

THE OFFICIAL ONSITE FREIGHT HANDLING AGENCY

**ITU Telecom World Conference 2019**  
**9<sup>th</sup> September – 12<sup>th</sup> September 2019**

**HUNGEXPO Fair Center**  
**Budapest, Hungary**



**Schenker Ltd.**

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Budapest 9-12 September

# INTERNATIONAL FREIGHT AND SHIPPING INFORMATION

## ITU Telecom World Conference 2019 – BUDAPEST

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## GENERAL INFORMATION

### Schenker Hungary Ltd. has been appointed as THE SOLE OFFICIAL ONSITE LOGISTICS PARTNER FOR THIS EVENT.

Information contained in the following pages is aimed at facilitating the swift and smooth movement of shipments. Failure to comply with these instructions could result in delay, damages, fines or non-delivery. It is important that these instructions are read very carefully and fully complied with to ensure smooth clearance and delivery of your shipment.

If further information is required, exhibitors or their appointed agents should contact us at:

<p>SCHENKER LTD.</p> <p>LESHEGY STREET 30., SZIGETSZENTMIKLOS, H-2310 HUNGARY</p> <p>TEL: +36 1 278 7 / 104, 207                      E-MAIL: <a href="mailto:schenker.expohungary@dbschenker.com">schenker.expohungary@dbschenker.com</a></p>		
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## **DEADLINES FOR GROUPAGE & DIRECT TRUCK LOADS, COURIER SHIPMENTS, AIRFREIGHT, SEAFREIGHT**

### **A. SHIPMENT ARRIVAL DATES**

#### **Sea Freight**

- Documents : Originals 10 working days prior to vessel arrival
- Shipment arrival : At the latest 14 working days prior to the first day of the building period
- EU Seaport : Hamburg (north), Koper (south)
- Freight : PRE-PAID upto Budapest Terminal incl. THC

#### **Air Freight**

- Documents : Copies by e-mail and originals attached to the AWB
- Shipment arrival : At the latest 4 working days prior to move in of show or the date on which you intend to commence work on-site
- Airport : Budapest International Airport (BUD)
- Freight : PRE-PAID

#### **Road Freight**

- Documents : Copies by e-mail prior to arrival-CMR, Pro-Forma Invoice & Packing List for non-EU shipments
- SHIPMENT ARRIVAL : via groupage cargo/courier ( Non-EU) – 5 working days before delivery to the booth  
via groupage cargo/courier (EU) – 4 working days before delivery to the booth
- FREIGHT : PRE-PAID

**Please inform us about all your shipments prior to their arrival in Budapest.**

## B. REQUIRED DOCUMENTS

In order to facilitate customs clearance with minimal delay, the following documents must be arranged through your harbor agent or through us if you decide to organize your offsite services in this way:

**Sea freight** 1 copy Bill of Lading (**Non-negotiable**) or Express Release See WayBill  
 1 original & 2 copies of Pro-Forma Invoice / Packing List or  
 1 original & 1 copy of ATA Carnet->strongly recommended for temporary goods  
 1 copy of Insurance Certificate (if applicable)  
 1 original & 1 copy of Certificate of Origin

**Air freight** 1 original & 2 copies of Air WayBill (MAWB)  
 1 copy of Insurance Certificate (if applicable)  
 1 original & 2 copies of Pro-Forma Invoice / Packing List or  
 1 original & 1 copy of ATA Carnet->strongly recommended for temporary goods

**Road freight** 1 Copy of CMR, courier waybill  
 1 Copy of Pro-Forma Invoice / Packing list 1  
 1 original & 1 copy of ATA Carnet->strongly recommended for temporary goods

Proforma invoice and packing lists ( English) including following information:

- Consignee: **SCHENKER LTD. Fairs Department**  
**2310 Szigetszentmiklós, Leshegy u.30**  
**C/O ITU Telecom World Conference 2019 – BUDAPEST**
- Exhibitor name:.../ Hall:.../Stand no. :.....

- Invoice no./ Date
- Detailed description of the goods ( for technical equipment also serial & model numbers)
- Unit and total value for each class of group
- Number of packages, quantity per class of group, single and total weights
- Country of origin
- Kind of requested customs clearance ( temporary/permanent)
- Declaration at invoice for temporary import:  
*"No commercial value! Value for customs purposes only, free of charge."*
- Declaration at invoice for permanent import:  
*" The goods are for the named exhibition, will be used for promotional purposes and will be distributed free under the visitors of the event and will not be sold."*

- **Dangerous goods**

Any goods of hazardous nature and/ or containing radioactive materials should be listed on the invoice and full particulars should be supplied to us to arrange suitable storage / transportation.

- **Food Products:**

If your shipment contains food products, please let us know. We will send you the food instructions separately.

These documents should be sent to us by air courier service however, please ensure that an e-mail aviso is sent to advise us of dispatch so that we are able to monitor arrival.

## **C. CONSIGNEE INSTRUCTIONS FOR AIR WAYBILL AND EXPRESS**

### **RELEASE SEA WAYBILL**

All cargo forwarded to Budapest, either by sea or air, must be consigned:

#### **SCHENKER LTD.**

Fairs Department

**H -2310 Szigetszentmiklós, Leshegy str. 30.**

**tel: +36 1 2787/104 or 207**

## **D. CUSTOMS CLEARANCE - PERMANENT AND TEMPORARY IMPORT**

There are two (2) methods of importation from non-EU, detailed as follows:

### **1.) PERMANENT IMPORT**

This applies to all items that will remain in Budapest whether consumed, destroyed, given away or donated, including display material, stand fittings, posters etc.

There is no customs exemption for goods and as such all goods in this category will be imported duty (according to TARIC code of Brussels) and taxes (27%) paid, which will be debited to you by official receipt. When invoicing goods in this category, please provide A REALISTIC CIF VALUE IN EUR. **Pls. make the following remark on every pro-forma invoices "No commercial value! Value for Customs purposes only. Free of charge"**

Without advance payment of duty and taxes, goods will not be released by Authority!

**We recommend that you do not ship foodstuffs or any form of beverage from outside of EU (from a non-EU Country) and suggest that you purchase your requirements locally.**

### **2.) TEMPORARY IMPORT**

This covers all items that will be exported back after the show floor exhibition. These must be covered by a Guarantee.

Items imported under this method cannot be disposed of, i.e. sold, donated or destroyed, without prior permission from Customs. When invoicing goods in this category, please provide A TRUE CIF VALUE IN EUR.

Your goods must be invoiced separately in either of the above categories. DO NOT mix both categories together on the same invoice.

All invoices must bear an ORIGINAL SIGNATURE and show country of origin together with method of import i.e. "The goods on this invoice are of (country of origin) and are for (temporary)/(permanent) import for the purpose of this show floor."

We have included a copy of our own combined Pro-forma Invoice/Packing List which may be reproduced as necessary, but please ensure that every copy has an original signature and is endorsed with your company stamp.

## **E. ATA CARNET**

We strongly recommend ATA Carnets to be used. ATA Carnets are accepted in Hungary.

For Shipments sent by ATA Carnet, the below regulation of Importations needs to be followed:

- ATA Carnet reference should be mentioned on the B/L or AWB and the shipping documents
- ATA Carnet should have Hungary as a country mentioned in the country list of the ATA Carnet
- ATA Carnet and the shipping documents must tally with each other as shipment is subject to customs inspection. If not, customs duty will be applied on a final basis.
- It is imperative that value, description of goods, number of pieces / packages, weight, should be mentioned on all documents.
- Shipment in full must be re-exported after the exhibition from Hungary/EU.
- The re-exportation of goods imported under ATA Carnet should not exceed 6 months from the date of temporary admission.

Please note that once the goods are imported on temporary basis (Pro-Forma Invoice or ATA Carnet), the complete consignment must be re-exported. If part of the shipment remains in Hungary, a new invoice must be created and customs will levy 27% VAT and Duty according to TARIC code of Brussels, on the CIF value of the goods.



For all items, please ensure that you include the serial number in the ATA Carnet lists in order for customs to identify the re-exported items. Any other shipment with no serial number listed, will not be refunded and will be subject to duty payment. Any duty on consignments must be paid prior to delivery of the cargo to the stand.

## F. CUSTOMS EXAMINATION

Hungarian Customs are thorough in their examination. At previous shows, every case has been opened and the contents carefully checked against the invoice/packing list, including the country of origin.

We would strongly recommend that at the time of preparing documentation you ensure that the invoice/packing list matches the contents of your packed cases.

Please note that Hungarian Customs will impose fines should undeclared or under-declared items be found. All such charges will be passed back to the exhibitors.

## G. MARKING & PACKING

All cases and packages should be constructed to withstand extensive handling and, where required, repacking. We would advise against the use of cardboard cartons and strongly recommend that bolted returnable type cases are used for main displays and exhibits.

In order to secure delivery of exhibition shipment without loss of any packages, all cases & packages have to be clearly marked with the following details:

**SCHENKER LTD.**

**C/O ITU Telecom World Conference 2019 – BUDAPEST**

Name of the Exhibitor \_\_\_\_\_

Hall \_\_\_\_\_

Stand number \_\_\_\_\_

Date of Show From \_\_\_\_\_ To \_\_\_\_\_

**Budapest - Hungary**

Exhibition Name **ITU Telecom World Conference 2019 – BUDAPEST**

**H. OFFSITE SERVICE FEES ( Non-Exclusive Services ):**

International freight & customs handling fees are pre-paid.

Any consignments arriving in Budapest on a freight collect basis will be subject to an intervention charge of 10% (min. 50.00 €) which will be levied on the freight cost. Payment must be made prior to delivery of goods to the show floor stand.

If you would like Schenker Ltd. to handle your offsite services, please contact us for a negotiated package charge inclusive of onsite charges.

**I. INSURANCE**

We do not insure any goods unless specifically required to do so. It is the responsibility of each exhibitor to ensure that all goods are covered by fully comprehensive insurance for the round-trip journey, i.e. from their premises to the venue doors, during the show period and until return to the exhibitor’s premises.

**J. PRE ADVICE OF SHIPMENT**

A full Pre-advice of dispatch should be sent to Schenker Ltd. in Budapest (to [schenker.expohungary@dbschenker.com](mailto:schenker.expohungary@dbschenker.com) ) much in advance prior to the arrival of the freight providing all shipping details along with a copy of the shipping documents.

We will require the following information:

- ITU Conference 2019
- Hall and booth No: .....
- Exhibitor: .....
- Estimated time of departure: .....
- Estimated time of Arrival at sea/air port .....
- Bill of Lading number .....
- AWB No, Flight No. ....
- No. of packages and pieces: .....
- Cubic meter / Kilos / Size: .....

**DO NOT MIX** temporary and permanent imports together in one case as this can cause delays in clearance and examination and will incur extra charges. All cases must show import status i.e. Temporary or Permanent.

## **K. WEIGHT AND HEIGHT RESTRICTIONS**

Due to size and weight restriction in the showfloor hall, exhibitors and their appointed agents should take special note to ensure that no individual case exceeds a dimension of **4.00(l) x 2.50(w) x 2.50m(h)** and a weight of **4 000 kilos**.

If it is necessary to ship cases in excess of the above, please email us immediately with full specifications and details of stand location. We will then undertake a feasibility study and advise you accordingly.

Please note that Schenker Hungary Ltd. is unable to take any responsibility if goods are unable to be placed on the stand if the above notice has not been adhered to.

## **L. COURIER SHIPMENTS**

**Courier companies are not allowed to enter into the halls.** Goods arriving by courier service must be delivered to the Schenker office onsite. Schenker Ltd. will be responsible for the reception of all courier shipments on-site. If the goods/materials fall into the category of hand-carried goods, participants can pick up their courier shipments at Schenker office onsite for the tariff of courier handling. If the goods are not hand carried, Schenker Ltd. will deliver the goods at a charge as per the table of tariffs.

## **M. RE-EXPORT**

Re-export after the show may take some time as the customs documentation must be completed. Please bear this in mind when planning further use of your exhibits and displays. Qualified staff from Schenker Ltd. will be available on the show floor site throughout the show tenancy to advice on all matters concerning payment of duty and re-shipment.

We will be happy to answer any questions related to the Freight Forwarding and clearance of shows. If you think we could be of assistance, please do not hesitate to ask.

## **N. TERMS AND CONDITIONS**

All work is undertaken by us at Owner's Risk and no insurance is provided by us. All exhibitors should ensure that all shipments are covered by a fully comprehensive insurance policy from the time of despatch from their premises until returned to their premises after the showfloor or until delivery to buyer or other destination.

**We wish you a successful Conference**

**Your DB SCHENKER Fairs - TEAM**



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## O. EQUIPMENT, LABOUR, STORAGE RENTAL FEES AND ONSITE FREIGHT HANDLING TARIFFS

On - Site Handling Tariff at HUNGEXPO Budapest Fair Center ITU Telecom World 2019		
<b>1. Customs clearance</b>		<b>EUR</b>
1.1	Transit customs clearance on arrival from airport/terminal incl.transit guarantee incl.1 HS code. For each additional Customs Tariff pos.	110 /clearance 5 / Tariff pos.
1.2	Customs bond fee for temporary import  Minimum	0,63% / of CIFvalue 90 /clearance
1.3	Temporary import clearance or cancellation incl. 1 Customs Tariff pos. For each additional Customs Tariff pos.	110 /clearance 5 / Tariff pos.
1.4	Final import clearance incl. 1 Customs Tariff pos. For each additional Customs Tariff pos.	110 /clearance 5 / Tariff pos.
1.5	Temporary import or re-export customs clearance as per ATA Carnet	110 / Carnet
1.6	Issue of export documents for return shipment	35 /shipment
1.7	Customs survey	45 /shipment
<b>2. Loading and Transport services</b>		
2.1	Unloading of complete truckload and groupage truck per exhibitor directly to stand or backwards upto 2500 kgs  Minimum	19 / 100 kgs 90 /shipment
2.2	Unloading of complete truckload, directly to stand or backwards from 2501 kgs upto 7000 kgs  over 7000 kgs each additional ton	121,3 / 1000 kgs 40,4 / 1000 kgs
2.3	Unloading,warehousing for max. 5 days and delivery to stand or backwards Warehousing after the 5th day as per 4.1  Minimum	32 / 100 kgs 134 / shipment
2.4	Receipt, unloading and delivery to stand of the courier parcels up to 10kgs	35 /shipment
2.5	Transport in Budapest from or to Airport/Terminal  Minimum	18 / 100 kgs 110 /shipment
2.6	Terminal handling charges at Airport/Terminal  Minimum	as per outlay 130 /shipment
<b>3. Supply of personnel and equipment</b>		
<b>These rates can not be applied for loading or unloading operations on arrival and return.</b>		
3.1	Manpower	42 / hour
3.2	Transport worker	38 / hour
3.3	Forklift upto 2 tons Max. 2 loadings at the Pavilion  m/m 1 hour	88 / hour 48 / 0.5 hour
3.4	Forklift upto 3 tons  m/m 1 hour	95 / hour
3.5	Forklift upto 5 tons  m/m 1 hour	110 / hour
3.6	Forklift upto 9 tons  m/m 1 hour	as per agreement
3.7	Forklift over 9 tons  m/m 1 hour	as per agreement
3.8	Pallet jack incl. coming and leaving	29 / hour
3.9	Special tools ( sling chains, heavy lift trolley, hydraulic jacks etc.) plus transport worker as per 3.2	46 / hour
3.10	Mobile crane - Order requested 2 days in advance.	as per agreement



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4. Warehousing		
4.1 Warehousing	Minimum	12 /100 kg/week 35 / shipment
4.2 Handling of empties - pallet jack or ladder		59 / m <sup>3</sup> 65 / piece
4.3 Handling of full goods		65 / m <sup>3</sup>
4.4 Band,foil or any packing material Plus worker as per 3.2		as per agreement

Rates will be charged always on round figures.

5. Other services, charges		
5.1 Coordination,administration fee		48 shipment
5.2 Comission on disbursement of duty, V.A.T., taxes, stamp fees, etc.	Minimum	5,25% as per outlay 34 / invoice
5.3 Obtaining permits, import-export licences, reports and certificates		140 / docs.

6. Surcharges	
6.1 Overtime surcharge from 5 p.m. to 10p.m.	25%
6.2 Night surcharge from 10 p.m. to 7 a.m.. Order requested 24 hours before !	50%
6.3 Saturday surcharge -Order requested 48 hours before!	50%
6.4 Sunday surcharge -Order requested 48 hours before!	75%
6.5 National Holiday surcharge	100%
6.6 Late arrival surcharge(after the deadline date or on the last move in day from 12:00 or during open days)	25%
6.7 Arrival without pre advice	25%

The above rates do not include Hungarian VAT that will be charged where applicable.

Volume /Ratio: 1 cbm=300kg

This Tariff is not valid for special goods ( military goods, drugs, alive animals, products being subject to inland revenue tax ( alcoholic drink, tobacco )) or when a coordinating forwarding agent is appointed by the organizer.

The rates of this Tariff have been calculated on the level of expenses and exchange rate of the date issue. Their considerable change may result in changing of the rates of our Tariff without any previous notice.

The invoices will be issued by Hungexpo Zrt. for the logistics services provided in fairground.