



BOLLORE
LOGISTICS
FAIRS & events
France

L'UNIVERSITÉ DE BORDEAUX PRÉSENTE



LOGISTICS & CUSTOMS GUIDELINES

Ed. Feb. 22nd 2023



LOGISTICS & CUSTOMS GUIDELINES

Ed. March 1st 2023

- Bolloré Logistics Fairs & Events has been nominated as the official logistics and customs provider to the Robocup that will be held in Bordeaux from July 4th to 10th 2023.
- Bolloré Logistics Fairs & Events shall be providing complete door-to-door transport and customs services to all participants.
- This first edition of the logistics and customs guidelines is meant to provide preliminary information that will be completed in the coming weeks.
- A list of agents in each of the participating countries shall be issued. Our local agents will assist you all the way with all your customs and logistics arrangements. We recommend that you engage the services of Bolloré Logistics or our overseas agents for a complete logistics package of your exhibits, in order to avoid unnecessary delays in clearance and additional expenses.



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Ed. March 1st 2023

YOUR CONTACTS

Head of Fairs & Events

Laurent CANOT

4-6 Rue des deux cèdres

95700Roissy en France – France

T (+33) (0)1 49 19 15 93 – M (+33) (0)6 85 91 36 56

laurent.canot@bollore.com - www.bollore-logistics.com

Robocup Project Manager

Manon JESPIERRE

4-6 rue des deux cèdres

95707 Roissy Aéroport Charles de Gaulle

T (+33) (0)1 49 19 15 59 - M (+33) (0)7 85 90 51 54

manon.jespierre@bollore.com – www.bollore-logistics.com



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➤ DOCUMENT DEADLINES

The shipping documents must be sent to us not later than the deadlines given below or at least 3 (three) days prior to the arrival of vessel and/or aircraft in Le Havre port / Paris Roissy CDG airport .

- **2 originals and 3 copies of Bill of Lading/ Airway Bill, 3 originals and 2 copies of Commercial Invoice, 2 originals and 3 copies of Packing List, 1 copy of Insurance Policy and 1 copy of invoice for the premium if insured at origin**
- A pre-alert message via e-mail or fax, indicating consignment details such as the flight numbers, Airway Bill numbers, number of packages, weights and dimensions, is required to be provided to us upon uplift of the consignment.
- Shipments arriving after the below deadlines will be subjected to a 30% late arrival surcharge to cover the special attendance of late shipments. Every efforts shall be made to ensure a clearance and delivery before the opening of the event, but no guarantee can be provided.



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DEADLINES

Leagues	Normal cargo	Cargo under import license
Receipt of documents for sea freight consignments	May 29th 2023	May 22nd 2023
Receipt of documents for airfreight consignments	June 05th 2023	June 5th 2023
Arrival of sea freight consignments	June 05th 2023	June 05th 2023
Arrival of airfreight consignments	June 12th 2023	June 12th 2023



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➤ CONSIGNMENT INSTRUCTIONS

All exhibition goods shipped either by seafreight or airfreight, shall be consigned "Freight Prepaid" as follows:

Consignee & Notify Party in BL or AWB (in Block letters):

Bolloré Logistics
4-6 Rue des deux cèdres
95700 Roissy en France

c/o Manon JESPIERRE - T (+33) (0)1 49 19 15 59 - M (+33) (0)7 85 90 51 54 - manon.jespierre@bollore.com

All documents such as the Bill of Lading and Airway Bill must show the consignee as indicated above. Shipment sent under 'Freight collect' term may not be treated until we receive confirmation for the payment.



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➤ CUSTOMS DECLARATION & DOCUMENTS

There are 2 types of customs entries: temporary entry and permanent entry.

-Permanent entry : all goods meant to be used or distributed during the event. Duties and taxes shall be applicable based on the HS codes and value declared, These goods must be listed on a pro forma invoice (see attached template).

-Temporary entry: all goods meant to be displayed during the event and returned to the country of origin. These goods can either be listed on a pro forma invoice (see attached template) or on an ATA carnet along with a packing list and a power of attorney.

-Your invoice/ packing List, must be in the English language and provide a full description of each item, product. We also require that any document ,descriptive/illustrative brochures of each piece of equipment, robots...be produced to allow customs to properly identify the nature of the goods and respective use for customs classification.

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➤ LABELLING

All packages shall be marked as follows:

RoboCup 2023

c/o Bolloré Logistics

Name of Exhibitor :

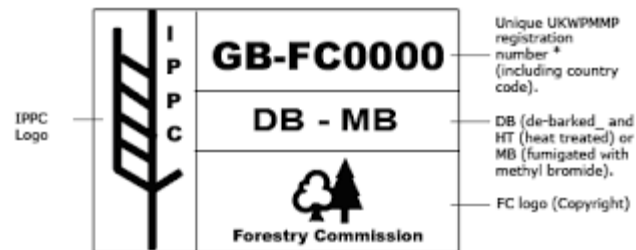
Stand Number :

Case Numbers :

Gross Weight/Net Weight :

Dimensions :

We will store your empty cases within the exhibition site under shelter during the exhibition if space is available. Wooden crates must be ISPM 15 compliant showing the following mark :



* the leading zero is optional if printing space is limited



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➤ INSURANCE COVERAGE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering your goods and products from point of origin to the exhibition venue in Bordeaux and back. Our liability will be limited as per our Standard Trading Conditions as our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

We shall require that an insurance certificate be produced before the arrival of the cargo in France,



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We make it happen

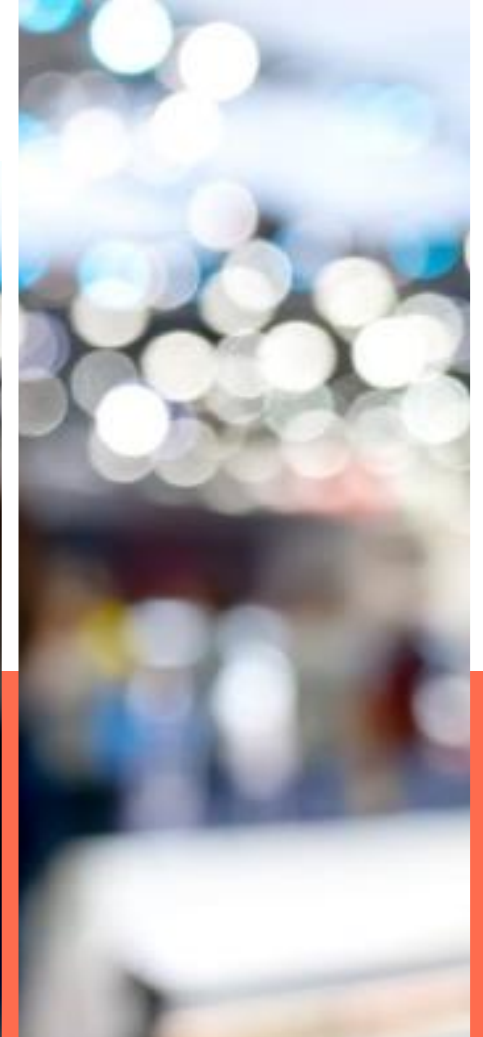


RESTEZ CONNECTÉ

SUIVEZ-NOUS SUR :



bollore-logistics.com



Une marque de **BOLLORE**
TRANSPORT & LOGISTICS