

The Largest Tea & Coffee Industry Fair in Europe



TEA & COFFEE
WORLD CUP *Europe*
Exhibition & Symposiums

*"Equipment, Machines,
Supplies & Services"*



SHIPPING INFORMATION

Seville, Spain

FIBES Exhibition Center

June 7–9, 2009



For more information visit:

www.tcworldcup.com/seville

Presented By:

TEA & COFFEE TEA & COFFEE JOURNAL tea&coffee 



SHIPPING INSTRUCTIONS

Tea & Coffee World Cup Europe 2009,

Sevilla / Spain

CONTACT:

Danzas Messen GmbH, Am Eifeltor 12, D-509997 Cologne / Germany

Ms. Melanie Reuter or Mrs. Sigrid Ziegler
melanie.reuter@dhl.com sigrid.ziegler@dhl.com
Phone +492213980218 phone: +492213980244

Fax: +49 221 3980220



Danzas Messen GmbH has been appointed by the organiser Lockwood Publications Inc. New York as the official & exclusive customs broker and on site handling agent for Tea & Coffee World Cup Europe 2009 in Sevilla / Spain.

This shipping manual will assist you in your preparation for the correct and on time dispatch of your exhibits to Sevilla. Please follow our instructions precisely.

Every exhibitor is allowed to arrange the transport of their equipment to the show by his own forwarder till the arrival of their shipment at the exhibition hall gate. If Danzas is not advised in advance about this matter, it will result in delays of the stand-delivery and possible extra charges.

Danzas Messen is looking forward to being of service to you and requests you to return the necessary documents in due time to allow a smooth planning of your exhibition movements.

Danzas Messen can arrange to quote and collect your cargo by air/road/sea from anywhere in the world, to offer you a door-stand service. You can leave all services up to our agents and they will ensure that your goods are transported by whatever means of transport, customs cleared and placed onto your stand during the build up period and returned back at the end of the event. Please return the order form as soon as possible.

The following instructions must be strictly followed in order to ensure timely delivery of cargo to your exhibition stand.

BUILD UP PERIOD	04. – 06.06.2009
DISMANTLING PERIOD	09.06. / 16.00 , 10.06.2009

AIRFREIGHT

DEADLINE for airfreight directly to **Sevilla (SVQ)** airport : latest by 26.05.2009

*****Please address MAWB only to our agent as mentioned below*****

Master airwaybill consignee: Transnatur, S.A.
 Fair: Tea & Coffee World Cup Europe 2009, Sevilla
 POL.IND. LOS LLANOS
 C/EXTREMADURA, NAVE 101/102
 E-41909- Salteras
 Tel. +34 95 563 4444
 Fax. +34 95 563 0163

Notify party: Danzas Messen Delegation
 For exhibitor Hall no.:.....Stand no.:.....

Please supply shipping details (AWB, proforma-invoices, packing list or ATA Carnet) to Danzas Messen Cologne directly after all documents have been issued by fax not less than 72 hours before shipment arrives at Sevilla airport.



ROADFREIGHT

DEADLINE FOR ARRIVAL OF GROUPAGE CARGO

28.05.2009

*****Please address CMR as follows: *****

Transnatur, S.A.
Fair: Tea & Coffee World Cup Europe 2009, Sevilla
POL.IND. LOS LLANOS
C/EXTREMADURA, NAVE 101/102
E-41909- Salteras
Tel. +34 95 563 4444
Fax. +34 95 563 0163

Notify :

Danzas Messen Delegation
For exhibitorHall.....booth-no.

TRUCKS ARRIVING DIRECTLY AT FAIRGROUND SEVILLA

*****Please address CMR as follows: *****

Transnatur S.A. / Danzas Messen GmbH
Exhibition: Tea & Coffee World Cup Europe 2009
Exhibitor.....hall no.....booth-no.....
FIBES Exhibition and Convention Center
Avenida Alcalde Luis Urunela 1
41020 Sevilla, Spain

Please supply shipping details (CMR – roadfreightwaybill, invoices, packing list or ATA Carnet) to DANZAS Messen Cologne directly after all documents have been issued by fax not less than 72 hours before shipment arrives at Sevilla fairground.



SEAFREIGHT

*****Please address B/L as follows: *****

Consignee: Transnatur, S.A.
 Fair: Tea & Coffee World Cup Europe 2009, Sevilla
 POL.IND. LOS LLANOS
 C/EXTREMADURA, NAVE 101/102
 E-41909- Salteras
 Tel. +34 95 563 4444
 Fax. +34 95 563 0163

Notify : Danzas Messen Delegation
 For exhibitor :.....Hall.....booth-no.....

DEADLINE FOR ARRIVAL OF FCL or LCL SHIPMENTS AT ALGECIRA PORT	22.05.2009
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Original documents should be sent to the above mentioned notify address not later than 10 Days before arrival of FCL / LCL Freight to Algecira Port.

Please supply shipping details (B/L, proforma-invoice, packing list or ATA Carnet) to Danzas Messen Cologne directly after all documents have been issued by fax.

We can offer a 2nd option for groupage cargo by road, airfreight and seafreight from our warehouse in Cologne / Germany

DEADLINE FOR ARRIVAL GROUPAGE CARGO BY ROAD	27.05.2009
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DEADLINE FOR ARRIVAL OF AIRFREIGHT AT COLOGNE(CGN) AIRPORT	27.05.2009
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DEADLINE FOR ARRIVAL OF FCL/LCL SHIPMENTS AT ANTWERP PORT	20.05.2009
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*****Please address B/L and AWB as follows: *****

Danzas Messen GmbH
 Am Eifeltor 12
 D-50997 Cologne / Germany
 Phone +49 221 39802 44
 Fax +49 221 39802 20
 Mail: Melanie.Reuter@dhl.com
Sigrid.Ziegler@dhl.com



*****Please send roadcargo to: *****

Danzas Messen GmbH
c/o Phoenix
Vorgebirgsstr. 18
D-50389 Wesseling
Contact: Sigrid Ziegler
Melanie Reuter

CUSTOMS FORMALITIES & DOCUMENTATION FOR GOODS ARRIVING FROM OVERSEAS

All customs formalities have to be done at the fairground.

During the exhibition, goods remain under Spanish customs control in temporary importation.

At the end of the show the goods can either be :

1. sent back to the shipper
2. definitively cleared through customs if they are sold in Spain with payment of duty and taxes

No goods can leave the fairground without carrying out one of those formal procedures.

REQUESTED DOCUMENTATION FOR CUSTOMS CLEARANCE

A) for temporary importation:

Commercial invoice in Spanish or English (3 Originals) + 2 copies or CARNET ATA

Showing description, product serial-number and model, number of units, unit value and total value

Remark: temporary importation – to be exhibited at “Tea & Coffee World Cup Europe 2009”, Seville

Consignee:

Yourself (exhibitor name)
Hallbooth-no.
Tea & Coffee Worldcup Europe 2009, Sevilla
c/o Transnatur , S.A.

Packing List (1 Original + 2 copies)

showing gross and net weight, goods value and contents of each package.

Certificate of origin (1 original + 1 copy)

Certificate depending on the kind of goods to be exhibited

Catalogue for machines and industrial products



B) for definite importation:

Commercial invoice in Spanish or English (3 Originals) + 2 copies

Showing description, number of units, unit value and total value

Consignee: Yourself (exhibitor name)
Hall booth-no.....
Tea & Coffee Worldcup Europe 2009, Sevilla
c/o Transnatur , S.A.

Packing List (1 Original + 2 copies)

showing, gross and net weight, goods value and contents of each package.

Certificate of origin (1 original + 1 copy)

Certificate depending on the kind of goods to be exhibited

IMPORT OF TEA & COFFEE

We will hand over information about import of tea and coffee with separate sheet

Please do not ship Tea & Coffee to Spain without our final confirmation.
Thank you to contact Danzas Messen before shipping.

GENERAL INFORMATION

Please supply shipping details to DANZAS Messen Cologne directly after all documents have been issued by fax + 49 221-39802-20 (copy CMR / B/L / AWB and invoices) unless details are supplied to us in advance it may not be possible or will cause problems and delays in clearing goods. Therefore we will not be able to guarantee delivery to the booth in time.

All site handling charges are payable in advance of the exhibition unless exhibitor makes use of one of our authorised agent. Please refer to the enclosed list of DANZAS agents.

For shipments arriving at the fairground without any pre-advice and not via our agents, the handling charges will be collected cash on site. In addition to cash payments we accept payments by VISA , MASTER and American Express.

DANZAS MESSEN wishes your company a successful exhibition in Sevilla

TEA AND WORLD CUP EUROPE 2009, SEVILLA
07th till 09th of June 2009



FORWARDING / LIFTING / STORAGE / CUSTOMS CLEARANCE

Company : _____
 Street : _____
 City/Country: _____
 Post-Code: _____
 Contact _____
 Tel / Fax : _____
 E-Mail: _____
 VAT-Ident No: _____
 Hall No.: _____ booth-no.
 contact at the booth _____ cell-phone

Please return order form latest by 11.05.2009 to :

Danzas Messen GmbH , Am Eifeltor 12, D- 50997 Cologne - Fax +49 221 3980220
 Melanie Reuter - phone +49 221 39802 18 - mail Melanie.Reuter@dhl.com
 Sigrid Ziegler - phone +49 221 39802 44 - mail Sigrid.Ziegler@dhl.com

OUR CARGO DETAILS :

MARKS	NO PIECES	PACKING	ITEMS	GROSS KG	MEASUREMENTS

MEANS OF TRANSPORT AIRFREIGHT ROADFREIGHT
 SEAFREIGHT
 TRANSPORT VIA via own forwarder via DHL / DANZAS
(for contact details of DHL/ DANZAS Agents in your country please kindly refer to the official agent list)

WE HAVE CHOSEN OUR OWN FORWARDER- THEIR CONTACT DETAILS ARE :

CUSTOMS CLEARANCE CARNET ATA TEMPOARY IMPORT
 INVOICE DEFINITIVE IMPORT

STANDDELIVERY DATE TIME

WE INTEND TO EXHIBIT TEA KGS
 WE INTEND TO EXHIBIT COFFEE KGS
 ARRIVAL OF OUR TRAILER IN SEVILLA FOR UNLOADING DATE / TIME
 ARRIVAL OF OUR TRAILER IN SEVILLA FOR RELOADING DATE / TIME

ESTIMATED VOLUME OF EMPTY STORAGE CBM

EXTRAS / REMARKS :

!!!!!! IF YOU HAVE APPONITED STANDFITTER OR OVERSEAS BRANCH IN CHARGE OF ORGANIZING YOUR PARTICIPATION PLEASE ADVISE THEIR CONTACT DETAILS !!!!!!



POS.	HANDLING, LIFTING, CUSTOMS TRANSIT FORMALITIES, INTERMEDIATE STORAGE	EURO
1	Customs Transit formalities at airport or Sevilla truck terminal including customs deposit and vice versa (excluding airline storage and taxes- if applicable will be billed as per outlay plus 10% disbursement fee)	80,00
2	Handling of freight arriving at Sevilla airport including transfer to Sevilla fairground, delivery to stand and vice versa Minimum charges Up to 300 kg per kg Up to 500 kg per kg Up to 1000 kg per kg + 1000 kg	245,00 1,50 1,30 1,15 On request
3	Handling of freight arriving at Sevilla warehouse including transfer to Sevilla fairground, Delivery to stand and vice versa Minimum charges Up to 5 cbm per cbm Up to 10 cbm per cbm + 15 cbm	215,00 70,00 60,00 On request
4	Unloading from free arrival Trailer , arriving at fairground Sevilla, directly to stand and vice versa minimum charges per cbm maximum charges	15,00 115,00 650,00
POS.	CUSTOMS CLEARANCE	
5	Definitive customs clearance per exhibitor including 1 customs tariff code number up to 300 Kg per declaration up to 1000 kg per declaration + 1.000 Kg per declaration Each additional customs code per code	125,00 135,00 155,00 13,50
6	Temporary customs clearance per exhibitor up to 300 Kg per declaration up to 1000 Kg per declaration + 1000 Kg per declaration	155,00 165,00 185,00
7	Temporary clearance for cargo with Carnet ATA Inbound clearance Outbound clearance	125,00 125,00
8	Bond Fee 2 % of CIF value Minimum charges	125,00
9	Clearance & Establishment of T Document & Guarantee (0,5% of goods value) Per document / minimum Per document / maximum	145,00 275,00
10	Customs inspection/ examination as per outlay plus 10% disbursement fee Minimum Duties and taxes/special fee as per outlay plus 10% disbursement fee	95,00
POS.	FORKLIFTS FOR MONTAGE/DEMONTAGE AT STAND, LABOUR FOR PACKING /UNPACKING ASSISTANCE AND EMPTY STORAGE	
11	Forklift up to 3 ton. Per hour/min.1 hour More than 3 ton up to 5 ton. Per hour/min.2 hour	85,00 95,00
12	Labour per hour / min.4 hour	55,00
13	Collection of empty storage from booth, storage and re-delivery to stand after the show Per cbm/min. 3 cbm	60,00
14	Agency Fees Inbound Agency Fees Outbound	75,00 75,00
Pos.	Surcharges - Add to Items:	
15	Working days Monday-Friday 18.00 – 20.00	50%
16	Working days Monday- Friday 20.00 – 07.00	100%
17	Week End & National Holidays	100%
Pos.	Please remember to give us your VAT-Ident. Number on our order form!	
18	Charges are subject to local rate of VAT. Please supply your VAT-Ident. Number on our order form. All charges for return shipments are according to above Tariff excluding handling of empties. Any other services not covered by this tariff will be charged according to our expenses or by agreement.	



Danzas Messen GmbH

LIST OF APPOINTED FAIR-FORWARDING AGENTS

MAIN-COORDINATING-OFFICE : Danzas Messen GmbH, Am Eifeltor 12, D-50997 Cologne / Germany
Phone: +49 221 3980244 / Fax: +49 221 3980220 / Melanie Reuter/Sigrid Ziegler/ e-mail: melanie.reuter@dhl.com
Sigrid.ziegler@dhl.com

ARGENTINA : Hobbit Worldwide Logistics S.A. / Avda. Julio A. Roca 710 – 7th floor / C1067ABP Buenos Aires
Phone: 0054/11/5128 0248 / Fax: 0054/11/4331 4009 / Mr. Edmundo Tombeur / e-mail: etombeur@hobbit.com.ar

BELGIUM / NETHERLANDS / LUXEMBURG :
Danzas Messen GmbH, Am Eifeltor 12, D-50997 Cologne / Germany Phone: +49 221 39802 44 / Fax: +49 221 3980220
Melanie Reuter/Sigrid Ziegler/Reinier Vens e-mail: melanie.reuter@dhl.com, Sigrid.ziegler@dhl.com, reinier.vens@dhl.com

CHINA Hua Hui International Transportation (Beijing) Co., Ltd. Exhibition Department Rm. 12A03, South Building,
Feng Ge Ya Yuan, No. 8 Wang Jing Nan Hu Nan Lu, Chaoyang District, Beijing, China Tel: 86 10 6475 9369
Fax: 86 10 6475 9321 / Laura Liu – mail: laura.liu@huahuixh.com

CZECH REPUBLIC : DHL Express (Czech Republic)s.r.o. - Trade Fairs and Events, Podebradska 28 - aréal Finart
19000 Praha 9 - phone +420-2663 11173 mail: dagmar.simkova@dhl.com

DENMARK: BLUE WATER SHIPPING A.S. / Tvaerkaj 2, Trafikhavnen / DK-6700 Esbjerg
Phone: 0045/7913 4188 / Fax: 0045/7913 4677 / Mr. Klaus Bindsboell Petersen / e-mail: kbindesboell@bws.dk

FRANCE : DHL Trade Fairs & Events "France" / Batiment des Transitaires / Parc des Expositions Paris Nord II Villepinte /
F-95976 Roissy CDG / Phone: 0033/1/48633270 / Fax: 0033/1/48633274 / Mr. Gerard Guenard / e-mail: guerard.guenard@dhl.com

INDIA : SIDDHARTHA LOGISTICS CO. PVT. LTD. 1 & 2, SUSHIL, 30, TARUN BHARAT SOCIETY, CHAKALA, ANDHERI (E),
MUMBAI - 400 099 TEL # : +91-22-28352309 / 10, 28312343 / 44 FAX # : +91-22-28216407 / Sudhir Dhavan
e-mail: sudhir@siddharthalogistics.com

INDONESIA: PT. Rogers Karya Gelar, Jl. Gunung Sari Raya No. 60-62, Blok B no. 2, Jakarta Pusat
Phone : +6221 4205430 / 4209204 , Fax; + 6221 4205453 / Yunni - e-mail: rogerskg@indosat.net.id

ITALY : DHL Express (Italy) s.r.l. / Trade Fairs & Events / via E. Torricelli 49 / I-37136 Verona (VR)
Phone: 0039/045/9217220 / Fax: 0039/045/9217210 / Mr. Lars Felix Ladrak / e-mail: lars.ladrak@dhl.com

KOREA: Mirim E & F Corp.; 3F., Gunho B/D., 166-7, Samsung-dong, Gangnam-gu, Seoul, Korea, phone + 82-2-569-7711
Fax : 82-2-567-8460 / Seon Seon Jeon Jin-Ik - E-mail : seon@mirimnf.com

RUSSIA: Danzas Messen GmbH Crocus Expo - Crocus City, 65-66 MKAD Krasnogorsk City, 143400, Moscow, phone +7
495 7272568, fax: +7 495 7272569; Olga Sakharova, mail: osakharova@danzas-messen.ru

SOUTH AFRICA: ef Exhibition Freightling G.S.M., P.O. Box 60316 Table View, South Africa 7439, phone +27 21 552 7248
Fax: +27 21 552 2349 / John Douglas / e-mail ef-gsm@iafrica.com

SPAIN : DHL Express Barcelona Spain S.L. / Z.A.L / C/Antartic, 12 - 20 / E-08040 Barcelona
Phone: 0034/93/2982838 / Fax: 0034/93/2982817 / Mr. Mickael Cerrone / e-mail : mickael.cerrone@dhl.com

SWITZERLAND : DHL Express (Schweiz) AG / Trade Fairs & Events / Heldastrasse 66 / CH-9471 Buchs/SG
Phone: 0041/81/755 1335 / Fax: 0041/81/755 1413 / Mr. Mathias Schatzmann / e-mail: mathias.schatzmann@dhl.com

THAILAND: Elite Transportation Services, 102, 3rd Floor, Soj. Sukhumvit 26, Sukhumvit Rd. Klongton, Kongtoey, Bangkok
10110 Thailand, phone: +66 22582991, fax +66 22585990

UNITED KINGDOM : YES - Yorkshire Exhibition Services / Unit 17 & 21 / Second Exhibition Avenue / NEC / Birmingham B40 1PJ
Phone: 0044/121/782 4626 / Fax: 0044/121/7824680 / Mr. Horst Fröhling / e-mail: horst@yes-exh.com

USA: Lupprian's Cargo Express Inc., 700 Nicholas Suite 401, Elk Grove Village IL 60007 Tel: 847-437-1133
Fax: 847-437-1155/ Bryan Gorak/Wolfgang Hauser Email: lce@lceinc.com