

Deliveries and collections

All deliveries need to be sent to the official freight forwarder appointed by SQUARE, at the following address (with the compulsory label hereunder):

ZIEGLER EXPO LOGISTICS (HUB 2)

Boechoutlaan, 107 – 1853 Strombeek-Bever – Belgium

Deliveries will be dispatched to your stand on **29/06/2019 by 14:00**. If you have a delivery, please take contact with Ziegler in advance:

E-mail: square_bruelles@zieglergroup.com

Phone: +32 2 475 45 40

Please note that SQUARE will not accept any freight deliveries, including courier shipments prior to or during the build-up of the event.

It is COMPULSORY to send a PRE-ADVICE by e-mail to Ziegler in advance of every delivery. Otherwise, a penalty will be charged.

Neither the venue nor the organiser takes responsibility for any parcels being sent to the venue. All deliveries, except self-offload or hand carried, must be handled by ZIEGLER EXPO LOGISTICS, who will be able to gather all deliveries from **11/06/2019** up to **26/06/2019**.

The freight forwarder needs to receive all necessary information by you and should be well informed by your company for further arrangements regarding transportation, storage of goods before and after the exhibition, etc. ZIEGLER EXPO LOGISTICS will be solely in charge of all dealings with the Customs Authorities. For any questions regarding customs formalities, exhibitors must contact ZIEGLER EXPO LOGISTICS at square_bruelles@zieglergroup.com. All courier shipments will first arrive at Ziegler who will charge the exhibitor the receipt, handling and delivery to the booth.

These services / charges will be charged at exhibitors' expense. Basic delivery to stand and pick-up from stand are as follows:

Delivery from Ziegler to stand		Pick-up from stand to Ziegler	
Up to 50 kg or 0,25 m ³	€ 110,00*	Up to 50 kg or 0,25 m ³	€ 110,00*
Up to 100 kg or 0,5 m ³	€ 135,00*	Up to 100 kg or 0,5 m ³	€ 135,00*
Up to 300 kg or 1 m ³	€ 155,00*	Up to 300 kg or 1 m ³	€ 155,00*
Up to 500 kg or 1,5 m ³	€ 180,00*	Up to 500 kg or 1,5 m ³	€ 180,00*
Up to 800 kg or 2.5 m ²	€ 200,00*	Up to 800 kg or 2.5 m ²	€ 200,00*
Up to 1000 kg or 3 m ³	€ 225,00*	Up to 1000 kg or 3 m ³	€ 225,00*

*All rates are excl. VAT.

You will not be able to receive your package(s) if all charges have not been paid to Ziegler before the first build-up day.

Empties storage should be arranged through ZIEGLER only. It is the responsibility of each exhibitor to find suitable space for an accessible storage during the days of exhibiting. No accessible storage space is available at the venue. Please contact Ziegler for further information.

Forklift services & offloading must be arranged through the exclusive appointed freight forwarder, ZIEGLER EXPO LOGISTICS. No other agent/exhibitors or stand constructor can operate/drive their own forklift on-site. If exhibitors are having their equipment picked up from the venue after the exhibition breakdown has concluded, this needs to be done through ZIEGLER EXPO LOGISTICS. Pick up of items needs to be arranged by the exhibitors in advance and certainly before the end of the event. All items left in the hall by the end of the exhibition dismantling will be removed and disposed of by the cleaning services. Costs may apply for items left behind. After the event, items can be stored at Ziegler **up until 18/07/2019**.

Forwarding Instructions

All cargo must be consigned & labelled (both sides) as follows:

Name of Event: CEORL-HNS 2019 – SQUARE BRUSSELS CONVENTION CENTRE
Name of Exhibitor – Booth number
c/o Ziegler Expo LOGISTICS (HUB 2) – Boechoutlaan, 107 – 1853 Strombeek-Bever

Latest arrival deadlines:

at Antwerp Seaport: 14/06/2-018
at Brussels Airport: 21/06/2018
at Ziegler Expo Logistics warehouse: 26/06/2018

Cargo originating from outside the EU should be accompanied by

- a proforma invoice or invoice (in English) with detailed cargo description & CIF value or ATA Carnet
- packing list with individual content, weight & dimensions.

Cargo originating from the EU should only have a packing list.

Seafreight - with express release B/L, freight prepaid consigned to Ziegler Expo Logistics.
- will be picked up as from arrival at Antwerp port.

Airfreight - with MAWB consigned to Ziegler Expo Logistics, freight prepaid.
- will be picked up as from arrival at Brussels Airport.

INSTRUCTIONS FOR SEA / AIRFREIGHT / COURIER SHIPMENTS:

Consignee: Ziegler Expo LOGISTICS (HUB 2) – International Department
Boechoutlaan, 107 – 1853 Strombeek-Bever.

Notify: CEORL-HNS 2019
Exhibitor Name: Hall/Stand number:
c/o Ziegler Expo LOGISTICS (HUB 2)

ROAD TRANSPORTS:

1. Partial loads, small & courier shipments (through Ziegler Expo Logistics only):
Delivery, freight prepaid, FOT to Ziegler Expo Logistics Warehouse (HUB 2)
Boechoutlaan, 107 – 1853 Strombeek-Bever – Belgium – Tel +32 (0) 2 475 45 40

IMPORTANT REMINDER:

NO DIRECT DELIVERIES TO SQUARE BRUSSELS CONVENTION CENTRE!

It is COMPULSORY to inform Ziegler in advance of every delivery.

2. Full Trailer Loads (FTL): directly at SQUARE only after receiving your slot confirmation from ZIEGLER EXPO LOGISTICS

Compulsory Delivery Label

All cargo must be consigned & labelled (both sides) by using the following label:
Shipping instructions

3 steps to send your packages correctly

1. Provide the following information:
 - Sender : company name
 - Recipient : exhibitor / sponsor name
 - Quantity of packages & content
 - To e-mail address below:
square_bruxelles@zieglergroup.com
2. Ask your provider / sender
 - To fill in and stick label here beside on shipment.
 - To provide waybill / tracking number to e-mail address below:
square_bruxelles@zieglergroup.com
3. All shipping charges (transportation, customs clearance,...) have to be taken into account by sender.

Without following the instruction mentioned above, shipment could be refused or surcharged before delivery to the venue.



Consignee (delivery address)

ZIEGLER EXPO Logistics - HUB 2
Boechoutlaan, 107
1853 Strombeek-Bever
Belgium
Contact / +32.2.475.45.40

Sender

Company name

Address

Country

Recipient

Congress name: CEORL-HNS 2019

Exhibitor / Sponsor name

To the attention of

Contact

Ph. nbr

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Show management

Booth number

