








Logistic Instructions (booth fittings and exhibits) for
NBC 2018, June 4th to 7th 2018
 Lappia Hall, Rovaniemi, Finland

Suomen Messulogistiikka Oy (SMLog) is the official logistic partner of NBC 2018 Conference Office. Our business covers all logistic services for international congresses and exhibitions. In order to assist in the smooth transfer of your booth fitting material and exhibits, we are part of a worldwide network of exhibition logistic experts who are experienced in the movement of goods to and from exhibitions. Whilst the use of these forwarders is by no means mandatory, we recommend their services to you. If no local forwarder contacts you, please get in touch with us for further details.

Due to the tight timetable for building up and dismantling the trade show as well the fact that there is limited storage space at the venue, **all shipments must be sent via SMLog warehouse**. Naturally all exhibitors can carry in all materials they bring with them as they arrive.

Please refer to these instructions and pass appropriate details to your suppliers to ensure on time arrival and delivery to your booth.

Schedule			
	Send pre-advice and/or service order by email to SMLog on May 11th latest Email: info@smlog.fi		
	<table border="1"> <tr> <td> Arrival period to SMLog warehouse: Espoo, Finland; starting from May 10th latest May 25th Note! Contact us for separate delivery address for shipments sent from northern parts of Sweden and Norway! </td> <td> Note: Airfreight shipments must arrive to Helsinki's airport latest on May 15th </td> </tr> </table>	Arrival period to SMLog warehouse: Espoo, Finland; starting from May 10th latest May 25th Note! Contact us for separate delivery address for shipments sent from northern parts of Sweden and Norway!	Note: Airfreight shipments must arrive to Helsinki's airport latest on May 15th
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	Delivery of general cargo and courier shipments from SMLog warehouse: to the venue on Friday, June 01st to the booths on Monday, June 04th at 8:00 am		
	Pick up of empties from the booths starting on Monday, June 04th at 2:00 pm, latest 4:00 pm		
	Delivery of empties back to the booths starting after the trade show has closed on Thursday, June 07th at 5:00 pm		
	Collection from the booths and move to the SMLog warehouse latest on Friday, June 07th starting at 3:00 pm		
	Shipment dispatch from the SMLog warehouse starting from June 11th at 8:00 am		



Box / Case markings

Mark all boxes using the attached label

Consignee and delivery address

Shipments by:

- Courier
- General Road cargo

SMLog
 Sinimäentie 6
 FI-02630 Espoo (Finland)
 Contact: Erkki Koski
 Tel: +358 10 309 6600

Marks:
 NBC 2018
 c/o Exhibitor name : // Booth No:
EXHIBITS

Shipments by:

- General Road cargo (Non EU)
- Sea freight (BL consignee)
- Airfreight (AWB consignee)

Beweship
 c/o SMLog
 Nuolikuja 8
 01740 Vantaa, Finland
 Customs Code: FI22152136-R0001
 Contact: Erkki Koski
 Tel: +358 10 309 6600

Marks:
 NBC 2018
 Exhibitor name : // Booth Nr.:
EXHIBITS

Customs and related documents

Booth fitting materials, exhibits

These items can be imported duty free on a temporary basis against either an ATA Carnet or a customs bond with commercial invoices and packing lists and a guarantee letter which we can supply against service payment fee. Commercial invoice and packing list can be combined. Please refer attached sample for required details on combined commercial invoice and packing list (proforma invoice).

Printed materials, CD-ROM catalogues, Give-aways

These items can be imported duty free for free distribution on a permanent basis against commercial invoice and packing list with a guarantee letter which we can supply against payment. Please make separate commercial invoice for these items unless you use the attached template. All items which have been customs cleared permanently into Finland and haven't been distributed during the event must be left to the booth and handled as a waste.

Alcohol beverages, foodstuff

Import of alcohol beverages and foodstuff are always subject to the payment of duties and VAT. Even free distribution of alcohol at venue is strictly prohibited without permission of alcohol service license holder which is usually the permanent restaurant at the venue.



Note for courier shipments

Courier companies can do the customs clearance on permanent basis but need usually the guarantee letter for customs clearance purpose from Finland located party as well as customs clearance instructions. By consigning your shipment according our instructions and with appropriate documents you secure smooth customs clearance and on time delivery of your shipment. Customs clearance on temporary basis is not common procedure for courier companies regarding their standard services. If you prefer to use courier company for the transportation please consider to use our customs clearance service to secure smooth customs procedure and contact us prior dispatching your shipment. Please note, we will customs clear all shipments consigned to us according these instructions even without beforehand placed service order. This will apply also for return shipments. We charge all our services according our tariff from exhibitors/consignee by credit card or cash before releasing the shipment to you.



Services offered by Suomen Messulogistiikka Oy

We have ability to provide globally all logistic services to assist you shipping your materials to and from an event to be held in Finland as well as all on-site services at the venue. Our aim is to keep our logistic instructions as short and informative as possible. Kindly contact our project manager for more details regarding our full range of logistic services.

Service order and related charges

Please contact us by email or phone indicating details of your incoming shipment. We will reply to you with charge calculation and additional instruction if needed. Please note that all our services are chargeable.

Our project manager Mr. David Palomo will be pleased to assist you.

Email: Info@SMLog.fi

Tel: +358 (0)10 309 6600

Liability

All tasks shall be carried out in accordance with the General Conditions of the Nordic Association of Freight Forwarders (NSAB 200) which i.a. limit the forwarder's liability and entitle the forwarder to cover all his claims due for payment through sale of the customer's property under his control (the forwarder's lien). NSAB 2000 shall be applied, excluding time guarantee referred to in § 6, par. 2 and in § 20 par. B and liability for signing insurance referred to in § 27, par. C.3

