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1) Introduction

This Shipping Manual will assist you in your preparation for the correct and timely dispatch of your exhibits to Bologna, Italy.

We advise you to read this manual carefully so that your exhibits can be correctly dispatched and consigned to the Exhibition.

Failure to comply with the deadlines and instructions will cause unnecessary delays in clearance, and may lead to additional expenses incurred.

2) Deadlines

Shipments must arrive in Italy **no later** than:

- *By air - Bologna airport:* **15 working days before** the beginning of the Show
- *By sea - Italian port:* **20 working days before** the beginning of the Show
- *By truck - warehouse:* **5 working day before** the beginning of the Show

In any such cases of belated shipments, the Customs Agent will make all reasonable efforts to ensure delivery before the show opens, however, no guarantees can be given.

VERY IMPORTANT: PLEASE DO NOT SHIP ANYTHING WITHOUT OUR KNOWLEDGE.

SOME PRODUCTS MIGHT NEED A SPECIAL IMPORT LICENCE BEFORE SHIPMENT OR COMPETENT AUTHORITY AUTHORIZATION BEFORE SHIPMENT.

PLEASE ALWAYS GIVE ADVANCE NOTICE OF YOUR SHIPMENT BY MAIL TO THE FOLLOWING ADDRESS: vendite@bfservizi.it OR BY FAX TO THE FOLLOWING NO. : +39 051 637 4020.

3) Necessary Documentation

Before you continue to read these instructions please note that **SEPARATE documentation must be issued for Definitive and Temporary admissions.**

For all shipments the following documents are required:

- 1 – Airway Bill (AWB) or Bill of Lading (B/L) or Truck waybill (CMR)**
- 2 – Pro-forma Invoice**
- 3 – Packing List**
- 4 – Notification of import – Official Form (*see technical rules and forms*)**
- 5 – Exhibition declaration for the Consignee (*See model on page no.7*)**

4) Consignment Instructions

4 A - DIRECT SHIPMENTS:

For individual direct Air Waybill (AWB), Bill of Lading (B/L) or Truck Waybill (CMR) must be consigned as below:

Consignee:	BF SERVIZI SRL Via A.Maserati, 18 40128 Bologna - Italy Ph.: +39 051 282811 - Fax: +39 051 6374020 E-mail: vendite@bfservizi.it
Notify:	FAST FREIGHT MARCONI (FFM) C/o Aeroporto Marconi Bologna Via Triumvirato, 84 - 40132 Bologna (italy) Att: Mr. Giorgio Canali Ph.: +39 051 6479784 Fax: +39 051 6479775 E-mail: cesr@marconiffm.it

Note:

1. We strongly recommend airfreight with final arrival Bologna Airport
2. Shipments by truck cannot be consolidated, there must be an individual direct Truck Waybill (CMR) or each kind of shipment.
3. Freight value must be shown on Air Waybill (AWB). DO NOT DECLARE FREIGHT "AS AGREED"
4. We strongly recommend a full container or consolidated container for sea service with final arrival at Bologna Customs Agent
5. Air-freight, Sea-freight, Truck-freight value must be "PREPAID" and is intended paid up to Bologna Exhibition or Customs Agent Warehouse.

4 B - INVOICES & PACKING LISTS:

Please remember that **SEPARATE** documentation must be issued for definitive and temporary admissions.

Invoices and Packing Lists must be consigned to:

Consignee:	EXHIBITOR'S NAME c/o Bologna Fiere Exhibition's name (to indicate the name of the Show you are interested in) Hall or Pavillion no..... / Booth no. Viale della Fiera, 20 40128 Bologna - Italy
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INVOICE must be presented on Exhibitor's letterhead paper in English or Italian with the heading "**Invoice**" and it must contain the following information:

- Consignee - as detailed above
- Invoice number
- Place and Date of Dispatch
- Quantity shipped
- Full description of all items including brand, serial and part number and constituent material.
- Unit price: Every individual item, including give-away items and brochures, is to be given a value based FOB expressed in Euro
- Total price
- Harmonized (Bruxelles) System code for each invoiced item
- Gross & Net Weight
- Total FOB Value
- Total Air/Sea/Truck Freight Charge
- Total C&F Value (Total Freight Charge + Total FOB Value)

PACKING LIST must also be presented on Exhibitor's letterhead paper in English or Italian with the heading "**Packing List**". Note that it is recommended to avoid issuing "Invoice/Packing List" together as one sole document. Packing list should be a different document separated from the invoice.

4 C – DECLARATIONS:

The following declarations must be shown in the

- INVOICE
- PACKING LIST
- AWB or HAWB, B/L or HB/L, CMR

You must use the proper declaration in the paperwork respecting the kind of admission it represents:

Paperwork for **Temporary Admission**, use the following declaration:

"Temporary Admission for goods destined to "Exhibition.....from toin Bologna, Italy - Goods return back toat the end of the Exhibition".

Paperwork for **Permanent Admission**, use the following declaration:

"Definitive Admission - Goods for distribution during the Exhibitionfromto.....in Bologna, Italy"

5) Labels & Packing
- LABELS

All packages must be marked on at least two sides of each case, as follows:

Exhibitor: <..... Exhibitor Name>	Case Number:/..... (e.g.: 1/15 , 2/15 ... 15/15)
"EXHIBITION NAME" 2012 - Italy Fromto2012 Pavillon no..... / Booth no. Bologna, Italy	
Gross Weight (kg):	Dimensions (m):X X
TEMPORARY ADMISSION (if applicable)	

- PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damage due to handling whilst in transit.

Empty cases will be stored within the event site. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the repacking at the end of the exhibition.

6) Temporary Shipments

All products imported under temporary admission must be returned to their origin. Goods CANNOT be sold and distributed during the show and after the event they must return to Customs control.

The import duties for shipments under this import status are suspended temporarily, however, they can become payable if the imported material fails to be re-exported for any reason whether it be by unauthorized sales, theft or loss. In this case the Exhibitor will be responsible for the payment of any duty or fine that may be required by the authorities in Italy.

7) Permanent Shipments

The following shall be considered as promotional material: flyers, slides, video tapes, pamphlets, catalogues, magazines, posters, guides, pictures, illustrated maps and other similar graphic materials, films and magnetic tapes recorded with sound or with image and sound.

All trade advertising, give-aways, promotional literature and expendable items must be shipped only as PERMANENT ADMISSION.

Be sure to declare the correct prices, as Customs may not agree with the declared value, causing delay and significant penalties.

DO NOT ship any alcohol, beverages or food products. All items can be purchased locally.

8) Terms of payment

BF Servizi s.r.l. cannot advance any payment. Inbound and Outbound Costs must be paid in advance (before shipping the cargo at origin). The total Customs and handling charges will be confirmed after customs clearance. The balance between your deposit and our invoice must be liquidated at the time of the delivery to stand.

Payments should be wire transferred to the following account and **the receipt should be faxed to our office at no. +39 051 6374020** or sent to the following **e-mail address: vendite@bfservizi.it**

BANK DETAILS

Beneficiary: **BF SERVIZI S.r.l.**

Beneficiary Bank **UniCredit S.p.A.**

Bank Agency: **Fil. Op. Emilia Est**

IBAN CODE: **IT 74 S 02008 02515 000002900785**

SWIFT CODE: **UNCRITMMOEE**

9) Declaration for the Consignee

Customs requests a declaration from the Exhibitor confirming that they have assigned **BF SERVIZI Srl** to be in charge of their cargo to be exhibited at the relative Exhibition in Bologna, Italy.

The declaration must be issued on Exhibitors' letterhead paper and signed in blue ink.

Find the declaration on the following page.

qte.

Dichiarazione

Dichiariamo che la nostra azienda..... **(Name of Exhibitor)**, in veste di
partecipanti alla manifestazione **(Name of Exhibition)**2012,
designa l'azienda

BF SERVIZI s.r.l. - BolognaFiere Group, con sede in Bologna - Italy, a sdoganare, tramite il proprio
agente doganale, la nostra merce destinata alla manifestazione sopra indicata, che si terrà nel periodo
dal**(day/mo/year)**al**(day/mo/year)**..... a Bologna, Italia.

(Country), (date),

.....

(Authorized Signature)

.....

Name:

Position:

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For your guidance, find below the translation to English of the above declaration:

Declaration:

"We declare that our company...**(Name of Exhibitor)**..., as an participant of the event...**(Name of Exhibition)** 2012, has appointed the customs agent of BF SERVIZI srl - BolognaFiere Group in Bologna, Italy, to see that our cargo, destined for the above mentioned event during the period from**(day/mo/year)**..... to**(day/mo/year)**..... to be held in Bologna, Italy - clears customs.."

10) RESTRICTED GOODS

The following goods may not be shipped unless advance notice has been given and they are accompanied by Permits, Licenses and authorizations released from the Competent Authority - for any relative information please contact the Exhibition's official Organization or Secretariat:

- a) Foodstuff, alcohol, liquors and every type of beverage;
- b) Live plants and fresh flowers;
- c) Artworks (drawings, paints, sculptures, etc...)
- d) Cosmetics and beauty products
- e) Leather goods