ROAD OR AIR

If you prefer to deliver your material prior to the official set up days, you can dispatch your shipment to our local holding warehouse for us to receive cargo and transfer to venue & deliver to your stand at day and time of your requirement. Please view the official tariff for charges for this service. The warehouse delivery address is:

### WAREHOUSE

ZIEGLER Expo Logistics

c/o SLAS 2022 , Exhibitor's name: \_\_\_\_ / Hall:\_\_\_ + Booth:\_\_\_\_\_

Boechoutlaan, 107

1853 Strombeek-Bever

Belgium

Ph : +32.(0)2.475.45.41

### AIRFREIGHT (BRU AIRPORT)

ZIEGLER Expo Logistics

c/o SLAS 2022 , Exhibitor's name: \_\_\_\_ / Hall:\_\_\_ + Booth:\_\_\_\_\_

Boechoutlaan, 107

1853 Strombeek-Bever

Belgium

Ph : +32.(0)2.475.45.41

NOTIFY FOR AIRFREIGHT:

## 3. DIRECT TO VENUE DELIVERIES

We can offer you road transport services from your door by full truck loads or smaller shipments using standard or express service. If you arrange your own transport, then you MUST book unloading slots for any vehicles arriving at the venue. This is mandatory whether you use our handling services. Time slots will be allocated on a first-come, first-served basis, Stand size and location and method of unloading.

## 4. DOCUMENTS

- ✓ 1 copy of Commercial Invoice & Packing List
- ✓ 1 copy of Original B/L / AWB
- ✓ 1 copy of Insurance Policy (if insured)
- ✓ 1 copy of container / consolidation manifest
- ✓ 1 copy of sanitary certificate for food shipments



## 5. CUSTOMS

Please pay attention to the following points to complete your invoice as per Customs requirements: For temporary or final customs clearance, please provide the following documents (copies are needed in advance, along with your booking):

- ✓ Bill of Lading, AWB, Express Courier waybill or CMR
- ✓ Commercial or Proforma Invoice as well as Packing List and EORI number, power of attorney
- ✓ If applicable: Certificate of Origin, EUR.1, A.TR, Fumigation Certificate, DGR Cert

The Invoice has to contain following information:

- ✓ Name of the Exhibition, Location as well as Hall and Booth No.
- ✓ Shipper and Consignee Address
- ✓ Detailed description of the goods (incl. serial and model number/s)
- ✓ VERY IMPORTANT: Customs codes / H.S. numbers
- ✓ Value per every single item as well as total value
- ✓ Shipping term: DAP Hamburg
- ✓ Country of origin or manufacture
- ✓ Number of pieces, dimensions and weight
- ✓ Place, Date, Signature and Stamp
- ✓ Please categorise the goods

## 6. EMPTY CASE STORAGE

For public safety and security of exhibits the first 2 hours of the dismantle period will be dedicated to the return of the priority empty crates and tools by Interflow Logistics. During this period no other cargo, crates or equipment will be allowed inside the halls. If you need empty case storage please contact Interflow. An economy and priority empty case storage service is available.



## **7. PRIORITY EMPTY CASE STORAGE**

Priority storage will return to your stand within 2hrs of the official breakdown period. In most instances, a representative will call by your stand and discuss your requirements for storage. If, for any reason, no one visits you during the build-up period **please do not assume that empty cases, cartons or pallets will be taken away automatically**. Please visit our service desk, call one of our on-site representatives for empty case storage labels.

## **8. TRANSPORT INSURANCE:**

We urgently recommend to cover your consignments with 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 Italy and vice versa.

## **9. ON-SITE HANDLING TARIFF**

The official tariff is available on request. Unless freight is routed via one of our appointed agents, we will require payment off all charges, as advised by us, prior to the start of the exhibition. Personal or foreign cheques are not acceptable. Settlement can be made by either bank-transfer or MasterCard/VISA. Please make your order before May 8. After May 8 a 20% late booking fee will be applied.

## **10. GENERAL CONDITIONS**

All exhibitors, who intend to leave the exhibition site before the closing of the show and who leave their exhibits on the exhibition stand, do so at their own risk. Our responsibility ends with delivery of the consignment or empties to the exhibitor's stand or as close as possible, even if the exhibitor or his representative are not present. For return transport our responsibility begins with collection from the stand even if the transport documents were handed over to the forwarder before. For the period between delivery and collection at the booth, the exhibitor takes full responsibility for the exhibits. All business of Interflow Logistics Ltd. is transacted under the current edition of the Standard Trading Conditions of the Irish International Freight Association. A copy is available upon request.





All rates are subject to 23% VAT where applicable. Interflow will provide storage of shipments 10 days before and 10 days after the show. Long-term warehousing can be provided only upon specific agreement. The empty storage service is only intended for empty packing materials. Interflow will not be responsible for the damage or loss of any material and/or goods left inside. Above rates are for shipments handled in accordance with our shipping instruction and deadlines. Interflow are not responsible for goods left unattended at the stand at the closing of the event. Third party charges, demurrage, detention or storage charges, incurred for reasons beyond our control will be billed as per outlay + 10%. Issuing of various certificates (CITES, Phytosanitary, Sanitary, Fumigation) will be billed as per outlay + 10% (minimum charge EUR 25,00).



INTERNATIONAL EXHIBITION LOGISTICS ASSOCIATION



ADVANCE WAREHOUSE (COURIER, GROUPE & AIRFREIGHT SHIPMENTS)

# Advance warehouse

DELIVERY TO ADVANCE WAREHOUSE  
BY MAY 16, 2023

ADVANCE WAREHOUSE ADDRESS:



**ZIEGLER Expo Logistics**  
**Boechoutlaan, 107**  
**1853 Strombeek-Bever**  
**Belgium**  
 **+32.(0)2.475.45.41**

**SLAS Europe 2022**

Exhibitor \_\_\_\_\_ Stand# \_\_\_\_\_

Case # \_\_\_\_\_ of \_\_\_\_\_



INTERNATIONAL EXHIBITION LOGISTICS ASSOCIATION



**DIRECT TO VENUE DELIVERY (FULL TRUCKS ONLY)**

# Direct to Venue

**DELIVERY DATES DIRECT TO VENUE  
ON MAY 16, 2023**

**VENUE ADDRESS:**



**BRUSSELS EXPO  
HALL 3  
Pl. de Belgique 1, 1020 Bruxelles,  
Belgium  
☎ +32.(0)2.475.45.41**

**SLAS Europe 2023**

Exhibitor \_\_\_\_\_ Stand# \_\_\_\_\_

Case # \_\_\_\_\_ of \_\_\_\_\_



INTERNATIONAL EXHIBITION LOGISTICS ASSOCIATION





***YOUR LOGISTICS PARTNER FOR SLAS EUROPE 2023***

Interflow Logistics Ltd.  
Tel: +353 (0) 1 6853845  
Email: [niall@interflow.ie](mailto:niall@interflow.ie)



*We wish your company every success.*



INTERNATIONAL EXHIBITION LOGISTICS ASSOCIATION