

GENERAL INFORMATION

Dear customer,

Resa Expo Logistics is specialized in event logistics and has a standing experience on all main venues within Spain and Europe.

We offer:

- Worldwide agents network (door to stand service)
- Offloading and reloading of vehicles onsite
- Collections from port / airport
- Deliveries and collections to / from stand
- Intermediate warehousing
- Collection, storage & redelivery of empty crates
- Customs formalities
- International transport (sea, road, air, express)
- Equipment and manpower supply
- Courier receipt and delivery to stand
- Insurance
- Any other services related to logistics for trade shows and events

CONTACT US BEFORE SHIPPING

Un/reloading services

The supply of such services via forklifts or cranes needs to be scheduled and paid in advance.

Shipping directly to your stand

Please note that the venue does not receive, customs clear or store incoming shipments. If companies intend to ship goods directly to their stand, they need to be there in order to sign off the delivery note of their transport company.

Non-Eu shipments

In case of non-EU shipment an importer of the record is needed and shipments cannot be consigned directly to the venue as otherwise they will get stuck at customs.

Restricted goods (non-EU only)

- **Foodstuff** (incl. sweets, mint tablets & even empty food recipients)
- **Cosmetics**
- **Pharmaceutical and medical products or equipment** (incl. hand sanitizers & masks)
- **Medicines**
- **Toys** (like fidget spinners & teddy bears)
- **Plants**
- **Beverage** (even empty foods recipients)
- **Live animals**

All products to be imported must comply with EU regulations, and CE marking when required.

Therefore

before shipping any items, the sender needs to get in touch with Resa Expo Logistics in order to receive all relevant information regarding transport, labelling, customs, deadlines etc. as well as tariffs and the necessary forms to book their services.

Contact details: Mirian Acuña
Email: operations@resaexpo.com
Tel.: +34932334110

ARRIVAL DEADLINES & SHIPPING INFO

Roadfreight & Courier:	Arrival to Resa Warehouse 3 working days before required delivery to stand
Airfreight:	Arrival to destination airport 3 working days before required delivery to stand
Seafreight FCL:	Arrival to destination seaport 5 working days before required delivery to stand
Seafreight LCL:	Arrival to destination seaport 10 working days before required delivery to stand
Direct truck to stand:	Deliveries directly to stand are restricted and only possible within the official build-up/event/ breakdown dates of the event. They are to be reconfirmed with Resa at least 7 working days before requested service date.

Destination airport	BARCELONA (BCN)	Destination seaport	BARCELONA (BCN)
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RESA WAREHOUSE ADDRESS / CONSIGNEE ADDRESS	VENUE ADDRESS
Please contact us to get exact instructions	Please contact us to get exact instructions

SERVICE ORDER FORM - SHIPMENTS

Please complete this form and forward it to: operations@resaexpo.com

Event name:	Exhibiting company:
Standfitting company (when applicable):	Hall and Stand number:
Contact person on stand:	Cell Phone nr:

Type of Shipment:	Exhibition material:	Bag inserts:	Organiser material:	Standfitting material:
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SHIPMENT DETAILS:

No. of pcs.	Weight:	kg.	Volume:	m3
Transport company:	Tracking number:			
Origin:	Arrival date at warehouse:			
Delivery date on stand:	Delivery time on stand:			

Do you require a return service after the event: Yes No If you choose the return option, we will get in contact with you.

Do you require storage of empty boxes during the event? Yes No Volume: cbm

Do you require storage of full goods during the event? Yes No Volume: cbm

Comments:

INVOICING AND PAYMENT:

Payment process: RESA will send you an estimate of costs in conformity with the applicable rate. Payment must be made before the realization of our first service according to the chosen method of payment. A final invoice will be sent after the conclusion of the dismantling.

Company Name (billing party):		
Address:		
City:	Zip Code:	Country:
VAT Nr. (only European companies):		Tel:
Email:		

METHOD OF PAYMENT:

Credit Card (automatically charged before the realization of our first service)

Card type:	Visa	Amex	Mastercard
Card number:	Expiry date:		
Cardholder name:			

Bank transfer (to be made before realization of our first service, providing the proof of bank transfer)

All work undertaken is subject to Resa's terms and conditions and insurance policy. The liability of Resa for the transportation is determined by the national or international insurance regulation applicable to the contracted transport. The Resa insurance policy for storage and handling covers a maximum of 10 Euros per Kg (gross weight) of damaged or lost goods, per incident. The liability of RESA ceases with the delivery and starts with the collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of his material until this collected from the stand by RESA. Signature on this form is acceptance of our terms and conditions.

EVENT NAME		
TYPE OF SHIPMENT		
EXHIBITS TO MY STAND: <input type="checkbox"/>		
SHIPMENT FOR ORGANISER:		
Bag Insert <input type="checkbox"/>	Publication Press <input type="checkbox"/>	Other <input type="checkbox"/>
EXHIBITOR / SPONSOR NAME		
Stand No.	Hall No.	Contact person at stand & mobile phone number:
Case No.		
OF		
DELIVERY ADDRESS		
RESA EXPO LOGISTICS WAREHOUSE C/BOTÁNICA, 62 - FIRA GRAN VIA – ACCESO 4 08908 L'HOSPITALET DE LLOBREGAT (BARCELONA)		
NOTIFY: RESA EXPO LOGISTICS TEL: +34 93 233 41 11 EMAIL: operations@resaexpo.com		

**EXHIBITION MATERIAL
DO NOT DELAY**