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CLAMAGERAN-FOIREXPO



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CLAMAGERAN FOIREXPO Company Profile & General Guideline Report

ISAKOS Congress
June 7th to 11th of 2015

LYON CONVENTION CENTER



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N°1 FRENCH EXHIBITION

FREIGHT-FORWARDER

**For more than 25 years,
We offer and provide a full range of services**

SUMMARY

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1- PRESENTATION

HISTORIC

The CLAMAGERAN group, founded in 1888, benefits from a century of experience and know-how in international exchanges.

However, in view of special requirements arising from trade show organisation, in 1971 it seemed necessary to create a division, and then a company, exclusively devoted to the exhibition sector, in Paris, Lyon and other parts of France to building exhibition logistics as one of our core activities.

GUARANTEE OF QUALITY

Since 1980 CLAMAGERAN FOIREXPO has been involved annually with over 150 exhibitions and events in France and overseas.

CLAMAGERAN FOIREXPO, leader in its field was in 1985 one of the seven founders of IELA (International Exhibition Logistics Associates), an international organisation that guarantee transport and delivery up to the booth for any exhibitions materials within support of our link worldwide partners and any other trusting in our viability.

This association, which includes now about more than 100 companies within their branch offices all around the world, specialized in exhibitions and events logistics, covers more than 47 countries.

SERVICE

We are in a position to offer an all inclusive providing fairs service towards any requirements:

- door to door transportation in & out
- customs formalities if requested
- storage before & after the show
- delivery to the booth on requested day & time
- handling onsite
- assistance for unpacking & repacking
- storage of empties

REFERENCE

Over the past years, CLAMAGERAN FOIREXPO has been service provider in our capacity as Forwarder furthermore Lifting and Handling Contractor, either as Official, Appointed or Referenced, in all of the major French exhibitions covering the main commercial and industrial sectors, which built up a significant experience in handling exhibition cargo of every kind, from heavy machinery to organic food, through live plants, arts and antiques, to sensitive IT equipments and many other materials.

This makes CLAMAGERAN FOIREXPO, in France as one attractive solution in the exhibition logistics business.



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2- MAIN OFFICE AND WORLDWIDE NETWORK OF AGENTS

Clamageran Foirexpo Lyon main offices are located at below address :

CLAMAGERAN FOIREXPO
7 Impasse Georges Méliès
69680 Chassieu
Tel : 0033 4 78 90 06 00
Fax : 0033 4 78 90 51 61

Clamageran Foirexpo is working with a worldwide network of agents; more than a hundred companies located in 47 different countries all dedicated to the exhibition industry.



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3 – SHIPPING INSTRUCTIONS

By SEAFREIGHT

Arrival at LE HAVRE Port

ALL CONSIGNMENT SHOULD BE SENT TO US AS FREIGHT PREPAID

- FCL 8 working days prior to requested date of delivery to the booth
- LCL 10 working days prior to requested date of delivery to the booth

Consignee : Exhibitor name – ISAKOS 2015
Lyon Convention Center
50, Quai Charles de Gaulle
69006 LYON

Notify : Clamageran Expositions
tel 00 33 (0) 4 78 90 06 00 / fax 00 33 (0) 4 78 90 51 61

By AIRFREIGHT

Arrival at Lyon St Exupéry: 4 working days prior to requested date of delivery to the stand

ALL CONSIGNMENT SHOULD BE SENT TO US AS FREIGHT PREPAID

Consignee (on MAWB) :

Consignee : Exhibitor name – ISAKOS 2015
Lyon Convention Center
50, Quai Charles de Gaulle
69006 LYON

Notify : Clamageran Expositions
tel 00 33 (0) 4 78 90 06 00 / fax 00 33 (0) 4 78 90 51 61

By ROAD FREIGHT (FOR ADVANCE WAREHOUSE)

Consignee : CLAMAGERAN FOIREXPO
C/o Exhibitor name – ISAKOS 2015
(On CMR) 7, Impasse Georges Méliès
69680 Chassieu
T : 0033 4 78 90 06 00 / F : 0033 4 78 90 51 61



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IMPORTANT INFORMATION :

- **Deadline for orders : Friday, May 22nd**
- **Receptions for warehousing before the show : from Tuesday, May 26th to Friday, May 29th from 9.00 am to 12.00 am and from 2.00 pm to 5.00 pm**
- **Deliveries at our warehouse must be done will tailift truck only**
- **Shipments destined to permanent admission must be delivered to us customs cleared.**
- **All shipments have to be loaded into our consolidated truck at our warehouse on Friday, June 5th afternoon for delivery into the stands on the Lyon Convention Center on Saturday, June 6th in the morning**
- **All shipments for warehousing after the show must be collected from the stands on Wednesday, June 10th in the evening and loaded directly into our consolidated truck.**
- **All shipments stored in our warehouse after the show must be collected only from June 11th to June 16th (our office will be closed on June 13rd and 14th) – opening hours 9.00 am to 12.00 am & 2.00 pm to 5pm.**
- **Collections at our warehouse must be done will tailift truck only**



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4 – DOCUMENTS & MARKS

Documents required by express courier:

- Sea freight shipment : original Bill of lading or copy of TB/L
- Copy of all necessary documents (commercial invoices, packing list addressed to the exhibitor at their booth number c/o CLAMAGERAN FOIREXPO, general and technical documentation of the goods)
- original certificate (FORM A, EUR 1, Sanitary certificate, Conformity Certificate etc ...)
- Original certificate of origin of each good

Previous information required by fax or by mail:

- Pre-alert fax with copies of Master Air Waybill within commercial invoice(s) prior to the aircraft's arrival (with name of exhibition, exhibitor c/o CLAMAGERAN FOIREXPO)
- Copy of all necessary documents (commercial invoices, packing list addressed to the exhibitor at their booth number c/o CLAMAGERAN FOIREXPO)
- Exact number emplacement of stand (hall, level, way, stand, booth ...)
- Any special instruction for handling or hiring operation

Exhibitors or forwarders must insure that all exhibits / stand materials are packed properly. Cases must be strong enough to avoid damages during respective proper transport and storage.

Please insure that all packaging is marked as follow:

CLAMAGERAN FOIREXPO

ISAKOS 2015

Exhibitor name & Stand n°
(Casually contact and/or phone)



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5 – CUSTOMS FORMALITIES

CLAMAGERAN FOIREXPO can handle following type of customs formalities on behalf of the exhibitor:

- temporary import customs formalities
- ATA carnet
- Tform

NO TIR CARNET

5.1 Goods coming from outside the European Union

Exhibitors must provide the following documents:

- Pro-forma invoice (5 copies) : Separating Temporary Admission and Permanent Entry (for certain piece or item, it will be necessary important to precise origin, composition and/or bring original docs as sanitary, technical or conventional certificate, any casual other forms)
- Packing-list (5 copies)
- General and technical documentation of the goods
- Conformity certificate of each good
- Certificate of origin of each good

For issuing T form, please consign as follow :

Clamageran Foirexpo
BP 152
69686 Chassieu Cedex

Customs office at destination : CRD FR002650.

All Required Documents have to be sent for approval by fax before shipping.

Crucial Information on Import Custom Formalities

1 / GENERAL DOCUMENTATION

All invoices and certificates of origin must be completed to the name of the importers or Tax representative.

At no stage these documents should name Clamageran neither as the buyer/exhibitor nor as consignee of the goods.

Clamageran is a freight forwarding company, not an exhibitor or an importer.

IN CASE OF DEFINITIVE ADMISSION, THE EXHIBITOR MUST HAVE A FRENCH REPRESENTATIVE WITH A FRENCH VAT NUMBER.



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2 / RESPONSIBILITY

All shipments sent without a full compliance with our instructions will stay at the Airport or at the Port; therefore Clamageran will not be held as responsible for these and declines all responsibility on the consequences of this non respect.

3 / SPECIAL PRODUCTS

We kindly recall you that shipping of cigarettes and alcohol is strictly forbidden.

Shipping of toys will not be authorized without the necessary norms of conformity.

5.2 Goods coming from the European Union

All CMR must have a packing list.

CLAMAGERAN FOIREXPO responsibility won't be engaged in case of:

- Shipment sent without pre alert or Clamageran approval
- Lack of documentation disrespect of our shipping instructions
- Wrong consignment.



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6 – INSURANCE

Exhibitor should arrange a proper roundtrip all risks insurance for their exhibits (including exhibition period), preferably through a company represented in Lyon. It will be useful whenever the exhibitor intends to claim for damage or loss. Exhibitors are free to use their own underwriters.

Otherwise, our company is able to arrange insurance coverage of exhibits from the points of origin till destination and vice-versa for re-export. Please let us know if so required as soon as possible.

Please note that forwarding and handling insurance responsibility is limited by the French laws. We recommend that you contact us in order to communicate your insured value to cover a specific insurance guarantee.

All lifting operations will be done under our Federation's general conditions. If you wish to cover your goods « all-risks » or any other type of cover exceeding our public liability limits, we would request you to let us know by return fax.

7 – KEY DATES

Build up dates : June 4th to June 6th

Show dates : June 7th to 10th

Breakdown dates : June 10th evening & June 11th until 12.00 am..

8 – KEY CONTACT

For all complementary information, please contact:

Mrs Anne-Gaëlle TURIN

Tel : 00 33 (0) 4 78 90 06 00

Fax : 00 33 (0) 4 78 90 51 61

e-mail : lyon@clamageran.fr

Please feel free to visit our website: www.clamageran.com