



MEMBER OF  
INTERNATIONAL  
EXHIBITION  
LOGISTICS  
ASSOCIATION

# Scand- LAS 2021

## Tallinn, Estonia

02- 04 of November 2021

# Shipping Manual

**Contractor:**

UPEX LS OÜ

Punane 42

13619 Tallinn

Estonia

Phone: +372 5119947

Fax: +372 6112861

E-mail: [urmas@upex.ee](mailto:urmas@upex.ee)

## **1. General Information**

UPEX LS OÜ has been appointed as the sole official freight forwarder by the organiser and is therefore responsible for moving all cargo at the fairground, as well as for taking care of all customs procedures.

This shipping manual will assist you in your preparations for the correct and timely dispatch of your consignments to **Scand- LAS 2021**. Please therefore read the guidelines carefully.

It is essential that you inform us or our agents long before shipping your goods. Consignments, which arrive at their destination without previous warning will certainly be subject to delays or may even lead to additional costs.

**Under no circumstances can UPEX LS OÜ be made accountable or held responsible for non-delivery of goods, delay in delivery or extra costs due to consignments arriving without previous notice.**

### **Pre-Notification**

**When all necessary documents have been completed, please send your pre-notification, along with your handling instructions immediately to:**

**UPEX LS OÜ**  
**Phone: +372 6112860, +372 5119947**  
**Telefax: +372 6112861**  
**E-mail: [upex@upex.ee](mailto:upex@upex.ee), [urmas@upex.ee](mailto:urmas@upex.ee)**

## **2. Deadlines**

<b><i>Cargo Dead-lines</i></b>	<b><i>Arrival latest</i></b>
Truck transport to Tallinn	27.10.2021
Airfreight to Tallinn	27.10.2021
Seafreight to Tallinn	25.10.2021
Courier	27.10.2021

<b><i>Document Dead-lines</i></b>	<b><i>Latest</i></b>
We need preadvice/ copies of proforma invoices/ packing lists/ CMR/ AWB	<b><i>2 days before dispatch</i></b>

### **3. Consignment Instruction**

**Delivery`s address for shipments to the show:**

**UPEX LS OÜ**  
**Punane 42, Gate 27**  
**13619 Tallinn, Estonia**  
**Exhibition " Scand- LAS 2021"**  
**Tel. +3725130169, +3725119947**

#### **Customs clearance of NON- EU cargo:**

1)Definitive importation (brochures, give - aways, samples, other goods to be consumed)  
For these goods **INVOICE** is requested. Please mention: **NO COMMERCIAL VALUE.**  
**THESE GOODS FOR FREE DISTRIBUTION DURING THE FAIR.**

A separate declaration will be made by us on which we will pay import taxes ( to be charged to your company).

2)Temporary importation (items to be returned to origin or other countries)

Please issue **PROFORMA INVOICES** for these goods and mention: **TO BE RE-EXPORTED AFTER THE END OF THE FAIR.**

Commercial invoices/ Proforma invoices/ packing list must include:

- mail- address of the exporter and importer
- issuing date, invoice number
- terms of delivery: " DAP Tallinn "
- description of the goods according to the Customs Tariff Position
- gross weight and net weight per position, cbm
- exhibition name, date and address ( same as delivery address )

The exhibitor is responsible for all consequences, additional charges and costs resulting from incorrect and/or insufficient details mentioned on the documents!

#### **Special information:**

- Special customs regulations and import prohibitions exist for goods like medicaments, alcohol, tobacco, etc. Please do not send these goods without our confirmation.

### **4. Packaging and case markings**

*All packages have to be clearly marked on at least two sides with the following details:*

**Exhibition name:**

**Hall no. / Stand no.:**

**Exhibitor / Company's Name:**

**Case no.: (e.g.: 1/4; 2/4; 3/4; etc.)**

**Dimensions:**

**Gross and net weight:**

## **5. Liability and insurance coverage**

UPEX LS OÜ operates exclusively in accordance with the latest version of the General Conditions for Transport and Forwarding of the Estonian Freight Forwarders Association.

## **6. Payment**

For shipment not arranged through our agents, we require all inbound charges to be received by us before 29 of October 2021.

Our bank details are:

Swedbank

Tallinn, Estonia

Iban: EE932200221010957825

SWIFT: HABA EE 2X

## **7. Handling tariff**

### **CUSTOMS CLEARANCE (only for non EU countries)**

Customs declaration	32 EUR/ per decl.
Additional page	18 EUR/ per page
Courier service	19 EUR/ per decl.
Import taxes	per outlay
Broker service	2% from taxes, min. 15 EUR
Customs inspection	32 EUR/ per decl.

### **UNLOADING/ LOADING**

Handling in/ out warehouse and delivery onto booth, packed, one time placement	15 EUR/ per 100 kg min. 55 EUR NB! 1 m3= 300 kg
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### **STORAGE**

1.Storage of empty packages (during the fair)	45 EUR/ m3/ period, min. 1 m3
2.Storage of packed exhibits	65 EUR/ m3/ period, min. 1 m3

**(2. will be taken if the goods arrive/ leave before/after 25.10./ 10.11.2021)**

### **TRANSPORT IN TALLINN (will be charged if the pickup is needed in Tallinn; for example airport or postal office)**

Min. up to 300 kg	45 EUR/ per shipment
301 kg- 500 kg	55 EUR
501 kg- 1000 kg	65 EUR
1001 - 2500 kg	75 EUR
2501 up to	170 EUR
NB! 1 m3= 300 kg, 1 ldm= 1800 kg	

### **OTHER CHARGES**

Forwarding commission	1 EUR/ per 100 kg, min. 35 EUR
Communication fee	16 EUR/ per shipment
After deadline surcharge	+25%

## **8. OUTBOUND Handling tariff = p. 7.**

**NB!**

**For services not listed in this price list, the charges will be quoted upon request.  
All the services connected with customs regulations may be changed without any preliminary notifications. Prices excl. VAT.**

**9. List of Agents****DENMARK**

DSV Solutions A/S  
Center Boulevard 5  
2300 Copenhagen, Denmark  
Phone: +45 32 82 02 10

Contact: Lars Skovhoj  
E-mail: [lars.skovhoj@dk.dsv.com](mailto:lars.skovhoj@dk.dsv.com)

**FINLAND**

CHS EXPO FREIGHT  
Rahtitie 3  
FIN-01530 Vantaa, Finland  
Phone: +358 20 7669422  
Fax: +358 20 7669439  
Contact: Jason Kelpo  
E-mail: [jason.kelpo@chs.fi](mailto:jason.kelpo@chs.fi)

**SWEDEN**

On-Site Exhibitions AB  
Norra Gubberogatan 30  
41663 Gothenburg, Sweden  
Phone : +46 31 7073070  
Fax : +46 31 7073075  
Contact: Stina Öhman  
E-mail : [stina@onsitegroup.se](mailto:stina@onsitegroup.se)

**LITHUANIA**

JSC "PAN-LITService"  
Laisves Ave. 5  
LT-04215 Vilnius, Lithuania  
Tel.: +370 52445677;  
Fax: +370 52445803.  
Contact: Mark Novoselskij  
E-mail: [info@pls.lt](mailto:info@pls.lt)

**NORWAY**

On-Site Norway A/S  
Lilletorget 1  
0184 Oslo, Norway  
Phone: +47 227 38 300  
Fax: +47 227 38 310  
Contact: May Pettersen  
E-mail: [may@onsitegroup.no](mailto:may@onsitegroup.no)

**AT, BE, CH, DE, ES, FR, IT, LU, NL, PL, PT by request.**

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KMKREE100372036

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