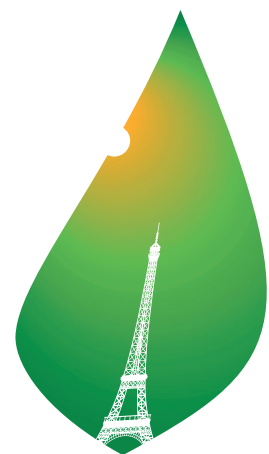


Guide to Shipment and Dispatch



PARIS2015
UN CLIMATE CHANGE CONFERENCE
COP21·CMP11

CONTACT DETAILS AND ADDRESSES

Address of delivery and loading depot

COP21/Garonor
Bâtiment 22 - Cellule M
Avenue Anatole Sigonneau
93150 Le Blanc-Mesnil – France
Mobile: +33 6 83 21 84 37

Person in charge at conference location

FIRST NAME - LAST NAME: Sabine GUENIN
Mobile: +33 6 63 73 94 48
Email: shipmentCOP21@group-esi.com

HOW TO SHIP YOUR PACKAGES?

► FOR DELEGATIONS

The mandatory labels are available on your online account, «your file» section.

► FOR SIDE EVENTS AND EXHIBITS

Shipping labels will be sent to the official organizers through their accounts in the Side Events and Exhibits Online System (SEORS)

Important!
Only correctly-labelled and correctly-packaged parcels will be picked up for transfer to the depots.

► IN ALL EVENTS

- Ensure that your label lists the single destination address as follows:

**COP21/ Garonor
Bâtiment 22 - Cellule M
Avenue Anatole Sigonneau
93150 Le Blanc Mesnil - France**

Packages will be processed at COP21/Garonor's secured depot from **02/11/2015** only.

The Organization of the COP21 shall not be held accountable for any packages shipped before 02/11/2015.

- Inform your carrier of the delivery procedures at the COP21/Garonor depot.
 - **from 02/11/2015 to 19/11/2015: from 8 a.m. to 9 p.m. every day (except Saturdays and Sundays)**
 - **from 20/11/2015 to 13/12/2015: from 6 a.m. to 10 p.m. every day**
 - **from 14/12/2015 to 18/12/2015: from 8 a.m. to 8 p.m. every day**

In support of the sustainability efforts to reduce the carbon footprint of the conference and minimize wastage of resources related to it, **the total cumulative weight** of your shipments/packages may not exceed **150kg** (or 200kg if you are renting an area* on a commercial basis) per Party and observer organization.

Any surplus weight in excess of the allowance specified above shall give rise to an **extra charge**. The charge shall be equal to €0.80/kg Excl. VAT, payable upon receipt of package/shipment.

* In this context, an 'area' is defined as a clearly defined and delimited space, incorporated as such in the secretariat's space allocation scheme and regardless of its size, where Parties and observer showcase their achievements, products and services pertaining to climate change.

- Please ensure that your package contains only authorized items.
(see Appendix II - list of unauthorized items)

► Please ensure with your carrier that you have **paid all taxes and duties required for shipping**.
If you choose ESI, the official partner to COP21, as your carrier, you may refer to Appendix III for the contact details of all international agents.

► It is strongly recommended that you take out insurance. **The Organization of the COP21 accepts no liability for delays, errors in shipment, lost or damaged items, etc. before the arrival of your packages to Garonor.**

HOW TO PICK UP YOUR PARCELS?

▶ BETWEEN 23/11/2015 AND 25/11/2015

Only during the logistics tour the delegations with a pavilion may pick up parcels at the COP 21 storage centre's customer desk. Please note: they must be accompanied by their French liaison person on site.

PLEASE NOTE: NO PARCELS CAN BE PICKED UP DIRECTLY FROM THE GARONOR SITE

▶ FROM 28/11/2015 TO 14/12/2015

Parcel pick-up may take place :

- ▶ Either in person, at the COP 21 storage centre's customer desk from 28/11/2015 to 11/12/2015:
 - From 28/11/2015 to 11/12/2015: from 7 a.m. to 10 p.m. every day
- ▶ Or delivered to your area, upon appointment at the One-Stop Shop
 - From the 28/11/2015 to 14/12/2015, circulation at the site is prohibited to all vehicles from 8 a.m. to 9 p.m.
Deliveries may take place from 4 a.m. to 8 a.m. and 9 p.m. to 12 a.m.

For this Conference, which sets out to be exemplary, we strongly advise you to keep your original packing in order to re-ship your parcels out, once the conference has concluded. The storage centre is at your disposal to keep empty packaging until re-shipping.

HOW TO RE-SHIP YOUR PARCELS?

▶ FROM 28/11/2015 TO 16/12/2015

The One-Stop Shop is open for participants to organize the re-shipping of their items and provide the relative details.

(information, requests for estimates, payment, re-packaging, package processing).

The one-stop shops will be open from 7 a.m. to 10 p.m. every day.

PLEASE NOTE: NO PARCELS CAN BE SENT DIRECTLY FROM THE BOURGET SITE

Information to transmit to your carrier for pickup:

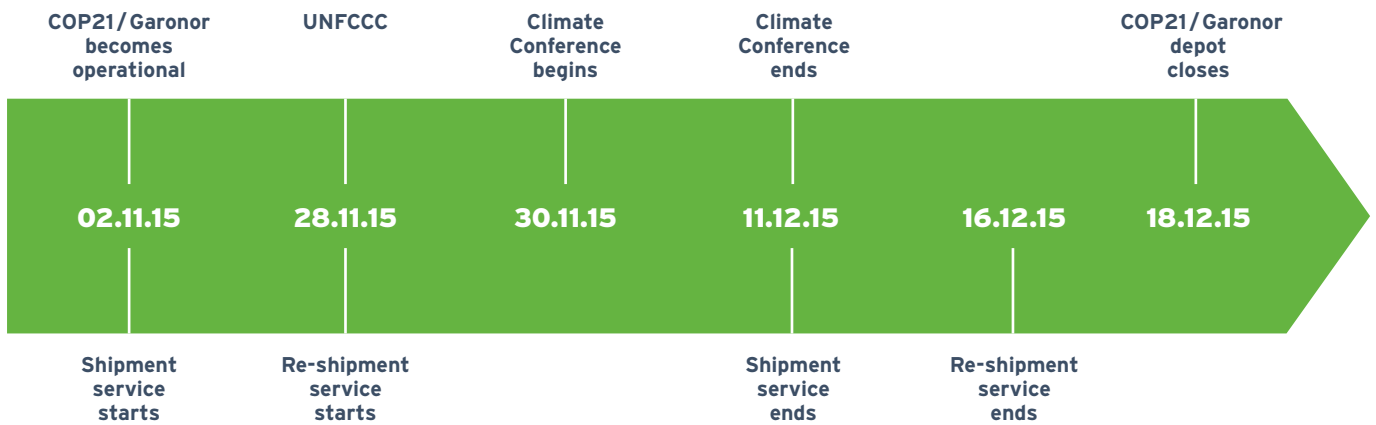
**COP21/ Garonor
Bâtiment 22 - Cellule M
Avenue Anatole Sigonneau
93150 Le Blanc Mesnil - France**

Subject to the following dates and hours:

- on 12/12/2015 and 13/12/2015: from 6 a.m. to 10 p.m
- from 14/12/2015 to 18/12/2015: from 8 a.m. to 8 p.m.

You have until **December 18th 2015** to go to COP21/Garonor and request parcel re-shipping. After that point, **unclaimed packages will be destroyed.**

CHRONOLOGY



KEY DATES

- 02/11/2015** COP21 / Garonor becomes operational.
- 02/11/2015** Shipment service starts.
- 28/11/2015** UNFCCC
- 28/11/2015** Re-shipment service starts.
- 30/11/2015** Climate Conference begins.
- 11/12/2015** Shipment service ends.
Climate Conference ends.
- 16/12/2015** Re-shipment service ends.
- 18/12/2015** COP21 / Garonor depot closes.

APPENDIX I

UNFCCC label template



COP21/CMP11 Paris, France
United Nations Framework Convention on Climate Change
Paris Climate Change Conference



30 November – 11 December 2015

| | | | |
|-------------------|-----------------------|---|-------------------|
| EXHIBITION | ADDRESS: | COP21 / GARONOR Bâtiment 22, Cellule M Avenue Anatole Sigonneau 93150 le Blanc Mesnil | EXHIBITION |
| | Venue contact: | Sabine Guénin (+33 6 63 73 9448) | |

Consignee/recipient at venue: Name/Attn. _____
 Organization _____
 Telephone/Mob. No. _____
 E - mail _____
 Reference _____
 Airway bill _____
 Box no. _____ Total of _____ boxes

Non-commercial goods. For education and training purposes only!



COP21/CMP11 Paris, France
United Nations Framework Convention on Climate Change
Paris Climate Change Conference



30 November – 11 December 2015

| | | | |
|-------------------|-----------------------|---|-------------------|
| DELEGATION | ADDRESS: | COP21 / GARONOR Bâtiment 22, Cellule M Avenue Anatole Sigonneau 93150 le Blanc Mesnil | DELEGATION |
| | Venue contact: | Sabine Guénin (+33 6 63 73 9448) | |

Consignee/recipient at venue: Name/Attn. _____
 Organization _____
 Delegation Stand No. _____
 Telephone/Mob. No. _____
 E - mail _____
 Reference _____
 Airway bill _____
 Box no. _____ Total of _____ boxes

Non-commercial goods. For education and training purposes only!



COP21/CMP11 Paris, France
United Nations Framework Convention on Climate Change
Paris Climate Change Conference



30 November – 11 December 2015

| | | | |
|-------------------|-----------------------|---|-------------------|
| SIDE EVENT | ADDRESS: | COP21 / GARONOR Bâtiment 22, Cellule M Avenue Anatole Sigonneau 93150 le Blanc Mesnil | SIDE EVENT |
| | Venue contact: | Sabine Guénin (+33 6 63 73 9448) | |

Consignee/recipient at venue: Name/Attn. _____
 Organization _____
 Telephone/Mob. No. _____
 E - mail _____
 Reference _____
 Airway bill _____
 Box no. _____ Total of _____ boxes

Non-commercial goods. For education and training purposes only!

APPENDIX II

Non-authorized products

For safety reasons, the following products may not be shipped:

▶ Any package classified as presenting a risk, hazardous goods, prohibited articles or items subject to restrictions imposed by IATA (International Air Transport Association), ICAO (International Civil Aviation Organization), ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road), any relevant government department or other relevant body.

▶ Any package without the customs declarations required by the customs regulations in force.

▶ Any package containing:

- electronic equipment capable of connection to a network (television, printer, etc.)
- counterfeit merchandise
- inflammable items
- perishable goods
- any liquid
- alcohol, tobacco
- gold bullion, currency, excise or revenue stamps
- bearer instruments
- precious metals and stones
- firearms (whether genuine or simulated), firearm spare parts, weapons, explosives, munitions
- livestock
- human remains
- pornographic material or narcotics

▶ Any defectively - or incorrectly-packaged parcel.

Bomb detection procedure

All vehicles entering the Conference site and all packages will be subject to a thorough bomb detection process prior to access. Any suspect item failing this inspection will be destroyed in a secure facility provided for the purpose.

APPENDIX III

ESI International Agent Contact Details

| COUNTRY | COMPANY | CONTACT | E-MAIL ADDRESS |
|----------------|--------------------------|--------------------------|---|
| Argentina | BTG EXPOTRANS | Laura | laura@btg-expotrans.com.ar |
| Australia | SCHENKER | Benjamin WILSON | benjamin.wilson@dbschenker.com |
| Austria | DHL AUSTRIA | Harald HAGEN | harald.hagen@dhl.com |
| Azerbaijan | CASPIAN FREIGHT SCES | Fairs Department | info@cfs.az |
| Belgium | ZIEGLER EXPO | Jean-Marc SALMON | jean-marc_salmon@zieglergroup.com |
| Brazil | FINK | Claudia ALMEDA | calmeda@fink.com.br |
| Canada | TWI GLOBAL | Sandi TROTTER | strotter@twiglobal.com |
| Chile | DECA EXPRESS | Alicia Mayer | alicia.mayer@decaexpress.cl |
| China | APT SHOWFREIGHT SHANGHAI | Shirley XING | shirley.xing@aptshowfreight.com |
| Colombia | PROTRAC LTDA | Antonio Rodriguez | antonio.rodriguez@protraclda.com |
| Cyprus | ORBIT MOVING & STORAGE | Garbis | garbis@orbitcy.com |
| Czech Republic | CENTRUMSPED | Dospisil | dospisil@centrumsped.cz |
| Denmark | ON-SITE | Lars SKOVHOJ | lars@onsitegroup.dk |
| Dubai | JKK | Dinesh NAIR | dinesh@jkkintl.ae |
| Egypt | SAMEHCO | Sameh Guirguis | sameh.guirguis@samehco.com |
| Finland | CHS EXPO FREIGHT | Heikki MATTOLA | heikki.mattola@chs.fi |
| Germany | CRETSCHMAR | Benjamin BURCHARDT | benjamin.burchardt@cretschmar.de |
| Greece | ORPHEE BEINOGLOU | Sofia ORMANI | sormani@beinoglou.gr |
| Hong Kong | BALTRANS | Pauline Leung | pauline.leung@exhibition.baltrans.com |
| Hungary | MASPED | Bartko Miklos | bartko.miklos@masped.hu |
| India | R.E.ROGERS INDIA | Ravinder Sethi | ravi@rogersworldwideindia.com |
| Indonesia | PT SCHENKER PETROLOG | Arie SISWARDHANI | arie.siswardhani@dbschenker.com |
| Ireland | INTERFLOW | Niall | niall@interflow.ie |
| Israel | HERMES | Hagit TOMBAK | hagit@hermes-exhibitions.com |
| Italy | OTIM | Laura COMUNE | laura.comune@otim.it |
| Japan | ISHIKAWA-GUMI LTD | Tatsuo SHIGETA | t_shigeta@ishikawa-gumi.co.jp |
| Jordan | C M L | Raja Khouri | raja.khouri@cml-jo.com |
| Korea | KEMI-LEE | Sandy | sandy@kemi-lee.co.kr |
| Lebanon | BCC LOGISTICS | Georges Harb | georges.harb@bcclogistics.com |
| Malaysia | JIM | Lik CHU | likchu@jim.com.my |
| Mexico | JAGUAR TRAFIMAR | Miguel Lara | m.lara@jaguartrafimar.com.mx |
| Morocco | TIMAR | Nicolas ROUGERIE | n.rougerie@timar.ma |
| Netherlands | CEVA SHOWFREIGHT NL | Bastiaan WIGMANN | bastiaan.wigman@cevalogistics.com |
| Nigeria | IAL NIGERIA | Alusegun lawal | alusegunlawal@ialnigeria.com |
| Poland | NETLOG | Izabela WRONOWSKA | izabela.wronowska@netlog.org.pl |
| Portugal | RN TRANS | Fairs Department | fairs@rntrans.pt |
| Qatar | AIRLINK INTL QATAR | M. Dib | m.dib@airlinkqatar.com |
| Russia | ESI MOSCOW | Frederic de WECK | frederic.deweck@group-esi.com |
| Singapore | APT SHOWFREIGHT | Abdul Ghani ZAINOLABIDIN | ghani@aptshowfreight.com |
| South Africa | LA ROUXNELLE | Leon Roux | leon@larouxnelle.co.za |
| Spain | WE SERVICES | Simon PUCHOL | spuchol@weservices.es |
| Sweden | ON SITE | Lena WIDMAN | lena@onsitegroup.se |
| Swiss | SWISS EXPO LOGISTICS | Alexandra ERDMANN | alexandra.erdmann@swiss-expologistics.com |
| Syria | DARWISH LOGISTICS | A Mer | amer@darwishlogistics.com |
| Taiwan | CROWN VAN LINES | Fairs Department | exhibition@crownvans.com |
| Thailand | APT SHOWFREIGHT | Hasnai Kongkaew | hasnai@aptshowfreight.com |
| Turkey | GRUPTRANS | Feyzan Erel | feyzan@gruptrans.com |
| United Kingdom | GBH UK | Mark SAXTON | Mark@gbhforwarding.com |
| USA | AIRWAYS FREIGHT | Bob STINSON | bobs@airwaysfreight.com |