

**SHIPPING & FORWARDING INSTRUCTIONS**  
**"ROBOCUP 2013" – EINDHOVEN – JUNE 24/30. 2013**

GENERAL INFORMATION

FREIGHT FORWARDER,CUSTOMS BROKER AND HANDLING CONTRACTOR:

**MOL Logistics (Netherlands) BV**  
**Airfreight Department**  
**Siriusstraat 45**  
**5015 BT Tilburg**  
**The Netherlands**

Contact information:

Mr. Chris Okkerse – Freight Forwarder MOL Logistics

Phone: +31 13 5373383 – 454 – 421 – 349

Fax: +31 13 5373401

Mobile:+ 31 6 22076291

General e-mail address:

[robocup2013@mol-logistics.nl](mailto:robocup2013@mol-logistics.nl)

**Before sending tournament goods please get in touch with our office**

## 1. SHIPPING INSTRUCTIONS

### ➤ Air Freight

**Preferred airport of destination: EINDHOVEN (EIN)**  
**Secondary airport of destination: AMSTERDAM (AMS)**

In AWB's "Consignee's name and address" please mention:

MOL Logistics (Netherlands) BV  
Siriusstraat 45  
5015 BT Tilburg  
The Netherlands  
Attn. Chris Okkerse  
Tel.: 0031-13-5373383

In AWB's "Notify party" please mention:

RoboCup 2013  
Indoor Sportcentrum Eindhoven  
Theo Koomenlaan 1  
5644 HZ Eindhoven  
Attn.: Wouter Houtman  
Tel.: +31-6-31013264  
E-mail: competitions@RoboCup2013.org

In AWB's "Nature & quantity of goods" you must print the goods description, cargo dimensions in cms and total volume.

### **Deadlines for air freight:**

Goods that require Customs clearance must arrive at Eindhoven Airport (EIN) no later than **June 17<sup>th</sup> 2013**.

Goods that do not require Customs clearance must arrive at Eindhoven Airport (EIN) no later than **June 20<sup>th</sup> 2013**.

➤ **Road Freight**

Please arrange issue CMR as follows:

Consignee & place of delivery: MOL Logistics (Netherlands) BV  
Siriusstraat 45  
5015 BT Tilburg  
The Netherlands  
Attn.Chris Okkerse

**Deadlines for non EU roadfreight: june 17<sup>th</sup> 2013**

**Please contact us before departure to have correct instructions for issuing the Customs papers !!**

**Deadlines for EU roadfreight: june 20<sup>th</sup> 2013**

**2. DOCUMENTATION IN ADDITION TO AWB OR CMR**

➤ **EU ORIGINS:**

Shipments from EU countries should be accompanied with a packinglist (at least 4 copies) which shows each item which is shipped accompanied by number of pieces, dimensions and weight

➤ **NON EU ORIGINS:**

Temporary importation is allowed with:

**ATA CARNET (PREFERRED):** The ATA CARNET should detail all items with separate values for each item, even when nominal. Also a specific packinglist is required along with the ATA Carnet.

**\*\*OR\*\***

**COMMERCIAL INVOICE:** Five original invoices on your letterheaded paper are required. Each copy should bear an original signature and be addressed to RoboCup 2013. The invoice should contain the HS code (Customs tariff number) and must detail all items with separate values for each item, even when nominal

**TEMPORARY IMPORTATION IS NOT ALLOWED FOR BROCHURES, PROMOTION MATERIALS AND GIVE-AWAY ITEMS THAT WILL BE IMPORTED AS PERMANENT IMPORTATION. A SEPARATE SET OF DOCUMENTS HAS TO BE PROVIDED FOR THIS.**

### 3. MARKING OF CASES

All packages have to be clearly marked & labelled with the following information:

Name and address of your team  
RoboCup 2013

Case no. 1/3...2/3...3/3 (according to the nr.of packages composing the shipment)  
Gross weight / Net weight  
Dimensions in cms.

### 4. PACKING

Packaging should be suitably designed, with sufficient attention to internal padding and battening, according to the nature of goods and the method of transport being used to be adequate to withstand both the outward and return movement as well as handling and storage during the tournament period. For the equipment used for RoboCup 2013 it's strongly recommended to pack in flightcases to avoid damages. MOL Logistics (Netherlands) BV will not be responsible for any damage of uncrated, unpacked or not properly packed materials, for concealed damage and loss or theft of materials after they have been delivered to the tournament location, nor before they are being picked up again for return at the close of the tournament.

### 5. PAYMENT

#### **Inbound services:**

Settlement of charges (duty & taxes included\*) has to be made cash or by bank transfer before delivery RoboCup 2013

*\*Duties & taxes are refundable after proper re-exportation to country of origin by MOL Logistics (Netherlands) BV*

#### **Outbound services:**

Settlement of charges has to be made cash or by bank transfer before re-shipment of cargo

*Shipments paid by bank transfer will only be released once payment has been received on our account. Please be aware this can take up to 3 days !*

## 6. SPECIAL NOTE

NO PERISHABLE GOODS / FOODSTUFFS ARE ALLOWED INSIDE CARGO.  
IF DANGEROUS/HAZARDOUS GOODS ARE PACKED WITHIN THE SHIPMENT WE  
NEED TO BE INFORMED.

***Please check carefully for hidden dangerous goods, batteries & other chemicals, they should be properly packed according to IATA regulations.***

## 7. RETURN

After the tournament every participant should mark & label his consignment properly before leaving the tournament site.

## 8. LIABILITY

The liability for inbound services ends once cargo is delivered to tournaments site (1 time spotting, goods in packed condition) even if nobody is present at the site to receive the shipment. The liability for return transport begins once the shipment has been picked up from the tournaments site by MOL Logistics.

## 9. INSURANCE

- A) You are strongly recommended to check with your All Risks insurer that you are fully covered for all work we may undertake on your behalf and to advise them our conditions
- B) MOL Logistics (Netherlands) BV couldn't be hold responsible for any delay/change of scheduled departure/arrival times and dates of aircrafts/vessels/trucks if may occur as well as in the handling operations that airlines/shipping lines/haulers and third parts involved,performed without notice within their terminals/customs areas and fairgrounds.
- C) MOL Logistics (Netherlands) BV is acting exclusively as shipping & forwarding agents. In any case our responsibility is limited in compliance with International Laws and Conventions regulating transportation contracts we stipulated on your behalf

Neither the RoboCup 2013 nor the Foundation for Robotics Promotion is responsible for calamities,disputes or claims concerning direct agreements between competing teams in RoboCup 2013 and MOL Logistics or any other shipper

**BEFORE SENDING TOURNAMENT GOODS PLEASE GET IN TOUCH WITH OUR OFFICE**

If you need any more information or would like to discuss your requirements, please do not hesitate to contact us.