

# TNC15 ALFÂNDEGA DO PORTO

## HANDLING TARIFF AND SHIPPING MANUAL 2015



***For information please contact:***

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## 1. DOCUMENTS:

### For EU shipments:

The following documents must be sent to Spedycargo at least **3 (three) working days** prior to the arrival of truck at the showsite / warehouse. Invoices and packing lists must be in Portuguese or English.

- ✓ 1 copy of Commercial Invoice & Packing List
- ✓ 1 copy of CMR
- ✓ 1 copy of Insurance Policy (if insured)

### For extra EU shipments:

The following documents must be sent to Spedycargo at least **5 (five) working days** prior to the arrival of vessel / aircraft at airport or seaports. Invoices and packing lists must be in Portuguese or English.

- ✓ 3 copies of Commercial Invoice & Packing List
- ✓ 1 copy of Original B/L / AWB (+ 1 copy)
- ✓ 1 copy of Insurance Policy (if insured)
- ✓ 1 copy of container / consolidation manifest

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

- a. Customs codes – Please make sure that your invoice has HS CODE numbers to identify the exact merchandise you are sending;
- b. Descriptions – Please use clear and detailed product descriptions to allow us to make a proper Customs entry;
- c. 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;
- d. Quantity – Please list the quantity of each item;
- e. Weight – Please list the weight and the content of each package / case;
- f. Values – Use values that represent fair market value to avoid a possible 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”;
- g. Origin of the goods – Please indicate the proper country of origin of the goods you are sending;
- h. 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;
- i. Goods to be returned after the fair – Please add the following declaration: “Invoiced goods are for display purposes only during the name of exhibition and will be re-exported at the end of the show”;
- j. 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;

SPEDYCARGO cannot make Customs entry on shipments where invoices indicate general descriptions such as "Exhibition goods" or "Stand-fitting materials" or "give-aways". Nor can SPEDYCARGO 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, by email or by telefax nr. +351 229 964 962.**

Some commodities are subject to import restrictions by Portuguese Customs Regulation. Here below you can find a list of the most common items requiring additional documentation, permits or licenses before importation will be allowed. Alcohol products, tobacco, foodstuff, plants and seeds, any item containing leather or animal parts, certain electronic and communication equipments, textile, chemicals, pharmaceutical products, weapons, ammunition and "defense" related items may require additional documentation.

Operational high-tech exhibits for defense purposes including softwares suitable for military applications cannot be imported without a license released by the Portuguese Ministry of Defense.

Many items such as machinery, toys, optical equipments, etc. cannot be imported without a "conformity declaration" (CE trade mark).

Be very careful in shipping foodstuff because the importation must be authorized by the Health Ministry both in Portugal and in the sender's Country. Without providing the proper documentation the entry will not be authorized.

## 2. CONSIGNMENT INSTRUCTIONS:

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

### 2.1 Consignee for delivery to our warehouse:

Spedycargo, Transitários, S.A.  
C/O TERENA NET WORKING CONFERENCE 2015  
Via Central de Milheirós, 726  
Milheirós  
4475-330 Maia, Portugal  
Tel: (+351) 229 993 650 (Helder Lobo)

#### NOTIFY:

Exhibition Name \_\_\_\_\_  
Exhibitor Name \_\_\_\_\_  
Hall / Stand Number \_\_\_\_\_

## 3. CASE MARKINGS:

For easy identification, all packages must be marked as follows:

Name of Exhibitor \_\_\_\_\_  
Hall Number \_\_\_\_\_  
Stand Number \_\_\_\_\_  
Case Number \_\_\_\_\_  
Gross/Net Weight \_\_\_\_\_  
Dimensions \_\_\_\_\_

#### 4. INSURANCE:

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

# FREIGHT AND LOGISTIC TARIFF

## 1. CUSTOMS CLEARANCE:

### 1.1 CUSTOMS BROKERAGE:

To be applied upon transit from port / airport / truck terminal of arrival to warehouse and for temporary or permanent import & re-export according to the invoiced value:

INVOICED F.O.B. VALUE	PERMANENT ENTRY AND TRANSIT	TEMPORARY ENTRY
UP TO € 5.000	€ 150,00	€ 170,00
FROM € 5.001 TO € 50.000	€ 200,00	€ 220,00
OVER 50.000	€ 250,00	€ 270,00

Customs services performed on Saturday will be surcharged for EUR 70,00 / operation.

**1.2 CUSTOMS INSPECTION:** € 100,00 customs form (if applicable)

### 1.3 TEMPORARY IMPORT:

**Bond Fee:** Customs bond fee will apply for goods arriving without ATA Carnet: 1 % upon C.I.F. value (min. charge € 150,00)

**1.4 DUTIES / VAT:** on permanent entries to be billed as per customs receipt + 1% (Min. charge € 25,00).

## 2. FREIGHT HANDLING TARIFF:

**2.1 SURFACE GROUPAGE shipments arriving freight prepaid at Oporto terminal –**  
**Outbound: same charges as per the inbound**

- Taking over consignment on arrival;
- Warehousing;
- Loading into transport and delivery to exhibition site;
- Unloading and delivery to booth;

**€ 100,00 /m3 (min. € 200,00)**  
**For shipment over 15 m3 quotation upon request**

### NOT INCLUDED:

- ❖ Detention and demurrage charges levied by shipping line
- ❖ Third party's charges

### 2.2. HANDLING OF COURIER SHIPMENTS

Receiving of courier shipments at SPEDYCARGO OFFICE and delivery to exhibition booth for single shipments not exceeding 10 Kgs: **€ 50,00 /shipment + € 26,00 /Agency Fee**



## GENERAL CONDITIONS

- ✓ All rates will be calculated on 1 m<sup>3</sup>=333 kg volume/weight ratio.
- ✓ Rates are applicable to single unit not exceeding one of the following dimensions cm 200x150x150(h) and 800 kg of gross weight.
- ✓ Pieces exceeding the following dimensions 250x180x180(h) are not accepted.
- ✓ All rates are subject to 23% VAT, where applicable.
- ✓ SPEDYCARGO will provide free 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. Spedycargo 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.
- ✓ Spedycargo are not responsible for goods left unattended at the stand at the closing of the event.
- ✓ All services must be paid before the end of the exhibition by credit card, cheque, bank transfer or cash unless otherwise agreed. The invoice for the services will be delivered to the booth or by royal email.
- ✓ SPEDYCARGO are a certified agent of INAC (the Portuguese 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 or frozen shipments, 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, Phytosanitary, Sanitary, Fumigation) will be billed as per outlay + 10% (minimum charge EUR 25,00).

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

## BOOKING FORM FOR ON-SITE SERVICES

EXHIBITION	HALL	STAND
Exhibitor (Company name)		
VAT number		
Address		
Post code	City	Country
Tel	E-mail	Web site
Company contact person		Tel
Stand contact person		Mobile
<b>Invoicing details (if different)</b>		
Company name		
VAT number		
Post code	City	Country

LOGISTIC SERVICES				DATE	TIME
Fork-lifts with operator	Up to 3,5 t	<input type="checkbox"/>	From 3,5 to 5 t	<input type="checkbox"/>	
Workers					
Delivery to stand					
Pick up from stand					
Collection, storage and redelivery of empty cases					
Pallet-jack					
Other:					

***I hereby accept that I have read and understood the above terms and conditions.***

Date

Signature