

Shipping, Customs formalities & Storage

ESI have been appointed as the official Materials Handler for Goldschmidt2017. They will handle all goods being delivered to the Palais des Congrès de Paris on behalf of exhibitors and/or your courier company.

ESI work with a network of specialized Exhibition freight forwarding agents worldwide and we urge you to contact them to request a quote for your shipping, customs formalities, storage and delivery of your materials to be delivered at the Rive Gauche. The deadline to receive the quotation is July 21st 2017.

Please fill in the ESI form attached and confirm which services you require including courier assistance and shipments to and from ESI warehouse and the hotel. Charges apply. All arrangements must be made in advance with ESI receiving a full pre-alert from you advising dimensions, weight, volume, commodity, origin of goods.

ESI Contact Details are:

Emmanuel Pitchelu

Tel: 00 33 139 928 788 / mobile 00 33 6 88 35 54 44




emmanuel.pitchelu@group-esi.com

Warehouse Address

ESI

ZAC du Moulin - 2 rue du Meunier - 95700 Roissy en France - France

Please note the following deadlines:

			Place of arrival	Receiving deadlines
Documents Pre-alert			ESI office (e-mail, courier)	Road, air : 5 working days prior to arrival
Road freight			ESI warehouse	3 working days prior to delivery
				(detailed pre-alert absolutely needed !)
Air freight				
			CDG airport (recommended)	5 working days prior to delivery

Please be advised the venue has no storage space for any empty containers for the duration of the storage. Should you require storage space during the conference, please contact the Materials Handler ESI.

If you are sending your goods with DHL, UPS, TNT or any of the other large shipping companies please ensure that you instruct them to add DDP to the documentation. Delivered Duty Paid means that the goods have been

cleared for import at the designated site of the identified location in the importing country. It assumes all transport costs, the risks and costs associated with the import and export of the goods. Please check with your preferred shipper that there are no restrictions on your goods entering into France which may hold your shipment up in customs. It's advisable to send your goods Free Domicile.

Papers regarding customs and clearance are your responsibility; the organizers cannot help you with that. The same with shipping goods from the venue back to your office. This is the responsibility of the exhibitor. The venue will not pay for any Custom Clearance Fee involved with deliveries and will be unable to clear goods on your behalf should there be any issues at Customs. This must be discussed directly with your shipper.

Should you require your shipment to be cleared through customs please contact ESI directly.

Please ensure that your designated colleague at the event has all the necessary information to ship your materials back to your office from the venue. Any material left in the exhibition hall will be disposed of by the venue at exhibitor's costs.