



TARIFF AND SHIPPING INSTRUCTIONS

BOLOGNA CONGRESSI 2025

EXPOTRANS SPA

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CLICK [HERE](#) TO BOOK A LOGISTIC SERVICE

Applicable since January 2025

MOD. PRO-02.P13 rev. 4 del 15.10.2024

Cap. Soc. 1.000.000,00 i.v.
REA 710504 - Albo Spedizionieri RM 511
Reg. Imprese di Roma
VAT/C.F. ID: 03903121006



DOCUMENTS AND INSTRUCTIONS

DOCUMENTS:

The following documents must be sent to Expotrans at least **5 (five) working days** prior to the arrival of vessel / aircraft at Rome Airport or Genoa/La Spezia Seaports. Invoices and packing lists must be in Italian or in English.

3 copies 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

Please pay attention to the following points to complete your invoice as per Customs requirements:

Customs codes	Please make sure that your invoice has HIS or BTN numbers to identify the exact merchandise you are sending
Descriptions	Please use clear and detailed product descriptions to allow us to make a proper Customs entry
Serial numbers	Please indicate the serial numbers and model of your goods, if serial numbers are not available please include a picture of the items
Quantity	Please list the quantity of each item
Weight	Please list the weight and the content of each package
Values	Write fair market value to avoid a value adjustment by the Customs. Each invoice will have to show the following sentence "The value shown is true, real and is according to the market value"
Origin of the goods	Please indicate the proper Country of origin of the goods you are sending
CIF terms	Please indicate in your invoice that the goods are CIF or C&F, otherwise Customs, in order to determine the value of your goods, may add the transport charges to the declared value
Return after the fair	Please add the following declaration : "Invoiced goods are for display purposes only during the exhibition and will be re-exported at the end of the show"
Literature and give-aways	Such items must be listed on a separate invoice with individual values indicated and must be separately packed. Generally such items are subject to import duties

EXPOTRANS cannot make Customs entry on shipments where invoices indicate general descriptions such as "Exhibition goods" or "Stand-fitting materials" or "give-aways". Nor can EXPOTRANS make entry on invoices that indicate lump sum value only. In these instances, entry will be delayed until detailed invoices are received from the shipper.

Please send your pre-alert message with a copy of all documents, before dispatching the goods, to email addresses specified in the cover page.

Some commodities are subject to import restrictions by Italian Customs Regulation.

Tariffs do not apply to commodities such as : alcohol products, tobacco, foodstuff, plants and seeds, any item containing leather or animal parts, items supposed to get in touch with food or with human skin that are subject to Sanitary Authorization as well as certain electronic and communication equipment, textile, chemicals, medical, pharmaceutical products and weapons.

In any case before shipping the goods you will need to send us well in advance a detailed invoice showing kind of commodity you intend to ship so to have it checked and confirm feasibility of importation through our service. Do not send goods prior getting our confirmation.

Many items such as machinery, toy, optical equipments, etc. cannot be imported without a “conformity declaration” (CE trade mark). For more information please visit <http://ec.europa.eu/enterprise/newapproach/nando/>

Without providing the proper documentation the shipment will not be accepted and entry will not be authorized.

CONSIGNMENT INSTRUCTIONS

All documents such as the **Bill of Lading** and **Master Airway Bill** must show the consignee as below:

EXPOTRANS SPA Blocco 1A – Galleria A 201 CENTERGROSS – 40050 FUNO (BO) Tel : (39) 051864466	
NOTIFY:	
Exhibition Name	_____
Exhibitor Name	_____
Hall/Stand Number	_____

All documents such as **CMR** must show the consignee as indicated below:

Consignee for deliveries/pick up services to our advanced warehouse (before/after official move in/out dates):

EXPOTRANS SPA C/O Magazzini ELLECI Srl Via del Fonditore 2/7 – 40138 Bologna	
NOTIFY:	
Exhibition Name	_____
Exhibitor Name	_____
Hall/Stand Number	_____

Please note: All exhibition goods, dispatched either by seafreight or airfreight, shall be consigned “Freight Prepaid”.
A 10% outlay commission will be imposed on all “Freight Collect” consignments.

<u>CASE MARKINGS</u>	
For easy identification, all packages must be marked as follows:	
Name of Exhibitor	_____
Hall Number	_____
Stand Number	_____
Case Number	_____
Gross/Net Weight	_____
Dimensions	_____

UNATTENDED CARGO

Expotrans is not responsible for unattended cargo at the end of the show. In case of request by the show Organizer, unattended goods will be transferred to our warehouse and subject to additional transport and storage charges.

RETURN INSTRUCTIONS

All exhibitors must complete and sign the Return Shipping Instruction. Exhibitor should contact Expotrans staff to complete their disposal instructions before the end of the show.

In case of sale of the exhibition goods during event, Expotrans will not be responsible for any loss or damage.

ARRIVAL DEADLINES

	Port/Airport/Terminal	Goods must be received by
Ocean Freight FCL	Upon request	Upon request
Ocean Freight LCL	Upon request	Upon request
Airfreight	Bologna BLQ	7 working days before requested delivery date
Truck	Bologna advanced warehouse	3 working days before requested delivery date
Documents	<u>5 (five) working days</u> prior to the arrival of vessel, aircraft or trucks	

In case of shipments arriving directly at the fairground, the pre-alert must be sent at least three working days before the requested unloading date.

Otherwise will be applied an additional 30% surcharge on the inbound services.

LATE ARRIVAL SURCHARGE

For cargo arriving beyond deadlines, an additional **30%** handling surcharge will be added to cover the additional costs. EXPOTRANS will make all reasonable efforts to ensure the delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of the delivery date to the show site.

EARLY ARRIVAL SURCHARGE

An extra cost will be applied to shipments arriving at our warehouse more than 15 days before the delivery date, to be quantified ad hoc on the basis of volume and weight.

MISCELLANEOUS

INSURANCE

Handling is undertaken entirely at the owner's risk. While EXPOTRANS will do their utmost to ensure the safety of your goods we highly recommend that all exhibitors issue an "All Risk" insurance policy.

MANDATORY REGULATIONS ON WEIGHT VERIFICATION

Shipper shall provide Expotrans with the verified gross mass established as per SOLAS guidelines of each packed container (FCL) or each package of cargo (LCL) in accordance with the shipping deadlines established.

Expotrans will rely on the accuracy and timeliness of such gross mass information provided by the shipper and uses this to comply with its obligations to subcontractors in accordance with SOLAS. Shipper will indemnify Expotrans against any and all claims, cost or consequences as a result of or in connection with delayed, inaccurate or incomplete verified gross mass information provided.

CUSTOMS CLEARANCE

CUSTOMS BROKERAGE

To be applied upon each import (permanent, temporary), transit document and re-export operation, including 1 HS Code:

Customs clearance	€ 170,00 / operation
Application for temporary entry/conversion	€ 110,00 / Entry
Processing permit conversion fee	€ 170,00 / Permit (when possible)

Classification surcharge per HS Code (from the second HS Code)

HS Codes	€ 10,00 / Code / operation
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We will apply a fee of EUR 5,00 for each HS Codes not mentioned in invoice/packing list.

CUSTOMS INSPECTION

Documentary control	€ 90,00 / inspection
Goods inspection	€ 150,00 / inspection + terminal charges at cost + 10%

PERMANENT IMPORT REQUIREMENT / EORI CODE

At the end of the show, foreign goods can be imported only if sold to an EU buyer with a valid EORI code / Italian VAT.

Duties & VAT will be applied on all consumable / not re-exported items: on permanent entries to be billed as per customs receipt + 2% (Min. charge € 35,00).

Application of EORI number	€ 200,00 / EORI number
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BOND FEE

Bond Fee for the Temporary Import:

Bond Fee	1% upon C.I.F. value/min. € 170,00
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All these exhibition goods must be re-exported within 1 month from arrival date or must be permanently imported. Otherwise Customs duty/VAT and customs fine will be charged. VAT and duties will also be charged in case our re-export form (Transit Document) is not duly discharged at the Customs point of destination or at EU border/transit point. Furthermore, we reserve the right to request a cash deposit as guarantee.

ATA CARNET

Document deposit	€ 25,00 / DOCUMENT
Couriering of ATA CARNET	€ 75,00 / DOCUMENT

Below tariffs are valid for services performed during regular working days (Monday to Friday)

SEAFREIGHT

Upon request

AIRFREIGHT TARIFF

Shipments arriving Freight Prepaid at Bologna BLQ or Milan MXP airports: charges are based per each taxable 100 Kg. - Ratio weight / volume: 1 CBM=167 Kg. (same applies to export).

- ◆ Taking over consignment on arrival;
- ◆ Loading onto transport and delivery to exhibition site, during normal working days (Mon-Fri)
- ◆ Unloading and delivery to booth, incl. short term storage (max 5 days)

Handling of Documents	€ 120,00 / AWB / HAWB
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FROM BOLOGNA BLQ AIRPORT:

Up to 100 Kg	€ 430,00
From 101 to 1.000 Kg	€ 430,00 + € 90,00 / 100 Kg
Minimum charge:	100 kg / AWB / HAWB
Over 1.000 Kg	quotation upon request

FROM MILAN MXP AIRPORT:

Up to 100 Kg	€ 500,00
From 101 to 1.000 Kg	€ 500,00 + € 90,00 / 100 Kg
Minimum charge:	100 kg / AWB / HAWB
Over 1.000 Kg	quotation upon request

Not included:

- Third party charges, will be charged at cost + 10% - min. EUR 50,00
- Airport terminal taxes and storage
- For consolidated shipments, a documentation charge of EUR 75,00 / consignment
- Season's fuel surcharge will be applicable

ROADFREIGHT VIA ADVANCE WAREHOUSE

Shipments arriving Freight Prepaid at Bologna Advanced Warehouse (same applies to export)

- ◆ Taking over consignment on arrival
- ◆ Warehousing
- ◆ Loading onto transport and delivery to exhibition site
- ◆ Unloading and delivery to booth, during normal working days (Mon-Fri)

From 1 to 3 CBM	€ 80,00 / CBM
Over 3 CBM	Upon request
Minimum charge, under 1 CBM	€ 60,00 / shipment

Not included:

- Third party charges, will be charged at cost + 10% - min. EUR 50,00
- For consolidated shipments, a documentation charge of EUR 75,00 / consignment
- Season's fuel surcharge will be applicable

ADDITIONAL SEAFREIGHT / AIRFREIGHT HANDLING CHARGES

For **self-nominated freight** there will be handover fees as follow:

LCL shipment / Airfreight	€ 200,00 / shipment
FCL	€ 300,00 / Container

ON SITE TARIFF

1. Agency Fee (for shipments arriving directly to show site)	€ 15,00 / per way
2. Workers	€ 40,00 / hour (min. 2 hours unit)
3. Fork lift including operator Up to 3,5 Ton	€ 134,00 / hour (min. 1 hour)
Forklift can't work inside the halls – deliveries from ground to stand can be completed only with Workers + transpallet (point 2. + 5.)	
4. Pallet Jack (operator not included)	€ 20,00 / hour (min. 1 hour)
5. Collection, storage and redelivery of empty cases <i>Rate per cubic meter, no fraction</i>	€ 50,00 / cbm (min. 1 cbm)
6. Warehousing during the show	To be quoted upon request

Surcharges:

- Late booking surcharge (for services booked less than 24 hours in advance): 30%
- Services cancelled with less than 24 hours of advance, will be charged 50% of the tariff
- Overtime for points 2 and 3 will be surcharged as follow:

Monday/ Friday	18:00/24:00	+ 25%
Monday/ Friday, Saturday, Sunday and Public Holidays	24:00 / 08:00	+ 100%
Saturday	08:00 / 24:00	+ 50%
Sunday and Public Holydays	08:00 / 24:00	+ 100%

All services to be provided after 6:00 p.m. must be booked by email before 6:00 p.m. on the previous day.

GENERAL CONDITIONS

- ✓ Rates are applicable to single unit not exceeding the standard loading parameter per transport unit (air/sea CNTR + taut-liner truck).
- ✓ All rates are subject to 22% VAT, where applicable.
- ✓ The storage service can be provided only for exhibits and it is strictly related to the build up and break down periods. Long-term warehousing can be provided only upon specific agreement.
- ✓ The empty storage service is only intended for empty packing materials. Expotrans 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.
- ✓ Expotrans are not responsible for goods left unattended at the stand.
- ✓ All services must be paid before the end of the exhibition by credit card or bank transfer, unless otherwise agreed
- ✓ Expotrans are a certified agent of ENAC (the Italian Civil Aviation Authority) and are required to guarantee security checks on goods or mail in order to prevent any illicit introduction of arms, explosives and every other object that can interfere with the normal activity of the air traffic.
- ✓ Above rates do not apply to shipments of live animals, dangerous goods, perishable, valuables or any other kind of special cargo.
- ✓ 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, Phitosanitary, Sanitary, Fumigation) will be billed as per outlay + 10% (minimum charge EUR 50,00).
- ✓ For any legal dispute the competent forum is Rome.

Further services not included in the present Handling and Logistic Tariff will have to be agreed in advance