

# RNTRANS

## GENERAL SHIPPING INSTRUCTIONS FAIRS - CONGRESS - EVENTS

### 1 - Documents +Deadlines for countries outside EEC

**Sea freight- 10 normal working days, prior delivery required date**

1 Original + 2 copies Bill of Lading  
1 Invoice + 2 Packing list

**Airfreight - 5 normal working days, prior delivery required date**

1 Original + 2 copies of Airway Bill  
1 Invoice +2 Packing list

**Courier Shipments will be accepted in our warehouse **only with pre-advice from Exhibitor and free of any collect/charges.** For shipments which require Customs clearance, we strongly suggest not to use Courier companies .For further details pls contact Rntrans.**

**Note: All items to be shown separately on an invoice and to be given separate values. Regarding AWB and HB/L a cargo manifest will be required.**

**Special certificates for foods/Beverages/woods/textiles /Imco goods etc. to be arranged and provided by the exhibitor in advance.**

### 2 - Documents + Deadlines for EEC countries

**Sea freight - 1 original B/L +1 proforma invoice - 5 normal working days prior delivery required date**

**Airfreight - 1 Original AWB + proforma invoice - 2 normal working days prior delivery required date**

**Trucking - directly to the fair ( valid during build up dates + pre-alert advice to Rntrans office)**

### 3 - Cargo arriving before build up dates:

**RNTRANS WAREHOUSE ( Unloading only with pre-alert advices)**

Rua Pereira Henriques nr. 5

Poço do Bispo - 1900 -790 LISBOA

Schedule - 09H00..12h30 13h30..18h00

### 4 - CONSIGNEMENT INSTRUCTIONS

**Consignee: RNTRANS -Actividades Transitárias, S.A**

Event :XXX XXX

**Note: Freights prepaid only,unless previous agreement**

### 5 - CASE MARKINGS- LABELS

**Full set of packages should be marked as follows:**

Event: XXX XXX

C/o RNTRANS- Actividades transitárias ,S.A

(Cont..)

Exhibitor Booth name: \_\_\_\_\_  
Stand Nr \_\_\_\_\_ Hall nr. \_\_\_\_\_  
Case number: \_\_\_\_\_ Total nr: \_\_\_\_\_

## 6 - DELIVERIES

**Rntrans will deliver cargo without unpacking on the stand ,only to a representative present at the Stand ,unless previous agreement.**

**Note:** The previous information of name of the representative at the Stand , mobile/cellular phone number, or other contact will avoid delays and will allow for a faster delivery.

## 7 - CUSTOMS

**Temporary basis** – Import + reexport dispatch –**No duties**  
Providing Leaflets or Photographs will avoid delays on the inward process.  
Permitted maximum 15/60 days in national territory.

**ATA Carnet** – To proceed with file , Rntrans must be appointed as representative directly as consignee ,or by a letter of attorney.

**Definite basis** -Exhibition material without return / gifts and brochures included  
**Import dispatch + duties and VAT**

## 8 - TERMS OF PAYMENT

**Inward only** - Payment to be settled at the onsite office/or by transference before delivery at the stand

**Inward/Outward** – Cargo will remain at Rntrans warehouse until full settlement of the account (Also a previous deposit could be required)

**Bank details:**

**BANCO BPI**  
**CAIS DO SODRÉ – BRANCH**  
**A/c nr. 4 -1416054/ 000 / 001 - swift code BBPIPT-PL**  
**IBAN nr.50 001 000 001 416 054 000 168**

**Note :** These instructions are only general informations  
For further details or explanations pls contact directly Rntrans-Head Office:

**Contact: Miguel Macara**  
**Tel: + 351 21 324 62 00 fax: + 351 21 324 6211**  
**E-mail: fairs@rntrans.pt**  
**Schedule 09h..12h 14h..18h00**

