



ITALIA
expo shanghai 2010
上海世博会意大利馆
SPEDIZIONE UFFICIALE DEL PADIGLIONE ITALIANO
OFFICIAL FREIGHT FORWARDER OF THE ITALIAN PAVILION

OTIM

Fondata nel 1948



Organizzazione Trasporti Internazionali e Marittimi SpA

O.T.I.M. SpA
I - 20159 MILANO - Via Porro Lambertenghi, 9
Tel. + 39 02 69912.1
Fax + 39 02 69912.245
E-Mail: otim@otim.it



Cap.soc i.v. € 1.000.000
C.f./P.Iva IT 00744840158
Reg. Imp. di Milano 00744840158
R.E.A. Milano 371602
Albo Spedizionieri Ruoli/Sp 67/213
Num. Mecc. MI025631

ATCE 2010

SPE ANNUAL TECHNICAL CONFERENCE AND EXHIBITION
20 – 22 SEPTEMBER 2010
FORTEZZA DA BASSO / FLORENCE / ITALY

Society of Petroleum Engineers (SPE) has appointed OTIM SpA as the sole official provider of international shipping, custom brokerage, freight forwarding and onsite handling contractor for ATCE 2010.

When making forwarding arrangement of exhibits, please be reminded that only the official freight forwarding is entitled to handle any lifting and delivery from the exhibition venue up to the booth.

We will supervise the entire process, to include pick up of cargo at its origin, Italian Customs clearance, show-site handling and re-export formalities after the show.

OTIM SpA will be the sole contractor authorized to provide loading/unloading and all related services during the in and outbound period at Fortezza Da Basso.

Full information and instructions are enclosed herein to help you ensure the correct dispatch of goods and associated documents to this show. Kindly read these carefully and comply with them accordingly.

Please contact our branch/agent in your country. For the sake of efficiency and economy, you are encouraged to ship your exhibits through our overseas branches or nominated agents who are specialists in exhibition freight forwarding. Please find the contact details from the following agent list or send us individual request for those countries not listed.

CONTACT US

[OTIM Spa Worldwide Offices & Partners list](#)

OTIM SpA has offices and service partners throughout the world available to assist you. Click the above link to find contact information for your country.

OTIM Spa Italian Main Office

Tel: +39 02 699 12 203/204

Fax: +39 02 699 12 231

pietro.rho@otim.it

katiuscia.ortensi@otim.it

www.otim.it



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CARGO ARRIVAL DEADLINE

Shipping instructions

Please send your **airfreight shipments** to Florence – Peretola airport (FLR), in case you will have any difficulties to find suitable flight schedule to Florence, you can also ship to Milan (MXP) or to Rome (FCO):

Latest date of arrival: **September 6th 2010**

Consignee address for Awb: OTIM SpA
Via Porro Lambertenghi, 9
20159 Milano
Attn Ms Katuscia Ortensi

Notify on awb: OTIM SpA tel 02 69912204
c/o ATCE 2010
Exhibitor:
Stand number:

Shipments must be sent freight prepaid, on a direct airwaybill, consigned to above mentioned address. ATA Carnet or 3 original invoices should be attached to the MAWB.

Prealert must be sent to us, at least, two days before arrival at designate airport, with the following information:

- AWB Number
- Flight Nr
- Number, dimension & weight of the packages
- mode of entry (ATA Carnet, Temporary Entry, Permanent Entry)

AWB and copy of all document must be sent by fax + 39 02 69912231 or email Katuscia.ortensi@otim.it before the arrival of the goods

Seafreight

Please send your **seafreight shipments** as follows:

- **FCL** (Full Container Load): to La spezia or Livorno Port

- **LCL** (Less than Container load, groupage): to Florence CFS or Milan CFS

Latest date of arrival: **September 6th for FCL shipments**
September 1st for LCL shipments

Consignee address for B/L: OTIM SPA
Via Porro Lambertenghi, 9
20159 Milano
Atn Katuscia
Phone +46 31 758 03 24
Fax +46 31 758 03 26



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c/o ATCE 2010
Exhibitor:
Stand number:

Shipments must be sent freight prepaid, preferably on an express waybill.

When using original Bills of Lading make sure we have received the originals at least 3 days before arrival of the vessel.

Prealert must be sent to us, at least, two days before arrival at designate airport, with the following information:

- O B/L Number
- Vessel Name
- Number, dimension & weight of the packages
- mode of entry (ATA Carnet, Temporary Entry, Permanent Entry)

OB/L and copy of all document must be sent by fax + 39 02 69912231 or email Katuscia.ortensi@otim.it one week before the expected arrival of the vessel at the designated Port.

Roadfreight:

EC Road freight groupage shipments delivery via our warehouse:

Your shipment should be sent to our warehouse.

Latest date of arrival: September 14th 2010

Warehouse address: OTIM SPA
c/o GLT SPA Cooperativa L'Ariete
Via Baldanzese 198
50041 Calenzano
Tf 0574-071944
Fx 0574-072418

Shipments must be sent freight prepaid.

Please send us, at least, two days before arrival a pre-advise of your shipment advising nrs of packages, dimensions, weight and Carrier.

Send copy of all shipping documents (CMR, Packing List Invoice) by fax: +39 0269912231 or by e-mail: katuscia.ortensi@otim.it



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Semi – and full load trailers direct to show-site

Delivery address ATCE 2010 C/O
Fortezza da Basso
Viale Filippo Strozzi 1
50129 Firenze
For exhibitor:.....
Hall number.....
Stand number

Shipments must be sent freight prepaid.

Documentation

For shipments from outside of the European Union, we need the following documents for the customs clearance:

- ATA carnet or >
- Proforma invoice / packing List in English, showing : No. of units / weights / dimensions / total no. of boxes / values / full description of items in English / harmonized custom code for each item
- separate invoices for temporary importation and permanent importation

Proforma invoice(s) must be addressed to :
EXHIBITOR NAME C/O ATCE 2010
HALL NO...
STAND NO....

[Commercial Invoice/Packing list](#)

All exhibits / materials entered under temporary importation are subject to control and examination by Italian customs for inward and outward movements.

Any material remaining in Italy or in any EU after closure of the exhibition are subject to duties and/or taxes. Payments must be guaranteed prior to removal of goods from the exhibition venue.

Case marking

All your packages should be clearly marked as follows:

- ATCE 2010
- Name of Exhibitor
- Stand number
- Package nr. 1 of ... / 2 of / 3 of ... etc.

We kindly ask you to use safe and strong packing material suitable to be re-used after the show.



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Courier shipments

We strongly recommend exhibitors **not** to send courier shipments direct to the show-site.

If you do send goods by courier we suggest that you send them to our Florence warehouse.
Pls be advised that any courier shipment arriving from non EU Countries are subjected to customs clearance and payment of relevant duty and vat, in case we will be requested to be involved in Courier shipment we will charges all costs as per actual plus Euro 100,00 for our intervention subjected to + 20% Vat

Insurance

We strongly recommend that all exhibitors arrange insurance coverage of their shipments. Insurance must include transport to and from the exhibition, whilst on display and in storage.

When needed, please contact us for further information and rates.

Storage of empty packing materials

All empty packaging materials which must be stored during the exhibition must be labelled with our "empty labels".

Unless otherwise agreed all packages carrying this label are considered as empty.
No responsibility can be carried for goods left in the packages.

For insurance, fire regulations and security reasons, empty packaging materials may not be stored behind booth display nor in the loading bays.

Methods of payment

Please note following methods of payment are accepted:

- Bank transfer - please provide a copy of the transfer statement
- Credit card (MASTERCARD / VISA / AMERICAN EXPRESS) [Credit Card Authorization Form](#)
- Cash: all major currencies accepted
- When shipment is sent via one of our agents, you will be billed by our agent