



OWASP 2024, Lisbon, PORTUGAL

SHIPPING INSTRUCTIONS & TARIFFS

Rangel Fairs & Events Portugal
Quinta do Anabique Lote B
Parque Solvay
2625-090 Póvoa de Sta Iria
PORTUGAL

Helder Marques
helder.marques@rangel.com
T: +351967364259

Paulo Gameiro
paulo.gameiro@rangel.com
T: +351967364270

Venue:





1. INTRODUCTION

Dear Exhibitor/Agent,

Rangel Fairs & events is the only official logistics operator allowed to operate inside the venues of Feira Internacional de Lisboa (FIL) and Centro de Congressos de Lisboa (CCL)

These instructions will assist you in preparing for the correct and timely dispatch of your exhibits in Portugal. We suggest that you read these instructions carefully, and contact us if any doubt may occur.

Failure to comply with the deadlines and instructions will cause unnecessary delays and may lead to additional expenses being incurred. Please read these instructions carefully and note that all work undertaken by RANGEL is done so in accordance with our Standard Terms & Conditions, quote or tariff supplied by us.

RANGEL will accept no responsibility for late or non-delivery to the venue/s if these guidelines and/or recommendations are not followed.

Anyone sending goods directly to the venue or to the advanced warehouse, from outside the EU should ensure their logistics operator to customs clear the goods into Portugal. Any shipment that gets stuck in Portuguese customs that required our assistance will be charged accordingly.

We strongly recommend that anyone wishing to ship items from outside the EU contact us in advance to discuss the best method of shipping.



2. CONSIGNMENT INSTRUCTIONS:

ROAD FREIGHT - Advanced Warehouse

Consignee:

Exhibitor name
Show name + Booth number
 c/o Rangel Fairs & Events
 Parque Solvay – Quinta do Anabique, Lote B
 2625-090 Póvoa de Santa Iria
 PORTUGAL

ROAD FREIGHT - Direct unload/load
A SLOT MUST BE BOOKED PRIOR TO ARRIVAL

“Venue Address”...
“Show name”...
“Booth number”...

Notify:

Rangel Fairs & Events
 Helder Marques
helder.marques@rangel.com
 +351 967 364 259

AIR FREIGHT

Consignee:

Exhibitor name
Show name + Booth number
 c/o Venue address
 PORTUGAL

Notify:

Rangel Internacional AM, SA
 Helder Marques
helder.marques@rangel.com
 +351 967 364 259

SEA FREIGHT - LCL / FCL

Consignee:

Exhibitor name
Show name + Booth number
 c/o Venue address
 PORTUGAL

Notify:

Rangel Internacional AM, SA
 Helder Marques
helder.marques@rangel.com
 +351 967 364 259

NOTE: A pre-alert/booking is mandatory for every shipment. Template to be sent on request. Failure to advise us means we are unaware your shipment exists, and therefore we cannot be held responsible if it is not delivered to your stand.



DEADLINES - latest arrival days:

ROAD FREIGHT - Advanced Warehouse	5 days prior set up
ROAD FREIGHT - Direct unload / load	As booked
AIR FREIGHT	7 days prior set up
SEA FREIGHT - FCL	10 days prior set up
SEA FREIGHT - LCL	15 days prior set up

3. CUSTOMS CLEARANCE IN PORTUGAL:

We will handle the customs formalities on exhibitor's/customer's behalf. Rangel cannot be the importer of your goods.

Depending on your needs, we can clear your shipment in one of three ways:

- Permanent Duty-Paid Entry: used for all goods which will remain in Portugal and will not be re-exported. This includes all giveaway items such as brochures and samples.
- Temporary Entry: allows temporary import into the Portugal without paying duties or taxes. And needs the double time for arrivals.
- ATA Carnet: goods are imported without the payment of Customs duties and taxes but may not be given away or sold. All items must be re-exported at the end of the show.
 - Temporary / definitive goods must be packed & shipped separately.

Due to regulations, all imports in Portuguese territory must have an EORI / VIES valid number to perform the definitive or temporary clearances. If exhibitor doesn't have one we can perform the import clearance under a PASSPORT number of an exhibitor's attendee. For this we will need the passport copy.

Courier companies (DHL; UPS; FEDEX; TNT; etc) might seem the cheapest option but be aware that often they may not perform customs clear(in particular goods for temporary) and we have to intervene. Also note that couriers in your home country do not give out accurate Portuguese Customs informations. Courier shipments must be sent pre-paid including local taxes & duties. Any taxes & duties that are outlaid in your behalf will be billed to you plus an outlay fee. Check our tariff.

For all shipments a copy or commercial invoice / packing list in English, with a full detail description of the contents, customs HS/tariff codes, quantities and value of each item. For temporary clearances it's also recommended to send us photos of the goods. Invoice should be in EUR, GBP or USD. They also should be addressed as follows:

Person name for import + exhibitor name or Company (if EU EORI valid)
 Passport number / EU EORI Number
 Address of company
 No matter the country

NOTE: A Customs Power of Attorney template is available on request



AT A GLANCE:

<p>AIR FREIGHT</p>	<ul style="list-style-type: none"> * Air Waybill * Commercial Invoice * Packing List * Power of attorney(sent by Rangel) * Passport copy if applicable 	<p style="text-align: center;">AOE LISBON AIRPORT Aeroporto Humberto Delgado Code: LIS</p>
<p>ROAD FREIGHT</p>	<ul style="list-style-type: none"> * CMR * T1 if applicable * Commercial Invoice * Packing List * Power of attorney (sent by Rangel) * Passport copy if applicable 	<p style="text-align: center;">RANGEL BONDED WAREHOUSE Quinta do Anabique Lote B, Parque Solvay Gate 46 2625-090 Povoá de Sta Iria PORTUGAL</p>
<p>SEA FREIGHT</p>	<ul style="list-style-type: none"> * Bill of lading (express release is OK) * Commercial Invoice * Packing List * Power of attorney (sent by Rangel) * Passport copy if applicable 	<p style="text-align: center;">POE LISBON SEA PORT</p>

4. GENERAL INFO:

All document checks and pre-alerts should be emailed to helder.marques@rangel.com

EMPTIES:

During the event we will store your empties in a secured and proper warehouse. Please do not leave your empties without label, so all volumes can be picked up and re-delivered

RETURN TRANSPORT:

For the return journey of your exhibits, **RANGEL** can provide and manage the solution you need. Labels for return, when booked with RANGEL will be available on-site.

MARKS & PACKING:

All wood and packing materials entering EU will need to conform to the international phytosanitary standards ISPM-15. This means only wood, correctly treated and showing IPPC stamp will be accepted.

All packages should be clearly labeled as follows:

Exhibitor's name

C/O Event/show name

Venue address

Hall + Booth number and marked 1 of XXX, 2 of XXX, etc...