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## **SHIPPING MANUAL and tariff WOMEX 2017 International Conference Centre (ICC), Katowice, Poland 25 – 29 of October 2017**

We are pleased to inform you that Valverde is the appointed freight agent for WOMEX 2017 19-23 Oct. 2017 at International Conference Centre (ICC), Katowice, Poland.  
This shipping manual will assist you in your preparation for the correct and timely dispatch of your exhibits.

### **Dates and times : EXPO**

**Build-up** : 23 Oct. 2017 – 08.00 – 21.00 hrs.  
: 24 Oct. 2017 – 08.00 – 21.00 hrs.  
**Event dates** : 25 – 29 Oct. 2017  
**Dismantling** : 28 Oct. 2017 – 18.00 – 24.00 hrs.

Delivery or collection of shipments directly to / from ICC, Katowice, PL can only take place on the official build-up / dismantling days and times. Shipments otherwise need to be sent/collected via the Valverde warehouse. This also include courier shipments !

#### **Venue:**

International Conference Centre (ICC)  
Plac Sławika i Antalla 1  
40-163 Katowice  
Poland

#### **Warehouse:**

Valverde  
C/O Critical Cargo & Freight Services  
al. Solidarności 115/2  
00-140 Warsaw, Poland

### **How to consign your shipment via Valverde Warehouse:**

#### **Road freight / Courier shipments:**

Consignee:	Valverde	Notify:	Exhibitor name
	C/O: Critical Cargo & Freight Serv.		Stand No.:
	A. Solidarnosci 115/2		C/O: WOMEX 2017
	00-140 Warsaw - Poland		25-29 Oct. '17
	Tel no.: +48 22 127 90 86		Katowice, Poland

**The deadline for arrival of road- and courier shipments is : 19 Oct.'17 till 12.00 hrs.**

#### **Air Freight shipments :**

Consignee:	Critical Cargo & Freight Services	Notify:	Valverde/Critical
	Al. Solidarnosci 115/2		Attn: Julia Chachulska
	00-140 Warsaw		Tel no.: +48 22 127 90 86
	Poland		Name exhibitor + stand no.

**The deadline for arrival of Air Freight shipments at Warsaw Airport is: 10 Oct. '17**

#### **Markings:**

**All boxes or other parcels being sent to Womex 2017 are to be marked as follows:**

WOMEX 2017, Katowice, Poland  
C/O Valverde / Critical Cargo & Freight Services  
Name exhibitor + stand no. + case no.

On all are our transactions the Dutch FENEX conditions are applicable latest version. All work is carried out subject to the general conditions of the federation of the Dutch forwarding agent's organization FENEX deposited at the Registry of the Court at Amsterdam, Arnhem, Breda and Rotterdam, latest version. These conditions will be sent to you on request.



## HANDLING SERVICE AND TARIFF

<b>Air Freight shipments (1 Cbm = 167 kg)</b> From arrived Warsaw up to delivered to ICC, Katowice, PL	Euro 1,50/kg (min. 200 kg) Euro 50,00 service fee/ shipment
<b>Courier / Road Freight shipments</b> From arrived Warsaw warehouse up to delivered ICC, Katowice, PL	Euro 75,00 per Cbm (min. 2 Cbm)
Handling of small parcels up to 50 kg weight	Euro 115,00 /shipment Euro 50,00 service fee/ shipment
<b>Handling shipments at ICC, Katowice</b> (un)loading and storage of shipments Collection, storage and delivery of empty Packings	Euro 75,00 per shipment /m3 Euro 75,00 per packing /m3
<b>Customs clearance in Warsaw, PL</b> Duties and taxes + 10% advance fee Customs inspection, if any Charges for handover shipping documents Issuing export documents courier shipments Definitive import clearance Definitive re-export clearance Temporary clearance under Pro Forma invoice Re-export clearance under Pro Forma invoice Customs Bond Fee	Euro 195,00/inspection Euro 75,00 Euro 75,00 Euro 150,00/entry Euro 150,00/entry Euro 190,00/entry Euro 190,00/entry Euro 2,5% of CIF-value (min. Euro 175,00/entry)
Use of Valverde VAT-registration no.	Euro 95,00/entry
<b>Additional charges</b> Duties and taxes + 10% advance fee Customs inspection, if any Charges for handover shipping documents Issuing export documents courier shipments	Euro 195,00/inspection Euro 75,00 Euro 75,00

### General conditions

- A late arrival surcharge of 15% will apply for all goods arriving after the ultimate arrival date.
- No credit is given to any exhibitor. Therefore we advise you to use one of our preferred agents in your country.
- Credit card transactions will be charged with a 5% surcharge on the total invoice amount.
- An advance fee of 3% is charged on all third party costs
- Our normal working hours are 08:00 till 18:00 hr.
- A surcharge of 50% is charged for hours outside normal working hours and Saturday till 18:00 hr.
- A surcharge of 100% is charged on Saturday after 18:00 hr. and Sunday.
- The volume conversion of this tariff is 1 cubic meter equals 300 kilo
- All our published rates are excluding VAT

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