



MEMBER OF
INTERNATIONAL
EXHIBITION
LOGISTICS
ASSOCIATION

EW LIVE 2025

Tartu, Estonia

23- 26 of September 2025

Shipping Manual

Contractor:

UPEX LS OÜ

Punane 42

13619 Tallinn

Estonia

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E-mail: urmas@upex.ee

1.General Information

This shipping manual will assist you in your preparations for the correct and timely dispatch of your consignments to **EW LIVE 2025**. Please therefore read the guidelines carefully.

It is essential that you inform us long before shipping your goods. Consignments, which arrive at their destination without previous warning will certainly be subject to delays or may even lead to additional costs.

Under no circumstances can UPEX LS OÜ be made accountable or held responsible for non-delivery of goods, delay in delivery or extra costs due to consignments arriving without previous notice.

Pre-Notification

When all necessary documents have been completed, please send your pre-notification, along with your handling instructions immediately to:

UPEX LS OÜ

Phone: +372 6112860, +372 5119947

E-mail: urmas@upex.ee

2. Deadlines

| <i>Cargo Dead-lines</i> | <i>Arrival latest</i> |
|--------------------------------|------------------------------|
| Truck transport to Tallinn | 16.09.2025 |
| Airfreight to Tallinn | 16.09.2025 |
| Seafreight to Tallinn | 16.09.2025 |
| Courier | 16.09.2025 |

| <i>Document Dead-lines</i> | <i>Latest</i> |
|--|--------------------------------------|
| We need copies of proforma invoices/ packing lists/ CMR/ AWB | <i>5 days before dispatch</i> |

3. Consignment Instructions

All Shipments must be consigned "FREIGHT PREPAID" as follows:

AWB/ CMR/ PACKING LIST/ INVOICES:

**UPEX LS Ltd., Punane 42, 13619 Tallinn, Estonia
c/o Exhibition " EW LIVE 2025"
23.- 26.09.2025 Tartu**

WAREHOUSE DELIVERY ADDRESS FOR "EU" ROAD SHIPMENTS:

4. Documentation for the transport of your goods to the show:

All "invoices/ packing lists" must include:

- Address of shipper
- Issuing date and invoice number
- Terms of delivery: " DAP Tallinn "
- Description of goods
- Individual value of goods (currency EUR)
- HS code
- If Military goods then please add ML code,
- If Dual use goods then please add Dual use code
- Dimensions, gross weight, net weight
- Exhibition name, date and address

The exhibitor is responsible for all consequences, additional charges and costs resulting from incorrect and/or insufficient details mentioned on the documents!

Customs clearance of NON- EU cargo:

Please provide separate Invoices/ Packing lists for temporary & permanent import goods

1) Definitive importation (brochures, give - aways, samples, other goods to be consumed)

Please issue **INVOICE/ PACKING LIST** for these goods and mention: **NO COMMERCIAL VALUE. THESE GOODS FOR FREE DISTRIBUTION DURING THE EXHIBITION.**

A separate declaration will be made by us on which we will pay import taxes (to be charged to your company).

2)Temporary importation (items to be returned to origin or other countries)

Please issue **PROFORMA INVOICE/ PACKING LIST** for these goods and mention: **TO BE RE- EXPORTED AFTER THE END OF THE FAIR.**

5. Special customs regulations & import prohibitions for strategical goods

Special customs regulations and import prohibitions exist for shipments of a military and defence-related nature, otherwise referred to as Strategic Goods.

Please refer to link: <https://www.riigiteataja.ee/en/eli/ee/511072014011/consolide/current>

Please do not send these goods without our confirmation.

All such items are subject to Import and Export Permits and in order to apply for this on your behalf, we shall require a copy of the Invoice/ Packing list and PDF Product Brochures with full specification and ML code/ Dual use code by:

Permit applications deadline : 15.06.2025

6. Late arrival surcharges

Any shipments arriving after our deadlines will be subject to a late arrival surcharge of an additional 30% of our official tariff.

Any shipment delivered to stand once the event has started will be subject to a special handling surcharge of an additional 100% of our official tariff.

7. Payment terms

Exhibitors using our appointed agents will be invoiced by them for our services.

Exhibitors using other forwarding companies, or arranging their transport themselves are requested to send us an advance written order, and to arrange full payment of our charges prior the delivery on stand.

8. Liability

UPEX LS OÜ operates exclusively in accordance with the latest version of the General Conditions for Transport and Forwarding of the Estonian Freight Forwarders Association.

9. List of agents

By request

Thank you for taking the time to read these instructions, we are here to assist with your planning and welcome your call at any time. We can offer rates on all services and discuss the best option for your particular needs.

With Best Regards,

Urmas Palk

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