

TFWA

WORLD
EXHIBITION &
CONFERENCE

THE DUTY FREE
& TRAVEL RETAIL
GLOBAL SUMMIT


29 SEP - 03 OCT 2024 CANNES

TRAVEL INTO THE FUTURE

OFFICIAL SHIPPING MANUAL

TFWA WE&C 2024, Cannes



 +33 (0)4 93 29 80 16

Celine CLUCHAGUE

ccluchague@mathez-onsite-logistics.com

Stephane ROCHE

sroche@mathez-onsite-logistics.com

TFWA warehouse

merchandises receptions & deliveries











taxfree@mathez-onsite-logistics.com

 mathez-onsite-logistics.com

Your guide to smooth events logistics



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INTRODUCTION

ABOUT

MATHEZ ONSITE LOGISTICS has been the **official freight forwarder, customs broker and on-site handling contractor** for TAX FREE WORLD ASSOCIATION WORLD EXHIBITION AND CONGRESS for the past 40 years.

This instruction booklet is designed to assist you with the **movement of merchandises** and **stand building materials**.



- Failure to comply with these instructions and deadlines may cause **unwanted delay and additional costs**.
- [Request a quote](https://mathez-onsite-logistics.com) on mathez-onsite-logistics.com **before September 20**; otherwise, our TF rates will apply by default and are non-negotiable.
- Unless otherwise agreed, our services are payable in full and in advance.



SERVICES



- /// **International** freight forwarding services
- /// Offloading and re-loading
- /// Deliveries to **stand** and collections from stand
- /// Daily **stock deliveries**
- /// Intermediate **warehousing** (conventional or air-conditioned)
- /// **Customs** formalities
- /// **Collection** from closest international Airport (NCE)
- /// **Courier** transfer, receipt and deliveries
- /// Collection, Storage and return of **empty crates/sturdy packaging**
- /// **Insurance** (upon request)

EXHIBITION TIMETABLE

24 - 29 Sept. - **Build up stands** in Cannes Palais des Festivals

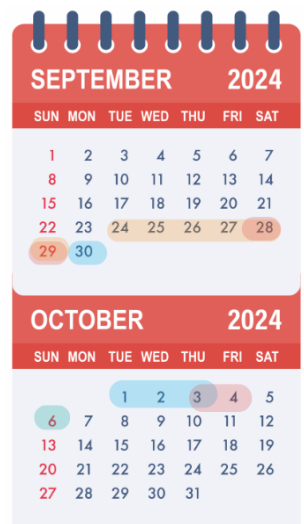
30 Sept. > 3 Oct. 17:30 - **TFWA WE&C Exhibition**

3 Oct. starting 17:30 - **Merchandise empty packages return**

3 Oct. starting 19:30 - **Repacked merchandise removal**

3 Oct. 22:00 > 4 Oct. 7:00 - **Stand fitting empty packages return**

4 > 6 Oct. - **Break down**



CONSIGNEE INSTRUCTIONS AND RECEPTION DATES

ROAD FREIGHT / COURIER** – VIA ADVANCE WAREHOUSES

DATES OF RECEPTION **MUST BE STRICTLY ADHERED TO: SEPTEMBER 2nd to 20th**



Consignee: MATHEZ ONSITE LOGISTICS
(Exhibitor / Hall & Stand no. / TFWA)
CONTACT US TO GET THE APPROPRIATE
WAREHOUSE ADDRESS



← Please replace with
relevant information

ROAD FREIGHT / COURIER** – VIA OUR TFWA WAREHOUSE in CANNES

(Temporary warehouse specially installed for this event)

DATES OF RECEPTION **MUST BE STRICTLY ADHERED TO: SEPTEMBER 23RD TO 28TH**



Consignee: MATHEZ ONSITE LOGISTICS
(Exhibitor / Hall & Stand no. / TFWA)
Esplanade de la Pantiero
06400 Cannes – France
★ [43.551283. 7.014826](tel:43.551283.7.014826)

← Please replace with
relevant information

See map annexed page 11

ROAD FREIGHT DIRECT – FULL TRAILER LOAD OF STAND FITTING ONLY

DATES OF ARRIVAL: **SEPTEMBER 23rd TO 27th SUBJECT TO PRE-ARRANGEMENT**



Consignee: MATHEZ ONSITE LOGISTICS
(Exhibitor / Hall & Stand no. / TFWA)
1ere avenue, 5600 mètres
Le Broc Center Bat A4
06510 Carros – France
★ [43.551273, 6.962259](tel:43.551273.6.962259)

← Please replace with
relevant information

All trucks are required to register at the marshaling area called **Parking du Stade Pierre de Coubertin**.



A reference number is **mandatory**; otherwise, truck will not be released from this parking

Please contact **Stephane** at sroche@mathez-onsite-logistics.com to make arrangements regarding the unloading/loading service and the time slot.

AIR FREIGHT TO NICE AIRPORT (NCE)

DATES OF RECEPTION **MUST BE STRICTLY ADHERED TO: SEPTEMBER 2ND TO 25TH**



Consignee: MATHEZ ONSITE LOGISTICS
Aéroport Nice Côte d'Azur
06200 – Nice
Notify: (Exhibitor / Hall & Stand no. / TFWA)

← Please replace with
relevant information

Shipments arriving via Nice airport will **automatically** be moved to one of our warehouse depending on arrival date.

COURIER SHIPMENTS DISCLAIMERS

chronopost



dpd

FedEx



TNT

We strongly advise against using the services of a courier when shipping from outside the European Union due to the last Customs regulation.

If you decide to do so anyway,

About non-EU courier shipment customs clearance:

Shipment must be sent **DDP (Delivered Duty Paid / duties and taxes paid by the sender)** and should be delivered to our advance warehouse free of all charges. Please be aware that the courier companies **cannot automatically clear most of the courier shipments** from outside the EU. They will require a **French importer of record** fully registered in France with a **French VAT number and an EU EORI number**.

Make sure to provide the **IMPORTER details**, his **FR VAT** and his **EU EORI numbers** to courier for clearance purpose. **Courier shipments should arrive customs cleared.**

Please note that if **MATHEZ ONSITE LOGISTICS** has to take over customs clearance from a courier, in order to secure your shipment, **extra charges will apply** like courier transfer fee, customs clearance, late fee, taxes and duties and customs bond credit fee (non-exhaustive list). These charges will be passed on to your company and may be subject to a separate invoice later & cannot be contestable.

Please note if courier uses **MATHEZ ONSITE LOGISTICS** as importer of your shipment to customs clear your shipment, without our consent, **extra charges will apply**: customs clearance fee, improper IOR fee, taxes and duties and fund advance (non-exhaustive list).

- Courier companies **do not work on weekends and holidays** even though they might say otherwise.
- Courier companies **cannot arrange temporary import** customs.
- Be aware that **most courier companies cannot clear without an IOR** even though they might say otherwise.

DHL Express Aide et support Rechercher un point de dépôt | English | Français

Accueil Expédier Suivre Gérer les expéditions

Identification-numéro-eori_fr

Annuler Assigner cette Expédition Sauvegarder pour plus tard

De ce fait, nous vous prions de bien vouloir toujours mentionner le numéro EORI :

IMPORTANT January 1, 2022 French Customs Authorities have introduced a change to the import value added tax (VAT) process, for import shipments, known as: Postponed VAT Accounting (PVA)

- The change is applicable to all businesses acting as an Importer of Record in France
- VAT amount will now be assessed and billed to the importer and no longer be collected as each shipment was processed with the exception if no FR VAT number is provided.
- This is not applicable to individuals importing personal goods or for document shipment.

Prior to starting a shipping label, importer must:

- Have a French VAT number
- Non-EU businesses also must appoint a Fiscal Representative to manage the PVA scheme on their behalf

The following must be provided when creating a shipment label and customs invoice for the Importer of Record:

- French VAT number
- EORI number (Economic Operators Registration and Identification)
- Business information (Name, Address, Contact Details)

If no Importer of Record information is provided, DHL will submit the package with customs invoice in the name of the receiver to the French Customs Authorities for clearance processing. This helps keep the shipment moving as fast as possible! [Learn About Postponed VAT Accounting](#)

This invoice must be completed in English. **Commercial Invoice** Page 1 of 1

EXPORTER:

Tax ID: _____

Contact Name: _____

Telephone No.: _____

E-Mail: _____

Company Name/Address: _____

Country/Territory: _____

Port of Transshipment: ☐ Related ☐ Non-Related

SHIP DATE: _____

Air Waybill No. / Tracking No.: 77779281462

Invoice No.: _____

Purchase Order No.: _____

Payment Terms: _____

Bill of Lading: _____

Purpose of Shipment: EVENT SAMPLES

SOLD TO / IMPORTER (if different from Consignee):

☐ Same as CONSIGNEE

Tax ID: _____

Company Name/Address: **YOUR COMPANY'S NAME**
TFWA STAND No. _____
PALAI DES FESTIVALS
06400 CANNES
COUNTRY/TERRITORY: FRANCE

If there is a designated broker for this shipment, please provide contact information.

Name of Broker: **mathez onsite** sales@mathez-onsite.com Tel. No. **33 93 36 96 16** Contact Name: **helen@mathez-onsite.com**

Duties and Taxes Payable by ☒ Exporter ☐ Consignee ☐ Other: _____ If Other, please specify _____

| No. of Packages | No. of Units | Net Weight (G/KG) | Unit of Measure | Description of Goods | Harmonized Tariff Number | Country of Manufacture | Unit Value | Total Value |
|-----------------|--------------|-------------------|-----------------|----------------------|--------------------------|------------------------|------------|-------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

LABELLING/MARKING

All shipment must be easily identifiable, so you must label or mark them as follows:

For shipments to be delivered on stand

TFWA 2024

"Exhibitor name"

"Hall & stand number"

*Please replace with
relevant information*

For shipments to be delivered outside the exhibition hall, to social events

TFWA 2024

"Sponsor Name"

*- "Opening cocktail", "Lounge", "Closing party"
or "other events"*

*Please replace with
relevant information*

See sample label annexed page 14

PRE-ALERT

Complete **pre-alert** for shipments should be sent by **SEPT. 20TH** to taxfree@mathez-onsite-logistics.com



STAND DELIVERY – TIME SLOT BOOKING

A **stand delivery time slot** must be booked on our web site: www.mathez-onsite-logistics.com



**Don't forget: Book your stand delivery time slot
for TFWA on our website from Sept. 2nd**

Direct link to the delivery portal at: mathez-onsite-logistics.com/en/tfwa/booking



DURING THE SHOW

EMPTY PACKING MATERIAL STORAGE

- For **merchandise and sensitive items** that will be repacked and removed Thursday evening:

The label opposite should be filled in and placed on **each package once it has been emptied** during the installation weekend.

The **empty packing material** will then be removed and stored in our warehouse near the Palais to be **returned to stands Thursday October 3rd starting 17:30** once all halls are safe to do so and main aisle carpets have been




**MERCHANDISE OR VALUABLES
PACKAGING
FOR STORAGE**

CLIENT NAME:

STAND NAME:

STAND NUMBER:

EMPTIES WILL BE RETURNED TO STANDS THURSDAY EVENING
INCOMPLETE LABEL MAY CAUSE DELAY

 mathez
onsite logistics

NOT RESPONSIBLE FOR CONTENTS LEFT IN BOXES MARKED FOR STORAGE



Please note that **this process will take time**, there will be a **delay at the end of the show** while empty packages are returned to stands.

Bear this in mind when **planning your return travel**.

- For **stand fitting material** that will be repacked during stands dismantling **Friday Oct 4th to Sunday Oct. 6th**.

The opposite label will have to **be completed and placed on each packages** once emptied during the set up.

The empty packing material will then be **removed and stored off site**, to be returned to stands **Thursday October 3rd starting 5:30pm**.




**PACKAGING OF STAND BUILDING MATERIALS
EMPTY STORAGE**

CLIENT NAME:

STAND NAME:

STAND NUMBER:

EMPTIES WILL BE STORED OFF SITE
EMPTIES WILL BE RETURNED TO STANDS THE NIGHT THURSDAY TO FRIDAY
INCOMPLETE LABEL MAY CAUSE DELAY

 mathez
onsite logistics

NOT RESPONSIBLE FOR CONTENTS LEFT IN CRATES MARKED FOR STORAGE

DELIVERIES DURING THE EVENT



- For **DAILY STOCK DELIVERIES**: please contact us for arrangement **before September 20th**
- For **SOCIAL EVENTS DELIVERIES** or any **DELIVERIES OUTSIDE THE EXHIBITIONS HALLS**: please contact us for arrangement **before September 20th**.



POST SHOW

MERCHANDISE/VALUABLE PRODUCTS –

Collection from stands & return to our TFWA warehouse.

The last day of the exhibition, you will find our **“COLLECT & TRANSPORT SERVICES ORDER FORM”** on your stand.



- /// Please make sure to **dully complete the form** (1 per destination) and to hand it over to our staff upon collection of your goods from your stand.
- /// The return of the **empty packaging** will **start on Oct. 3rd at 17:30**. New **cardboard boxes** can be provided on demand.
- /// Please note that **the return of empty packing material will take time**, bear this in mind when planning your return travel.
- /// **Do not leave your merchandise unattended** on stand, as we, MATHEZ ONSITE LOGISTICS, won't be liable for any lost or damaged merchandise.
- /// **Merchandise without proper packaging will not be collected**. Please use cardboard boxes, crates or pallets, but not sack and some real packaging tape no office tape.
- /// Following an increase in poorly packed parcels or unpacked goods at the end of the show, MATHEZ ONSITE LOGISTICS reserves the right to **reinforce packaging or completely re-pack at your expense** and without notice - ask for our rates.



PICK UP FROM OUR TFWA CANNES WAREHOUSE BY YOUR OWN HAULER

PICK UP DATES MUST BE STRICTLY ADHERED TO: OCTOBER 5th TO OCTOBER 9th



From: MATHEZ ONSITE LOGISTICS
(Exhibitor / Hall & Stand no. / TFWA)
Esplanade de la Pantiero
06400 Cannes - France



Please replace with
relevant information

All material or product not collected by **October 9th 2024** will be transported to our annual warehouse at extra cost. And will only be available starting Monday 14th 2024.

PICK UP FROM OUR ANNUAL WAREHOUSE BY YOUR OWN HAULER

PICK UP DATES MUST BE STRICTLY ADHERED TO: FROM MONDAY OCTOBER 14th

From: MATHEZ ONSITE LOGISTICS
(Exhibitor / Hall & Stand no. / TFWA)
1ere Avenue, 5600 mètres, Le Broc Center BAT A4
06510 Carros - France



Please replace with
relevant information

RETURN TRANSPORT HANDLED BY MATHEZ ONSITE LOGISTICS

All return transport organized by MATHEZ ONSITE LOGISTICS will be done either by our agents or via well know carrier.

Please contact us to make the necessary arrangements **before the September 20th**.



CUSTOMS INFORMATION & REQUIREMENTS

FOR ALL PRODUCTS

COMING FROM COUNTRIES OUTSIDE OF THE EUROPEAN UNION



A combined Commercial Invoice/Packing list is required.

☒ The invoice should include the following information:

- ☐ **Item number**
- ☐ Full and clear *description* of the products + **HS code** + **Original country** of manufacture
- ☐ **If alcohol:** alcohol type, Qty of bottles per type, volume per bottle, percentage of alcohol per bottle
- ☐ **If tobacco:** tobacco type, quantity of pack, quantity of stick or weight of rolling tobacco
- ☐ **Itemized & total value CIF terms** – values must be realistic (0/zero is not acceptable)
- ☐ **Gross weight and dimension**
- ☐ **"Temporary" or "Permanent"** import in France



Please state on the invoice **"Not for sale, value for customs"** purpose only"

The invoice should be completed on your **company letterhead** and addressed as follows:

TFWA – *Exhibitor Name*
Hall Number – Stand Number
Palais des Festivals
06400 Cannes



*Please replace with
relevant information*

PERMANENT IMPORT

- /// All promotional and consumable material such **as samples, giveaways, brochure and promotional items** will be permanently cleared through customs.
- /// MATHEZ ONSITE LOGISTICS do not need importer of record to clear material. However, **if your company is fully registered in France** (FR VAT no. and EORI), then **you must inform us** as your company must be declared as importer of record in regards of the reverse charge mechanism.
- /// MATHEZ ONSITE LOGISTICS **must** do customs clearance of **tobacco products**, although the transporter of your choice may perform the transportation of your products to MATHEZ ONSITE LOGISTICS warehouse.
- /// For **tobacco products**, taxation will be calculated **on the value set by the local customs office** and not on the value indicated on the invoice.
- /// Permanent clearance is completed on **CIF value** (shipment+ transport value). If the invoice is not CIF, then customs will assess and add a value for the transport.

TEMPORARY IMPORT

- /// Shipment cleared under **temporary import must be re-exported** after the event.
- /// **Only MATHEZ ONSITE LOGISTICS is allowed** to re-export the shipment, it cannot be handed over to a third party after the event.
- /// **The re-exported weight must be the same** as the imported weight.
- /// Temporary items **must be packed separately** from the permanent items
- /// Any failure to comply with the above instructions will result in customs penalties and fines.

REGULATED PRODUCTS

- /// **Food products** including dry fruits, nuts and sweets, goods made from animal products like leather items.
- /// **Toys** including stuffed animal or any type of items appealing to children.
- /// **Any electrical and or electronic** devices, (drone).
- /// **Covid-19** related products displaying a health standard .



Please contact us for further information

FOR PRODUCTS SUBJECT TO EXCISE DUTY (ALCOHOL & TOBACCO) COMING ONLY FROM INSIDE THE EU



An **E-AD ISSUED ON EMCS SYSTEM** is required



Please provide:

1

Excise movement electronic transfer (EMCS document called **E-AD**) should be established on our excise number **FR001310E0010** connected to our office address:

MATHEZ - AVENUE DU 24 AOUT - 06400 CANNES



Although beware the **delivery address** is:

MATHEZ ONSITE LOGISTICS - ESPLANADE LA PANTIERO - 06400 CANNES

Please put the **most extended validity date**

Receiving dates: Sept. 23rd to Sept. 28th



2

A **detailed listing** for the alcohol products on **Excel format** is also mandatory



Products subject to excise duty are always **taxed in the country of consumption**, so any product arriving **under SAAD** (Simplified Administrative Accompanying Document) or **without EMCS** document, will be automatically taxed in full with French excise duties.

If you have left over that need to be returned, please provide:

- /// A detailed **list of return products** on Excel format
Otherwise we will perform an inventory which will be charged to you (minimum 130 euros).
- /// Complete **return instructions** to generate **return E-AD**.
- /// Valid **excise number** if different than the original one.



Products without EMCS return instructions will be taxed in full with French excises duties.
All SAAD shipments taxed will be returned under SAAD (free for consummation in France).

FOR ALCOHOL & TOBACCO PRODUCTS COMING FROM OUTSIDE THE EU

Please provide a **combined commercial invoice/packing list** as explained on the previous page - it is mandatory.



PREREQUISITES FOR IMPORTING & DISTRIBUTING TOBACCO @ TFWA

The **Regional Customs Directorate** has agreed to renew the **tobacco allowance for the consumption and distribution** of the tobacco products at TFWA.

The distribution of tobacco products is authorized under certain conditions:

- // The distribution of samples of tobacco products is done **exclusively inside the stands**.
- // The Palais des Festivals is a **non-smoking area**.
- // **Excise clearance and Customs clearance** of tobacco products must be **done by MATHEZ ONSITE LOGISTICS**, although the transportation of your products to MATHEZ ONSITE LOGISTICS warehouse may be performed by the transporter of your choice.
- // **Exhibitor must be registered** as Tobacco maker/reseller.
- // The exhibitors must **pay the applicable taxes and duties** (customs duties, consumption duties on tobacco and VAT).



FURTHER INFORMATION





INSURANCE

We strongly recommend that **all exhibitors take out insurance** to cover transport to and from the exhibition, during the exhibition and storage.

Please note that **MATHEZ ONSITE LOGISTICS does not insure transports**, unless you request it in writing before we start running the operation. It is the responsibility of the exhibitor to ensure that if goods are left on the stand, adequate security measures are taken to guarantee the safety of these goods.

MATHEZ ONSITE LOGISTICS is not responsible for loss, theft or pilferage. We accept "declaration of a special interest in delivery" (it must also be stated on transport documents.). Unless we receive it **4 days before we start running the operation**, no guarantee will be taken.

WORLDWIDE NETWORK

-  We work with **worldwide agents** who are specialists in exhibition freight forwarding.
-  Most of them have been **handling TFWA shipments** with us for many years.
-  They have the experience to offer you professional advices and **door-to-door services**.
-  **Feel free to ask us** for the contact details of our agent in your country.



PAYMENT CONDITIONS AND METHODS

Our operations are subject to the *Union des entreprises Transport & Logistique de France* (TLF) **general sales terms & conditions**, mainly regarding liability restrictions of the freight forwarder, and the choice of jurisdiction (Court of Nice). TLF's general terms and conditions of sale are available on request, on the back of our invoices or [online](#).

No unauthorized credit will be accepted; our invoices will be due immediately after issue and must be settled immediately by the following methods:

| | | |
|--------------------------------|---|----------------------------|
| Bank : BNP PARIBAS | Bank code: 300 | Branch code: 00642 |
| Account # : 00010052294 | IBAN : FR76 30004 00642 00010052294 57 | BIC/SWIFT: BNPAFRPP |
| Beneficiary: | MATHEZ TRANSPORTS INTERNATIONAUX | |

Credit card:

We accept Visa, MasterCard payable on line **via our payment portal:**
<https://paypro.monetico.fr/matheztransports/pagedepaiement>

Using these references

| | |
|----------------------|-------------------|
| Invoice n°: | Our invoice no. |
| Customer account n°: | Your company name |
| Supplier site: | ON SITE CARROS |



Please replace with relevant information



ANNEXES

SAMPLE LABEL

| | | | | |
|---|--|--|--|--|
|  mathez onsite logistics <i>French Riviera Exhibitions specialist</i> | |  TFWA |  WORLD EXHIBITION & CONFERENCE |  THE DUTY FREE & TRAVEL RETAIL GLOBAL SUMMIT 29 SEP - 03 OCT 2024 CANNES |
| EXPOSITION / EXHIBITION NAME : | | LIEU / VENUE : | | |
| <u>TFWA 2024</u> | | CANNES | | |
| NOM DE L'EXPOSANT / EXHIBITOR'S NAME : | | | | |
| HALL + STAND N° or EXTERNAL DELIVERY ADDRESS : | | Colis N° / Parcel # : | | |
| Contact on site: Tel. : | | Qte totale de colis /Total qty of parcel : | | |

TFWA WE&C MAP -

[On-line maps](#)

WITH MATHEZ ONSITE LOGISTICS WAREHOUSES ON THE HARBOR NEAR THE PALAIS DES FESTIVALS

