



OCT 25-27, 2016  
GRENOBLE, FRANCE

**SHIPPING GUIDELINES  
IOT PLANET 2016  
ALPEXPO / GRENOBLE / FRANCE**

1- **FREIGHT FOWARDER** =



**GTL international sas**

Centr'Alp – 220 rue de Pommarin  
38430 MOIRANS – FRANCE  
Contact: Nathalie BRIAND  
Tél : 0033 476 23 44 50

Email: [airfreight@gtl-international.com](mailto:airfreight@gtl-international.com)

Email: [douane@gtl-international.com](mailto:douane@gtl-international.com)

2- **HANDLING SERVICES** =



**METEOR Logistics sas**

Centr'Alp – 220 rue de Pommarin  
38430 MOIRANS – FRANCE  
Contact: Loïc ZANNINI  
Tél : 0033 476 58 19 59

Email: [loiczannini@meteor-fr.com](mailto:loiczannini@meteor-fr.com)

Email: [info@meteor-fr.com](mailto:info@meteor-fr.com)



GTL INTERNATIONAL  
S.A.S. AU CAPITAL DE 76 224 ,51 € - RCS GRENOBLE B 414317248 - TVA N° FR 61414317248 – APE 602 M  
Commissionnaire agréé en douane – A5049  
Agent IATA n° 20-47306/3811  
Commissionnaire de transport 2006/82/0000372



Centr'Alp - 220 rue du Pommarin  
38430 MOIRANS – FRANCE  
TEL. +33(0)476234343 – FAX +33(0)476234330  
e.mail : [gtl@gtl-international.com](mailto:gtl@gtl-international.com)  
Internet : [www.gtl-international.com](http://www.gtl-international.com)

**CUSTOM:**

This manual will provide information on the guidelines, tariff of charges, details of the necessary documentation required by the French Customs Authorities.

Movement of Freight on site:

For Safety and Security purposes the official contractor has total responsibility for the movement and co-ordination of all exhibition site, including the provision of labour and handling equipment.

**NO OTHER FREIGHT FOWARDER OR THEIR EQUIPMENT WILL BE ALLOWED TO OPERATE WITHIN THE EXHIBITION AREA WITHOUT GETTING GTL'S APPROVAL.**

Freight Forwarder contact details:

GTL international sas  
Centr'Alp – 220 rue de Pommarin  
38430 MOIRANS – FRANCE  
Contact: Nathalie BRIAND  
Tél : 0033 476 23 44 50

Email: [airfreight@gtl-international.com](mailto:airfreight@gtl-international.com)

Email: [douane@gtl-international.com](mailto:douane@gtl-international.com)

Required Documents:

1- FOR TEMPORARY ENTRY :

a- Carnet ATA and Packing List :

Or

b- Proforma Invoice and Packing List (2 Originals & 3 Copies):

Stating: **“Good are for temporary entry only and will be returned after the show “**

Consigned to:

Name of Exhibitor (*Do not mention GTL international*)  
c/o IOT PLANET 2016  
Hall N° / Booth N°  
Avenue d'Innsbruck  
38100 Grenoble  
France

2- FOR PERMANENT ENTRY (DUTY PAID ENTRY):

a- Proforma Invoice for give-aways, brochures etc... (2 Originals & 3 Copies):

Stating: **“Good are for free distribution purpose at the show”**

Consigned to:

Name of Exhibitor (*Do not mention GTL international*)

c/o IOT PLANET 2016

Hall N° / Booth N°

Avenue d’Innsbruck

38100 Grenoble

France

*Warning: We strictly recommend that you do not send any kind of foodstuff, beverages, tobacco products ect...to the show. This can cause additional customs requirements extra charges and extra times.*

b- Commercial Invoice for exhibits which remain in France (2 Originals & 3 Copies):

If a buyer **is already known**: consigned to buyer’s address

If a buyer **is not known yet**: consigned to:

Name of Exhibitor (Do not mention GTL international)

c/o IOT PLANET 2016

Hall N° / Booth N°

Avenue d’Innsbruck

38100 Grenoble

France

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**YOUR WORLDWIDE  
LOGISTICS...**



Centr'Alp - 220 rue du Pommarin  
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TEL. +33(0)476234343 – FAX +33(0)476234330  
e.mail : [gtl@gtl-international.com](mailto:gtl@gtl-international.com)  
Internet : [www.gtl-international.com](http://www.gtl-international.com)

**GENERAL REMARKS for Roadfreight / Seafreight / Airfreight:**

*Also important shipping information for Courier Shipments (DHL,/ TNT / FEDEX / UPS, ect...)*

**If you would like GTL international take in charge transport of your goods,  
Please Contact us for any information's and quotations.  
Contact: Nathalie BRIAND 0033 476 23 44 50 / [airfreight@gtl-international.com](mailto:airfreight@gtl-international.com)**

**1- ROAD FREIGHT CONSIGNMENTS :**

All Roadfreight shipments for IOT PLANET 2016 should be sent "Freight Prepaid" and consigned to:

Consignee:

GTL international  
Centr'Alp – 220 rue de Pommarin  
F- 38430 Moirans – FRANCE  
Attn: Nathalie BRIAND  
Tél: 0033 476 23 44 50

The CMR should indicate in transit to IOT PLANET 2016 exhibition, incoterm (2010) DAP GTL INTERNATIONAL (full address), pieces, weight and volume of freight should be clearly indicated on CMR.

Separate truck waybills must be issued for each individual exhibitor.

Documentation:

For all shipments:

- Copy of CMR.
- Original of "Pro forma invoice" showing :
  - Exact description of goods
  - Exact number of item with unit price
  - Serial number fo all kinds of machine
  - Custom harmonized system code for each item
  - Total amount CIF GRENOBLE
  - Packing List

Arrival Dead Line:

Shipments should **arrive at GTL INTERNATIONAL warehouse 7 days before the show**, any shipment arriving after this deadline will include 30% surcharge on all handling rates.

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## 2- SEAFREIGHT CONSIGNMENTS :

### LCL SEAFREIGHT CONSIGNMENTS:

All LCL shipments for IOT PLANET 2016 should be sent "Freight Prepaid" to LYON (LYS) terminal FRANCE and consigned to:

Consignee:

GTL international  
Centr'Alp – 220 rue de Pommarin  
F- 38430 Moirans – FRANCE  
Attn: Nathalie BRIAND  
Tél: 0033 476 23 44 50

The MBL should indicate in transit to IOT PLANET 2016 exhibition, incoterm (2010) DAP GTL INTERNATIONAL (full address), pieces weight and volume of freight should be clearly indicated on the MBL.

Separate HBL must be issued for each individual exhibitor.

Arrival Dead Line:

Shipments should **arrive at GTL INTERNATIONAL warehouse 7 days before the show**, any shipment arriving after this deadline will include 30% surcharge on all handling rates.

Documentation:

For all shipments:

- Copy of MBL (EXPRESS BILL OF LADING or SEA WAYBILL).
- Copy of HBL,
- Original of ' pro forma invoice' showing :
  - Exact description of goods.
  - Exact number of item with unit price.
  - Serial number for all kinds of machine.
  - Custom harmonized system code for each item.
  - Total amount CIF Grenoble.
  - Packing list.

IMPORTANT NOTE: please note that LCL re-exports from the show is a lengthy process. GTL cannot be held responsible for any delays.

### FCL SEAFREIGHT CONSIGNMENTS:

All FCL shipments for IOT PLANET 2016 should be sent "freight prepaid" to:

IOT PLANET 2016 C/O METEOR logistics  
Hall N° / Booth N°  
Avenue d'Innsbruck  
38100 Grenoble - France

Separate HBL must be issued for each individual exhibitor.

Arrival Dead Line:

Shipments should **arrive at 3 days before the show**.

Documentation:

For all shipments:

- Copy of MBL (EXPRESS BILL OF LADING or SEA WAYBILL).
- Copy of HBL.
- Original of ' pro forma invoice' showing :
  - Exact description of goods.
  - Exact number of item with unit price.
  - Serial number for all kinds of machine.
  - Custom harmonized system code for each item.
  - Total amount CIF Grenoble
  - Packing list.

IMPORTANT NOTE: please note that FCL re-exports from the show is a lengthy process. GTL cannot be held responsible for any delays.

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### **3- AIRFREIGHT CONSIGNMENTS :**

All airfreight shipments for IOT PLANET 2016 should be sent 'freight prepaid' to LYON (LYS) AIRPORT FRANCE, consigned to:

Consignee:

GTL international  
Centr'Alp – 220 rue de Pommarin  
F- 38430 Moirans – FRANCE  
Attn: Nathalie BRIAND  
Tél: 0033 476 23 44 50

The AWB should indicate in transit to IOT PLANET 2016 exhibition, incoterm (2010) DAP GTL INTERNATIONAL (full address), pieces weight and volume of freight should be clearly indicated on the air waybill.

Separate air waybill must be issued for each individual exhibitor.

Arrival Dead Line:

Shipments should **arrive at GTL INTERNATIONAL warehouse 7 days before the show**, any shipment arriving after this deadline will incur 30% surcharge on all handling rates.

Documentation:

For all shipments:

- Copy of MAWB (master air waybill).
- Original of ' pro forma invoice' showing :
  - Exact description of goods.
  - Exact number of item with unit price
  - Serial number for all kinds of machine.
  - Custom harmonized system code for each item.
  - Total amount CIF Grenoble.
  - Packing list.

### **4- COURIER SHIPMENTS :**

All courier shipments for IOT PLANET 2016 should be sent 'freight prepaid' consigned to :

Consignee:

GTL international  
Centr'Alp – 220 rue de Pommarin  
F- 38430 Moirans – FRANCE  
Attn: Nathalie BRIAND  
Tél: 0033 476 23 44 50

The waybill should indicate in transit to IOT PLANET 2016 exhibition, incoterm (2010) DAP GTL INTERNATIONAL (full address), pieces weight and volume of freight should be clearly indicated on the air waybill.

Separate air waybill must be issued for each individual exhibitor.

Arrival Dead Line:

Shipments should **arrive at GTL INTERNATIONAL warehouse 7 days before the show**, any shipment arriving after this deadline will incur 30% surcharge on all handling rates.

Documentation:

For all shipments:

- Copy of MAWB (master air waybill).
- Original of ' pro forma invoice' showing :
  - Exact description of goods.
  - Exact number of item with unit price
  - Serial number for all kinds of machine.
  - Custom harmonized system code for each item.
  - Total amount CIF Grenoble.
  - Packing list.

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Centr'Alp - 220 rue du Pommarin  
38430 MOIRANS – FRANCE  
TEL. +33(0)476581959 – FAX +33(0)476581886  
e.mail : info@meteor-fr.com

**DELIVERY SHIPMENT / HANDLING SERVICES**

There are 2 options for delivering courier shipments to the booth:

1- Direct delivery to the booth through the courier service:

Please make sure that the courier service delivers the shipment at a time when personnel is at the booth.

The courier Waybill and Freight is to be addressed as follow:

Consignee & Delivery Address:

Name of Exhibitor C/O METEOR Logistics  
c/o IOT PLANET 2016  
Hall N° / Booth N°  
Avenue d'Innsbruck  
38100 Grenoble - France  
Tel: N° ..... (Please show the exhibitor on site cell phone number)

**All shipments have to be sent "PREPAID", free of all charges up to your booth.  
Incotem = DDP**

2- Delivery via our warehouse on show site to your booth:

Please address the shipment as follow:

Delivery Address & Consignee:

GTL international  
Centr'Alp – 220 rue de Pommarin  
F- 38430 Moirans – France

Notify:

Name of Exhibitor  
c/o IOT PLANET 2016  
Hall N° / Booth N°

Please send us a shipment pre advice giving the name of the courier company with shipment & tracking number 3 working days prior to arrival.

**All shipments have to be sent "PREPAID", free of all charges up to our warehouse.  
Incotem = DDP**

For shipments from non EU countries, we need documents as mentioned on page 1 and 2 for customs clearance.

Deadline for arrival of courier shipments which require customs clearance through us a mentioned on page 2.

Please send us a shipment pre advice for all shipments giving the name of the courier company, shipment, tracking number and a copy of the commercial invoice with packing list prior to arrival of the shipment.



**ORDER / METEOR LOGISTICS**  
HANDLING SERVICES  
Centr'Alp - 220 rue de Pommarin - 38430 MOIRANS  
[loiczannini@meteor-fr.com](mailto:loiczannini@meteor-fr.com)  
Phone : 0033 4 76 58 19 59 - Fax : **0033 4 76 58 18 86**

Unloading - Put in your stand  
**Storage** empty boxes -Forklift - Crane - Labourman

**ORDER HANDLING - STORAGE EMPTY BOXES**

CUSTOMER : \_\_\_\_\_ EVENT : **IOT PLANET 2016**  
ADDRESS : \_\_\_\_\_ HALL : \_\_\_\_\_  
STAND N° : \_\_\_\_\_  
Phone N° : \_\_\_\_\_ Fax N° : \_\_\_\_\_ E-mail : \_\_\_\_\_  
Contact \_\_\_\_\_ Contact on stand : \_\_\_\_\_

**Order to METEOR LOGISTICS in order to:**

<i>*Contact METEOR logistics in order to know all procedures</i>			
Forklift	Date	Hour	Nb Pallet/Boxes
Unloading truck			
Put in your stand			
Pick up on your stand			
Loading truck			
Labourman			
Empty boxes about M <sup>3</sup>			

Fait à \_\_\_\_\_ le \_\_\_\_\_ (Date)

FIRM :

**ORDER  
RETURN BEFORE  
SEPTEMBER 2016**

All hour begin will be charged to  
1 hour / payment : 30 days

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