








Logistic Instructions for

Northern Light, EL Congress 2011, 5-9 June 2011, Helsinki, Finland

Suomen Messulogistiikka Oy (SMLog) is the official logistic partner of the congress secretariat. Our business covers all logistic services for international congresses and exhibitions. In order to assist in the smooth transfer of your booth fitting material and exhibits, we are part of a worldwide network of exhibition logistic experts who are experienced in the movement of goods to and from exhibitions. Whilst the use of these forwarders is by no means mandatory, we recommend their services to you. If no local forwarder contacts you, please get in touch with us for further details.

Please refer to these instructions and pass appropriate details to your suppliers to ensure on time arrival and delivery to your stand.



Schedule	
	Send preadvise and/or service order by email or fax to SMLog 18th May latest Email: info@smlog.fi Fax: +358 (0)10 309 6611
	Arrival period to SMLog warehouse: starting from 25th May until 2nd June latest
	Delivery of general cargo and courier shipments to the venue and stands from SMLog warehouse on Will be informed later Contact us to set up the delivery time for full truck loads
	Pick up of empties from the venue to the warehouse on Will be informed later
	Delivery of empties back - to the venue one hour before closing time - to the stands starting after the exhibition has ended
	Collection from the stand and transport to the SMLog warehouse on Will be informed later
	Shipment dispatch from the SMLog warehouse starting from 10th June









Consignee	
All courier shipments General cargo from EU countries	SMLog Aleksis Kiven katu 17 00510 Helsinki, Finland Northern Light 2011 Exhibitor name Stand number(or Bag inserts) Contact: Erkki Koski +358 (0)40 5469 555
General cargo from non-EU countries, Sea freight (BL consignee)	Varova Oy c/o SMLog Lautatarhankatu 6 00580 Helsinki, Finland Northern Light 2011 Exhibitor name Stand number
Airfreight from outside of Finland (AWB consignee)	Varova Oy c/o SMLog Rahtitie 1 B 01530 Vantaa, Finland Northern Light 2011, Exhibitor name Stand number
Pick up address (consignor) for returning goods after the congress	
SMLog c/o Exhibitor name ... Aleksis Kivenkatu 17 00510 Helsinki, Finland Contact: Erkki Koski +358 (0)10 309 6600	



Customs and related documents
Standfitting materials, exhibits
<p>These items can be imported duty free on a temporary basis against either a ATA Carnet or a customs bond with commercial invoices and packing lists and a guarantee letter which we can supply against service payment fee. Commercial invoice and packing list can be combined. Please refer attached sample for required details on combined commercial invoice and packing list (proforma invoice).</p>
Printed materials, CD-ROM catalogues, Give-aways
<p>These items can be imported duty free for free distribution on a permanent basis against commercial invoice and packing list with a guarantee letter which we can supply against payment. Please make separate commercial invoice for these items unless you use the attached template.</p> <p>All items which have been customs cleared permanently into Finland and haven't been distributed during the event must be left to the stand and handled as a waste.</p>



<p>Alcohol beverages, foodstuff</p>	
<p>Import of alcohol beverages and foodstuff are always subject to the payment of duties and VAT.</p> <p>Even free distribution of alcohol at venue is strictly prohibited without permission of alcohol service license holder which is usually the permanent restaurant at the venue.</p>	
<p>Note for courier shipments</p>	
<p>Courier companies can do the customs clearance on permanent basis but need usually the guarantee letter for customs clearance purpose from Finland located party as well as customs clearance instructions. By consigning your shipment according our instructions and with appropriate documents you secure smooth customs clearance and on time delivery to your stand.</p> <p>Customs clearance on temporary basis is not common procedure for courier companies regarding their standard services. If you prefer to use courier company for the transportation please consider to use our customs clearance service to secure smooth customs procedure and contact us prior dispatching your shipment.</p> <p>Please note, we will customs clear all shipments consigned to us according these instructions even without beforehand placed service order. This will apply also for return shipments. We charge all our services according our tariff from exhibitors/consignee by credit card or cash before releasing the shipment to you.</p>	
	
	

Services offered by Suomen Messulogistiikka Oy

We have ability to provide globally all logistic services to assist you shipping your materials to and from an event to be held in Finland as well as all on-site services at the venue. Our aim is to keep our logistic instructions as short and informative as possible. Kindly contact our project manager for more details regarding our full range of logistic services.

Service order and related charges

Please contact us by email or phone indicating details of your incoming shipment. We will reply to you with charge calculation and additional instruction if needed.

Our project manager Mr. Erkki Koski will be pleased to assist you.

Email: info@smlog.fi
 Tel. : +358 (0)10 309 6600

Please inform us always regarding shipments including standfitting materials and need for forklift services.

Liability

All tasks shall be carried out in accordance with the General Conditions of the Nordic Association of Freight Forwarders (NSAB 200) which i.a. limit the forwarder's liability and entitle the forwarder to cover all his claims due for payment through sale of the customer's property under his control (the forwarder's lien). NSAB 2000 shall be applied, excluding time guarantee referred to in § 6, par. 2 and in § 20 par. B and liability for signing insurance referred to in § 27, par. C.3.

