

Guideline & Instructions at *HUNGEXPO*–Budapest Fairground



EPA 2024

BUDAPEST, HUNGEXPO

Schenker Ltd. has been appointed by *HUNGEXPO CO.* as sole official Trade Fair Forwarding Agent, from 1st of January 2012.

Our Exhibition-Division is charged to handle warehousing, loading and other logistic activities at the fairground of *HUNGEXPO* – Budapest.

MAIN TASKS

Forwarding products and/or advertising materials by air-, sea-, rail-freight or road transport.
Full scale of on-site handling services at Fairs and Exhibitions. Handling and storage of goods.
Import / export Customs Clearance and other documentations.
Support of technical tools, equipment and vehicles, like fork-lifts, cranes, trucks or other special appliances.

DELIVERY ADDRESS FOR SHIPMENTS ARRIVING FROM OUT OF EU

SCHENKER Ltd.
Leshegy u 30. Building DC4
Szigetszentmiklós,, Hungary 2310

DELIVERY ADDRESS AT HUNGEXPO FAIRGROUND FOR EU SHIPMENTS VIA ROAD

SCHENKER Ltd.
Albertirsai út 10, Building 33, Schenker office
Budapest, Hungary 1101

CONTACT PERSONS

IN ALL CASE PLEASE USE our general e-mail address:
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INSTRUCTION OF ADDRESS ON INVOICE, DOCUMENTS, FOR NON-EU SHIPMENTS

If the goods are coming from a **non-EU** country and Customs Clearance is needed, then the invoice / packing list should be addressed as below:

Consignee	c/o EPA2024, Hungexpo
SCHENKER Ltd. Fairs Department	
Szigetszentmiklós, Leshegy u.30.	Exhibitor Name:
H-2310 Hungary	Hall No. / Booth no.

Please pay attention on the customs documentation to be properly filled and fully presented, on time!
For a smooth process of clearance we suggest ATA Carnet for all returning goods.

For temporary entry, documents must be stated as “No commercial value! Value for Customs purposes only.”

By final customs clearance for promotional materials please declare on the invoice that:

“Free of charge, the goods are for the named exhibition, will be used for promotional purposes and will be distributed free under the visitors of the event and will not be sold.”

Road Transport to Szigetszentmiklós 2310, Leshegy u 30 Schenker Ltd

- 1 original CMR or Delivery Note, T-1 if needed
- 1 original Proforma Invoice and Packing List or ATA Carnet

Airfreight to BUD Airport , Schenker Ltd

- 1 original Master Air WayBill (MAWB) and 1 House Air Waybill (HAWB)
- 1 original Proforma Invoice and Packing List or ATA Carnet

Sea freight to BUD Terminal, Schenker Ltd

- B/L or Express Released Sea Way Bill (Non-negotiable)
- 1 original Proforma Invoice and Packing List or ATA Carnet
- 1 copy of Insurance Policy (if available)

DOCUMENTATION

Make sure to send all documents in advance to be confirmed by Schenker Hungary. Shipment must only be sent out after our confirmation! Pre-alert or other advices should be received minimum 2 working days prior to arrival.

Data should be clearly marked on Commercial / Proforma Invoice and Packing List

- exact and detailed description of goods
- exact quantity of each item
- customs tariff code (H.S. code)
- unit and total value / price of items (value “0” will not be accepted!)
- serial no. (production number) or any identifier of items, if exist
- country of origin

Always send your special handling requirement or descriptions along with the documents and the goods.

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DELIVERY ADDRESS ON THE WAYBILLS, CMR FOR DIRECT TRUCKS FROM EU

Please pay attention to **address correctly on the CMR waybill to avoid enormous penalties** based on the **EKÁER regulation** in Hungary. Pls. note that in such cases when a Hungarian company is the consignee on this document, an EKÁER registration may be needed before the truck crosses the Hungarian border. If you are sending the goods for your booth as a foreign company pls. don't write Schenker or Hungexpo as consignee, but use the following address form:

consignee:

..... (Your company name and address)

c/o Schenker Kft.
EPA Budapest 2024

1101 Budapest, Albertirsai út 10.
Hall: Booth:....

Pls. instruct your carrier and other subcontractors (stand builders) accordingly.

If you are sending your shipment to a Hungarian partner as exhibitor that company has to arrange the EKÁER declaration by the Hungarian Taxation Authorities (NAV) when needed.

COURIER SHIPMENTS

CONSIGNMENTS BY COURIER

Please do not address your goods by COURIER, directly to stand but to **Schenker Ltd ONLY**. It is prohibited to all courier companies to enter the exhibition area. Handling will be done by SCHENKER Ltd. **only according to prior agreement**. Please note that **all courier shipments must be sent with delivery term of DDP. Pls. ask for quotation and instruction before shipping.**

DEADLINES OF ARRIVAL OF GOODS FOR THE EVENT

To guarantee in time delivery of your exhibition goods to the booth on the fairground below deadlines have to be met with all info and document sent to us prior to shipping, in advance:

Road Transport

- For direct unloading arriving from EU: Schenker Kft. 1101 Budapest, Albertirsai út 10. on official build up days
- Arrival via warehouse from EU: Schenker Kft. 1101 Budapest, Albertirsai út 10. 4 workdays before delivery to the booth
- **Arriving from out of EU truck must stop at Schenker Kft. 2310 Szigetszentmiklós, Leshegy u 30 Building DC 4 for customs clearance - 4 workdays prior to delivery to the booth, till 10:00 am - to avoid demurrage please contact us before departure of the truck**

Airfreight

- to Budapest Liszt Ferenc International Airport
5 workdays prior to delivery to booth

Sea freight

- to Budapest terminal
5 workdays prior to delivery to booth

In case of late arrival (after deadline, after 12:00 on last day of move-in, during open days) or arrival without Pre-Advice we will charge 35% surcharge!

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PACKING AND MARKING

The packaging primarily has to protect the goods! All packages must be clearly marked on two sides as given below:

- EPA Budapest 2024
- Exhibitor's name / Stand-builder's name
- Hall & booth number
- Number of cases / pieces
- Net + Gross weight, Measures / Volume

Schenker Ltd. will not take any responsibility for goods not marked the proper way!

INSURANCE

The exhibitor is responsible to arrange an "all-risk" insurance for the goods and all the equipment, covering transit to-and-from the exhibition, as well as storage and the open period.

ARRIVAL AND UNLOADING

Unloading / delivery to booth can be arranged only from the 1st day of the defined building days. Schenker Ltd. will start the (written) ordered logistical services, if the exhibitor or stand-builder or another authorized representative is present. Without them, services will not take place, the goods will be taken to a secure storage area.

Ordering standard equipments or on site logistic services from Schenker Ltd. (forklift, hand-forklifter, etc...) is possible by filling the valid order form, and sending it in advance, signed and stamped.

In case of special requirement, like crane, cherry picker, etc, requests must be sent to us at least 4 weeks in advance.

Handling of empty packaging and full goods should be done according to a prior agreement.

HANDLING OF EMPTY & FULL GOODS, EQUIPMENTS – DURING OPEN DAYS

Handling of empty packaging and full goods should be done according to a prior agreement.

All kind of packaging material made of paper, plastic, wood, metal, etc... will be handled as empty packing material only after marking them with labels by the exhibitor. Schenker will take only the labelled items and return them at an agreed time. The unmarked items will be thrown away at the very last build up day by Hungexpo.

Equipments, stand building materials, all kind of parts, tools, machines (lifters, carts, etc. will be handled as full goods. Take over and return is made only from-, and to directly the hand of Client. Timing is discussed and agreed prior to job. Hand over is verified with signature.

Labels for marking, can be taken from Schenker office at the Fairground or from Schenker team members visiting your booth. Unused ones should be returned.

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UPLOADING AND LEAVING

Loading and exit from Fairground is allowed only with an approved “Delivery permission”, issued by HUNGEXPO. Schenker Ltd. is not allowed to issue or to validate this document.

Schenker Ltd. is not responsible of damage / lost / theft of goods, which are left unattended at the booth!

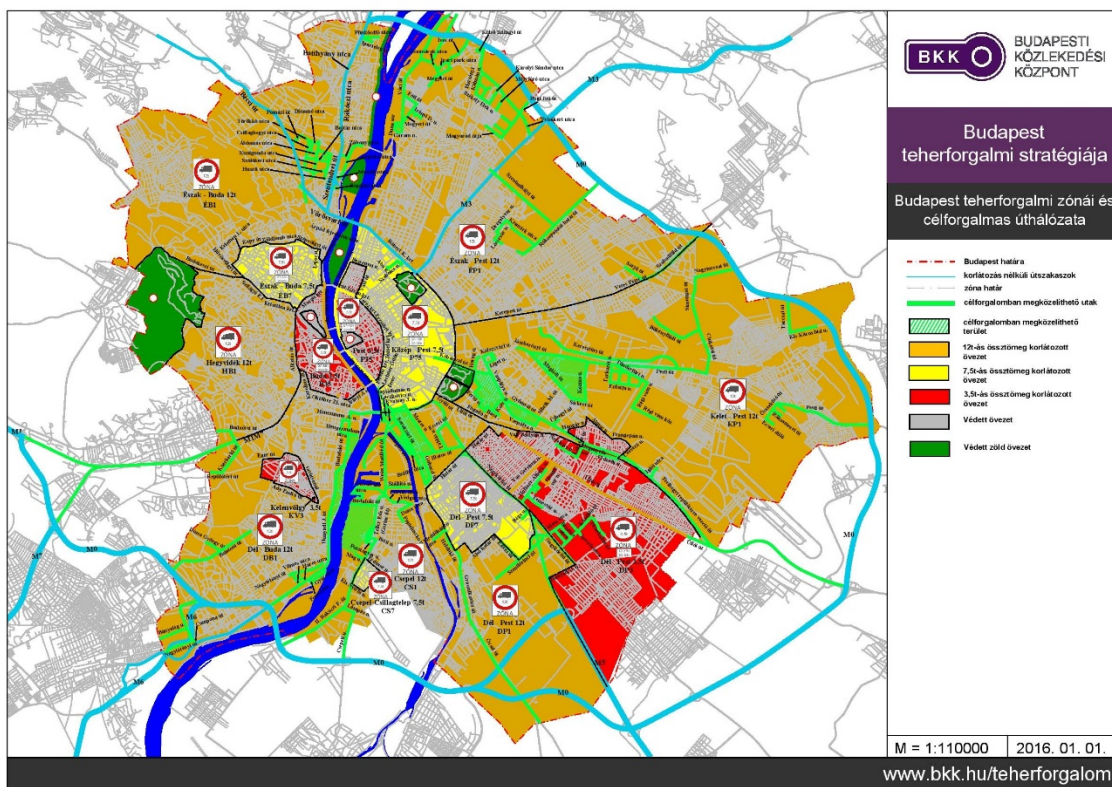
TERMS AND CONDITIONS OF PAYMENT

In the year 2024, all invoices containing the prices of the local logistical services, will be issued by Schenker Ltd prior to dismantling, and all invoices should be payed promptly via bank transfer (we kindly ask to send us proof of payment via email) or via POS terminal at the venue with credit card (AMEX is not supported). POS Terminal usage has an additional 3% bank charge fee upon the payable amount for the logistics services.

IMPORTANT NOTICE

Please note that the area of Hungexpo is a 12t restricted area, which means that forwarders for the bigger trucks need to apply for entry permit from the Hungarian Authorities in advance.

[Freight transport \(bkk.hu\)](http://www.bkk.hu)



We look forward to serving you.

Yours sincerely,

Schenker Ltd.