



MADRID, SPAIN  
25-27 SEPTEMBER 2018

# 2018 Global SOF Symposium

## September 25-27, 2018

### Exhibitor Kit

Madrid Marriott Auditorium Hotel &  
Conference Center  
Madrid, Spain

Information included:

- Exhibit hall hours
- Booth details
- Electric//AV//Internet information
- Shipping details
-



# MADRID, SPAIN

## 25-27 SEPTEMBER 2018

### Exhibit Hall Hours:

#### **Tuesday, September 25**

1200-1730 Exhibitor Move-in  
1800-2000 Icebreaker Reception

#### **Wednesday, September 26**

1100-1145 Coffee Break in Exhibit Hall  
1300-1430 Networking Lunch  
1600-1800 Evening Reception in Exhibit Hall

#### **Thursday, September 27**

1130-1200 Networking Break in Exhibit Hall  
1245-1400 Networking Lunch  
1400-1600 Exhibitor Move-out/Breakdown

### Exhibitor Booth Details

#### **All modular booths include:**

- 1 counter with shelf
- 1 Stool
- 1 Meeting table
- 2 Chairs
- 2 Lighting service with 1 outlet 1 Wastebasket

#### **All design kiosks include:**

- 1 Background customized
- 1 Counter
- 2 Stools
- 1 TV screen 42"
- 1 Lighting point
- 1 Power outlet

If additional furniture is required, please contact Exposystem at [international@exposistem.com](mailto:international@exposistem.com). Orders must be placed by September 18, 2018.

### Electric/Internet/AV Needs

**Electric-** All booths will be supplied with standard electric. If you have specific electric needs please email [international@exposistem.com](mailto:international@exposistem.com). Orders must be placed prior to September 14, 2018.

**Internet and AV-** If you require internet or have AV needs at your booth, please contact the Marriott to place your order at [it.department@hotelauditorium.com](mailto:it.department@hotelauditorium.com) (CC [lupe.pozuelo@hotelauditorium.com](mailto:lupe.pozuelo@hotelauditorium.com)) and include "GLOBAL SOF" in the subject line. Orders must be placed prior to September 14, 2018.



# MADRID, SPAIN

## 25-27 SEPTEMBER 2018

### Shipping:

We highly recommend that you hand carry your booth materials to avoid hold-ups at customs. However, if you plan to ship items there are two options:

#### **Resa Expo Logistics Shipping Services-**

Resa Expo Logistics is a third party shipping service that will accept your shipment and will handle the custom formalities, avoiding delays. They will then forward the shipment to the Madrid Marriott Auditorium Hotel and Conference Center.

The forms on the following pages detail the process and include the prices and should be used if you ship through Resa. **You MUST contact them prior to the shipping.** Please contact them directly with any questions you have.

Bárbara Helguero Tel: +34 91 669 40 79 | +34 672 140 081 or at [bhelguero@resaexpo.com](mailto:bhelguero@resaexpo.com) |

[www.resaexpo.com](http://www.resaexpo.com)

#### **Ship directly to the Madrid Marriott-**

If you prefer to ship directly to the conference venue, all materials should be shipped to the Madrid Marriott Auditorium Hotel & Conference Center and arrive between September 21-24th. Please note that there could be delays due to custom handling.

Event- Sept 25-27 Global SOF Symposium *Exhibitor Co. Name/Booth #*  
Madrid Marriott Auditorium Hotel & Conference Center  
Avenida de Aragon No 400, Madrid 28022 Spain

**IMPORTANT:** If you plan to ship to the hotel, please contact Lupe Pozuelo at [lupe.pozuelo@hotelauditorium.com](mailto:lupe.pozuelo@hotelauditorium.com) (Tel: +34 91 400 44 75) in advance of the shipment to provide the dimensions and weight of your shipment to ensure it can be received by the venue.

## SHIPPING MANUAL EVENTS IN MADRID

Dear customer,

Resa is the appointed freight forwarder and handling contractor for the mentioned event. Our company offers the following services:

- Offloading and reloading of vehicles onsite
- Deliveries and collections to / from booth
- Intermediate warehousing
- Collection, storage & redelivery of empty crates
- Customs formalities
- Collections from port / airport
- International transport (sea, road, air, express)
- Equipment and manpower supply
- Courier receipt and delivery
- Insurance
- Any other services related to logistics for trade shows and events

Please read carefully the following information, if you have any questions please contact us:

**Bárbara Helguero**

bhelguero@resaexpo.com

Direct Tel.: +34 91 669 40 79

**Jorge Reina**

operations@resaexpo.com

Direct Tel.: +34932334111



## 1. SHIPPING INSTRUCTIONS

### ARRIVAL DEADLINES:

Please remind the following arrival deadlines, according to each type of shipment:

|                        |   |
|------------------------|---|
| Roadfreight & Courier: | Arrival to Resa Warehouse 3 working days before required delivery to stand.       |
| Airfreight:            | Arrival to destination Airport 3 working days before required delivery to stand.  |
| Seafreight FCL:        | Arrival to destination Seaport 10 working days before required delivery to stand. |
| Seafreight LCL:        | Arrival to destination 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 Resa.

### SHIP TO:

Please address your shipments as follows:

RESA EXPO LOGISTICS/ EYGER- Event name

For: Exhibitor name

C/ Eduardo Torroja 22- Nave 10

28823 Coslada – Madrid

For airfreight and seafreight shipments, please note destination air-/seaport as follow:

**Destination airport: Madrid**

**Destination seaport: Valencia**

### LABELLING OF BOXES:

Please label each package/pallet individually and also number each packages/pallet (1 of...Total / 2 of...Total /etc.). If your goods are **Bag Inserts, or goods for the organizer** please state this clearly on the boxes. Please use the enclosed label template.

### IMPORTANT INFORMATION:

All shipments should be sent on conditions DDP or freight prepaid up to arrival at destination (all charges paid by sender). Please read carefully more detailed information about courier shipments (point 2) and requirements of Spanish Customs for import clearances (point 3).

### SHIPPING DOCUMENTATION:

Please send the following documents to Resa (see contact details), BEFORE your shipment arrives to destination:

- Service Order Form as per enclosed file
- Proforma Invoice for non-EU shipments (from outside the European Union)



## 2. COURIER SHIPMENTS

### **IMPORTANT INFORMATION:**

The exhibition hall is not a permanent warehouse and therefore courier deliveries will be refused, unless the shipment is delivered during the tenancy period and the customer is present at the booth, in order to receive the parcels from his Transport Company and sign off the delivery outlay.

We strongly recommend sending your courier to the warehouse delivery address. It has an additional cost but by doing so you make sure that your items arrive safely and on time to the event.

No liability is accepted for couriers sent directly to the stand.

### **TRACK & TRACE NUMBER:**

We recommend having the tracking number (assigned by the courier company) on hand at the exhibition. This will make it easier to locate your shipment.

### **SPANISH CUSTOMS FORMALITIES (FOR NON-EU SHIPMENTS):**

Courier shipments above a certain weight (approx. 10 Kgs) and value (40 USD) cannot be cleared automatically by the courier companies and do require a Spanish importer of record. Resa will act as importer if required by providing our VAT registration number to customs (this service is chargeable; please see point 7 of our tariff).

Shipments must be accompanied by a proforma invoice with a description of the shipped items. Also bear in mind that some products are restricted by customs and cannot be shipped to the event, such as foodstuff, beverage, medicines, cosmetics, live animals or plants, pharmaceutical products and protected species

If any doubts please ask us before shipping.



### 3. CUSTOMS CLEARANCE INFORMATION

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

#### **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 permanent 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).

#### **TEMPORARY ENTRIES:**

Goods returning to origin after the show must be processed through a temporary entry at customs, in order to avoid the payment of duties and taxes.

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 and any sale operation must be reported to Spanish Customs Authorities, otherwise heavy penalties might incur. Please contact Resa in case you may sell any temporary goods.

**Temporary & permanent materials must be packed separately, in different boxes.**

#### **PROFORMA INVOICE:**

The combined Invoice/Packing List 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 customs code number (Brussels nomenclature), total number of boxes/pallets, weight and sizes. All items must have a declared value, which must be approved by Spanish Customs.

Enclosed a proforma template for your guidance.

#### **RESTRICTED PRODUCTS:**

The following products are restricted by Spanish Customs and cannot be shipped to the event in any case: foodstuff, beverage, medicines, cosmetics, live animals or plants, pharmaceutical products, protected species. Do not include any of these items to avoid having your shipment stuck at customs! Textiles products are restricted depending on the country of origin. Please ask us before shipping.



## 4. PAYMENT & BASIC CONDITIONS OF CONTRACT

### PAYMENT:

Our invoices will be due immediately after issuance without any further notice. Unless other terms are agreed, our expenses shall be settled before the event starts or before the return transportation after the show

### Please note the following accepted methods of payment:

- **Bank Transfer:** Please note our bank details as follows:

#### Resa Expo Logistic account details

BANC SABADELL

Avenida Madrid, 188

08028 Barcelona

Account Internacional: ES17 0081 0557 1900 0102 9711

IBAN Internacional: ES17 0081 0557 1900 0102 9711

SWIFT Internacional: BSABESBB

We must receive the payment in full amount, the bank fees for the transfer are payable by the sender.

Please provide a copy of the transfer statement.

- **Credit Card:** we accept VISA, Mastercard and American Express
- **Cash:** all major currencies accepted

### BASIC CONDITIONS OF CONTRACT:

All work undertaken is subject to the Resa insurance terms and conditions. The liability of Resa for the transportation is determined by the national or international insurance regulation applicable to the contracted transport. The liability insurance of Resa for storage and handling covers a maximum of 10 Euros per Kg. (Gross weight of damaged or lost goods) and per incident.

The liability of RESA 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 this collected from the stand by RESA.

We strongly recommend all exhibitors to arrange insurance coverage including transit to and from the exhibition, whilst on display and in storage. Please note that Resa does not insure automatically unless asked to do so in writing. Resa is not liable for any losses, theft or pilferage.



## 5. FURTHER INFORMATION

**Worldwide Network:**

Our recommended agent in your country is specialized in exhibition freight forwarding, offering you professional advice on the preparation of your shipment. Through the “Door to stand” service, you will get an all-in package that covers all the steps from your country of origin to the venue and vice-versa, until your items are returned back after the event. The list of our agents worldwide is available on request.

Important notice: please always send your goods on conditions prepaid (paid by sender) up to destination. Shipments arriving with freight charges to be paid by the destination party (Resa) will be refused, unless we are given clear instructions to take care of charges on your behalf.

|   |                   |  |
|---|-------------------|--|
| EXHIBITION NAME   |                   |  |
| EXHIBITS TO MY BOOTH  |                   |  |
| SHIPMENT FOR ORGANISER:   |                   |  |
| Bag Insert  | Publication Press | Other                                      |
| EXHIBITOR / SPONSOR NAME  |                   |  |
| BOOTH No.   | HALL No.          | CONTACT PERSON ON STAND &<br>CELLPHONE NR. |
| CASE NUMBER   |                   |  |
| <b>OF</b>   |                   |  |
| DELIVERY ADDRESS FOR:   |                   |  |
| RESA EXPO LOGISTICS/ EYGER<br>C/ Eduardo Torroja 22 - Nave 10<br>28823 Coslada – Madrid |                   |  |
| NOTIFY: RESA EXPO LOGISTICS<br>TEL +34 91 669 40 79                                     |                   |  |

EXHIBITION MATERIAL  
**DO NOT DELAY**

## FORWARDING TARIFF 2018 MARRIOTT HOTEL, MADRID

The following rates apply for shows held at the above mentioned venue during 2018. Validity until 31 December 2018.

HANDLING OF SHIPMENTS

| <b>1. ROADFREIGHT &amp; COURIER VIA RESA WAREHOUSE MADRID</b> | Rate per unit | Type of unit | Minimum units |
|---|---------------|--------------|---------------|
| 1cbm = 300.-Kg -- Rounding up to complete cbm                 |               |              |               |
| Roadfreight shipments & couriers up to 50 kg or 0,17 cbm      |               |              |               |
| Reception at warehouse, storage and delivery to stand         | 95,00 €       | shipment     | 1             |
| Service fee per shipment on inbound / outbound                | 50,00 €       | way          | 1             |
| Roadfreight shipments & couriers above 50 kg or 0,17 cbm      |               |              |               |
| Reception at warehouse, storage and delivery to stand         | 45,00 €       | cbm          | 3             |
| Service fee per shipment on inbound / outbound                | 50,00 €       | way          | 1             |
| Additional delivery during the event                          | 150,00 €      | delivery     | 1             |

| <b>2. AIRFREIGHT SHIPMENTS MADRID AIRPORT</b>  | Rate per unit | Type of unit | Minimum units |
|--|---------------|--------------|---------------|
| 1cbm = 167.-Kg   |               |              |               |
| Third party charges like storage, airline, courier or agent fees to be invoiced +10% |               |              |               |
| Transfer from airport/courier facilities to Resa whse + delivered to stand           | 1,15 €        | kg.          | 250           |
| Service fee per shipment on inbound / outbound                                       | 50,00 €       | way          | 1             |

| <b>3. SEAFREIGHT SHIPMENTS VALENCIA PORT</b>                                | Rate per unit | Type of unit | Minimum units |
|---|---------------|--------------|---------------|
| 1cbm = 1000.-Kg -- rounding up to complete cbms                             |               |              |               |
| Palletized goods handled with 3ton forklift only.                           |               |              |               |
| Third party charges like storage, sealine or agent fees to be invoiced +10% |               |              |               |
| Grounding of container not included   |               |              |               |
| LCL transfer from Valencia port up to Resa whse and delivered to stand      | 130,00 €      | cbm          | 2             |
| Service fee per shipment on inbound / outbound                              | 50,00 €       | way          | 1             |

| <b>4. DIRECT VEHICLE TO VENUE</b>  | Rate per unit | Type of unit | Minimum units |
|--|---------------|--------------|---------------|
| Direct unloading from truck to stand - intermediate storage not included     |               |              |               |
| LDM: Meters in length occupied on truck. Height and width are not considered |               |              |               |

**Please ask us before shipping, direct deliveries are restricted**

## SERVICE ORDER FORM

Please complete and sign this form and forward it to: [bhelguero@resaexpo.com](mailto:bhelguero@resaexpo.com)

|  |                        |
|--|------------------------|
| Event name:                                | Exhibiting company:    |
| Standfitting company<br>(when applicable): | Hall and Stand number: |
| Contact person on stand:                   | Cell Phone nr:         |

|                          |   |                                       |  |   |
|--------------------------|---|---------------------------------------|--|---|
| <b>Type of Shipment:</b> | Exhibition material: <input type="checkbox"/> | Bag inserts: <input type="checkbox"/> | Organiser material: <input type="checkbox"/> | Standfitting material: <input type="checkbox"/> |
|--------------------------|---|---------------------------------------|--|---|

### SHIPMENT DETAILS:

|            |         |     |         |    |
|------------|---------|-----|---------|----|
| Nº of pcs. | Weight: | kg. | Volume: | m3 |
|------------|---------|-----|---------|----|

|                         |                            |
|-------------------------|----------------------------|
| Transport company:      | Tracking number:           |
| Origin:                 | Arrival date at warehouse: |
| Delivery date on stand: | Delivery time on stand:    |

|   |  |
|---|--|
| Return services: Yes <input type="checkbox"/> No <input type="checkbox"/> | Tick on the return and we will visit you at the stand to collect instructions. |
| Other remarks and comments:   |  |

### INVOICING DETAILS & CREDIT CARD AUTHORISATION:

|                                    |           |          |
|------------------------------------|-----------|----------|
| Company Name (billing party):      |           |          |
| Address:                           |           |          |
| City:                              | Zip Code: | Country: |
| VAT Nr. (only European companies): |           |          |
| Telephone:                         | Fax:      |          |
| Email:                             |           |          |

|                  |                               |                               |                                     |
|------------------|-------------------------------|-------------------------------|-------------------------------------|
| Cards typed :    | Visa <input type="checkbox"/> | Amex <input type="checkbox"/> | Mastercard <input type="checkbox"/> |
| Card number:     | Expiry date:                  |                               |                                     |
| Cardholder name: |                               |                               |                                     |

I certify that all information is complete and accurate. I hereby authorize Resa to collect payment for all charges as indicated in the official tariff of the event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

Signature .....

ON SITE HANDLING &  
STORAGE

| <b>5. RENTAL OF EQUIPMENT &amp; LABOUR</b>            |  | Rate per unit | Type of unit | Minimum units |
|---|--|---------------|--------------|---------------|
| Each started hour will be rounded up to complete hour |  |               |              |               |
| Worker  |  | 35,00 €       | hours        | 4             |
| Packer / Foreman                                      |  | 50,00 €       | hours        | 4             |
| * Other equipment available on request                |  |               |              |               |

| <b>6. STORAGE OF EMPTIES AND FULL GOODS</b>                |  | Rate per unit | Type of unit | Minimum units |
|--|--|---------------|--------------|---------------|
| Rounding up to complete cbms                               |  |               |              |               |
| Collection, storage and re-delivery of empties to stand    |  | 45,00 €       | cbm          | 3             |
| Collection, storage and re-delivery of full goods to stand |  | 65,00 €       | cbm          | 2             |

CUSTOMS

| <b>7. CUSTOMS FORMALITIES</b>   |  | Rate per unit                | Type of unit |
|---|--|------------------------------|--------------|
| Only for Non – EU shipments   |  |                              |              |
| <b>Temporary import clearance (for exhibition material)</b>   |  |                              |              |
| ATA carnet import clearance   |  | 140,00 €                     | document     |
| ATA carnet export clearance   |  | 140,00 €                     | document     |
| Temporary import clearance on proforma invoice  |  | 175,00 €                     | entry        |
| Reexport clearance on proforma invoice  |  | 175,00 €                     | entry        |
| Customs bond fee on goods value   |  | 1,5% of value (min. 150,00€) |              |
| <b>*This venue does not have a free bond status, we strongly recommend the use of ATA carnet for temporary import entries</b> |  |                              |              |

| <b>Permanent import clearance (only for consumables such as brochures, give aways, etc.)</b> |  |       |
|--|--|-------|
| Permanent import on proforma invoice up to 12.000,00.-€                                      | 140,00 €                                       | entry |
| Permanent import on proforma invoice up to 18.000,00.-€                                      | 265,00 €                                       | entry |
| Permanent import on proforma invoice up to 24.000,00.-€                                      | 295,00 €                                       | entry |
| Permanent import on proforma invoice up to 36.000,00.-€                                      | 365,00 €                                       | entry |
| Duties and taxes   | As per outlays + 10% advance fee (min 30,00 €) |       |
| Use of Resa import tax registration number   | 85,00 €  | entry |
| Export customs clearance on proforma invoice   | 140,00 €                                       | entry |

| <b>8. ADDITIONAL CHARGES</b>   | Rate per unit | Type of unit |
|--|---------------|--------------|
| Customs inspections, if any  | 175,00 €      | inspection   |
| Quality inspection (SOIVRE)  | 85,00 €       | inspection   |
| Handover of import/export shipping documents                           | 80,00 €       | document     |
| EU Courier Export processing fee                                       | 50,00 €       | document     |
| Non EU Courier Export processing fee                                   | 85,00 €       | document     |
| Surcharge for late arrivals (out of official deadlines)                | 30% on tariff |              |
| Extra charges for express deliveries (delivery on same day of arrival) | 150,00 €      | way          |

| <b>9. SURCHARGES</b>                              |     |
|---|-----|
| To be applied on sections: 1 to 5 and if marked * |     |
| Overnight (20-8h)                                 | 50% |
| Saturdays   | 50% |
| Sundays / Public holidays                         | 50% |

| <b>10. RETURN CHARGES</b> |
|---------------------------|
| Same as sections 1 to 9   |

| <b>EXCLUDED</b>                                       |
|---|
| · VAT (ONLY applicable to Spanish companies)          |
| · Comprehensive insurance (available on request)      |
| · Any other services required and not mentioned above |

### **RESA INSURANCE CONDITIONS**

The liability of Resa storage and handling covers a maximum of 10 euros per kg. (gross weight of damaged or lost goods), per incident. For transportation (sea, air, road) the mandatory liability insurance for international / national transport applies. A complete set of Resa's insurance conditions is available on request.