**SATS 4-6 August 2019**

**Delivery of exhibition material**

Exhibitors are responsible for organizing the shipping of materials prior to and following the conference. The Venue has no possibility to receive any shipments before Wednesday September 4th. If your freight forward company can’t guarantee delivery on this date you need to send your shipment to City Expo. City Expo will store your material and then transport your material to the venue and your booth on September 4th. The cost for this service is depending on how many shipments you will send and size/weight of the shipment. Send an email [kostas@cityexpo.se](mailto:kostas@cityexpo.se) and we will give send you a quote.

City Expo can receive your exhibition material from August 28th 2019

Make sure that your courier/shipping agent has delivered your material to City Expo before

September 4th 2019.

*We are sorry but we can’t help you with temporary import/export handling or customs clearance so*

*if you plan to send something from* ***outside the EU*** *you need to have the shipment* ***incoterm DDP*** *(not necessary within EU). If you do not do that Swedish customs will stop your shipment and add Swedish VAT + customs clearance. We will also charge you a minimum of 3000 SEK for handling a shipment that are stopped by Swedish customs because it’s not sent with* ***incoterm DDP****.* *If you do not follow these instructions, we can’t guarantee that your goods will be delivered to your booth in time.*

<https://en.wikipedia.org/wiki/Incoterms#DDP_%E2%80%93_Delivered_Duty_Paid_(named_place_of_destination)>

**IMPORTANT** that you mark your goods after these instructions.

*Delivery and shipping address*

Monterservice Hyrcity Expo AB

**SATS/your Exhibitor name /your stand number**

Hamngatan 33

172 66 Sundbyberg

SWEDEN

Contact: Kostas Grintzos, +46 8 764 46 44, [kostas@cityexpo.se](mailto:kostas@cityexpo.se)

**Return of materials**

Exhibitors are responsible for organizing the return shipment. After you have booked your return shipping you can email us all shipping labels and documents. The cost for this service is depending on the size/weight of the shipment. Your material will be available for pick up from Monday September 9th 2019 at this address:

**Your Organization/Company name**

C/O Monterservice Hyrcity Expo AB

Hamngatan 33

172 66 Sundbyberg

Sweden

Contact: Kostas Grintzos, +46 8 764 46 44, kostas@cityexpo

