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# OFFICIAL SHIPPING & ONSITE HANDLING MANUAL

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## ONSITE TEAM

[administracion@rxl.es](mailto:administracion@rxl.es)



## **INDEX**

- 1 Our Services & Information**
  - 1.1 Important Info 1st March**
- 2 Consignment & shipping and deadline dates**
  - 2.1 Airfreight**
  - 2.2 Sea freight**
  - 2.3 Road freight**
  - 2.4 Direct full trailer loads**
  - 2.5 Couriers**
- 3 Customs clearance information**
- 4 Empty Case Storage**
- 5 Further information**
- 6 Basic conditions of contract**

### **Additional Documents:**

**MWC Shipping Order Form**  
**MWC Onsite Handling Order Form**  
**Shipping Label**  
**Onsite Office Map**

## 1. SERVICES

**Exhibition Freighting GSM and Resa Expo Logistics** (working in partnership) have been appointed as the sole official freight forwarder and onsite handling contractor for MWC26 Barcelona.



- International Freight forwarding
- Offloading and re-loading of vehicles onsite
- Deliveries and collections to / from stand
- Intermediate Warehousing
- Collection, storage and re-delivery of empty crates
- Customs Formalities
- Collections from Port / Airport
- EF-GSM and RESA onsite management team
- International transport (Sea, Road, Air, Express)
- Repacking service and manpower supply
- Courier receipt and delivery
- Insurance (upon request)

## 1.1 IMPORTANT INFORMATION – 01 MARCH 2026

We would like to make all exhibitors and contractors aware that during MWC, GSMA will enforce a **‘no vehicle movement’** and **‘no work at height’** policy on **Sunday 1<sup>st</sup> March**. This is to ensure a safe working environment for exhibitor staff visiting the halls.

On **Sunday 1<sup>st</sup> March**, the use of hard hats and high visibility vests is still recommended for anyone that needs access to the site.

The following activities must be finished by **21:00hrs on Saturday 28<sup>th</sup> February**:

- Delivery of goods
- Collection of empty freight cases & boxes
- Collection of toolboxes
- Movement of Forklifts, Cherry pickers, Cranes, movable platforms
- Placement of heavy exhibits
- Rigging
- Securing of safety chains
- Adjustments in height of rigged elements
- Working on stepladders or other elevation equipment

None of these activities are allowed on Sunday 1<sup>st</sup> March. Any rented equipment will be removed from the stand on Saturday 28<sup>th</sup> February.

A surcharge shall be imposed on any vehicle or machinery movement carried out on **Sunday 1<sup>st</sup> March**, including delivery of freight shipments and collection of empty cases. Deliveries during show hours are prohibited.

## 2. CONSIGNMENT OF SHIPMENT & DEADLINES

### 2.1 AIRFREIGHT



Your shipment should arrive at Barcelona Airport (BCN) no later than **7 working days** before required delivery date to stand.

Consignee Instructions:

**RESA EXPO LOGISTICS**

**For MWC Barcelona**

**Exhibitor name / Stand no.**

**C/Botánica 62, Entrada Nr. 4 – FIRA GRAN VIA**

**08908 – Hospitalet**

**Barcelona, Spain**

**Notify: Shipping Department**

**Tel +34 932334110**

Please send your shipments prepaid, on Direct Master Airwaybill, consigned to above mentioned address.

3 Original invoices should be attached to the Master Airwaybill

Please send pre-advance to us at least 2 days prior to arrival in Barcelona

By email to: [roger@ef-gsm.com](mailto:roger@ef-gsm.com)

[daniel@ef-gsm.com](mailto:daniel@ef-gsm.com)

- Copy of Airwaybill/ Flight details
- Copy of invoice/ packing list
- Forwarding and handling order form

### 2.2 SEAFREIGHT



Your shipment should arrive at Barcelona Seaport no later than **10 working days** before required delivery date to stand.

Consignee Instructions:

**RESA EXPO LOGISTICS**

**For MWC Barcelona**

**Exhibitor name / Stand no.**

**C/Botánica 62, Entrada Nr. 4 - FIRA GRAN VIA**

**08908 – Hospitalet**

**Barcelona, Spain**

**Notify: Shipping Department**

**Tel +34 932334110**

Please send your shipments prepaid, on Direct Ocean Bill of Lading, consigned to above mentioned address.

3 Original invoices should be attached to the Ocean Bill of Lading.

Please send pre-advance to us at least 2 days prior to arrival in Barcelona

By email to [daniel@ef-gsm.com](mailto:daniel@ef-gsm.com)

- Copy of Bill of Lading/ Vessel details
- Copy of invoice/ packing list
- Forwarding and handling order form

## 2.3 ROADFREIGHT (NON-COURIER SHIPMENTS)



Please note that, due to security and safety reasons, all shipments must be delivered to the advance receiving warehouse. Direct deliveries to the venue are not allowed (with the exception of full trucks of stand material arriving at the venue directly from the customer premises). The same situation exists for the return movement, shipments must be collected from the warehouse. Direct collections from the venue are not allowed. Shipments should arrive at our onsite warehouse no later than **3 working days** before required delivery date.

### Warehouse address:

**EF-GSM / RESA EXPO LOGISTICS**

**For MWC Barcelona**

**Exhibitor name / Stand no.**

**Avenida de Rius i Taulet 2/4- Hall 2 Fira Montjuic**

**08004 – Barcelona**

**Spain**

**Notify: Road Freight Department**

**Tel +34 93 233 4038**

Please send pre-advice to us at least 2 days prior to arrival in Barcelona

By email to: [mwcbarcelona@ef-gsm.com](mailto:mwcbarcelona@ef-gsm.com)

- Details of Transport Company
- Copy of CMR
- Forwarding and handling order form
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## IMPORTANT INFORMATION FOR ALL ROADFREIGHT

All non-Spanish vehicles entering the ‘**Low Emission Zone**’ (ZBE) of the Barcelona Metropolitan Area (AMB) must apply for a permit. The Barcelona Metropolitan Area (AMB) includes the Fira de Barcelona venues.

This system has been implemented to control the access of vehicles that do not meet the required low emissions standards. Vehicles meeting the low emissions standards will receive a long-term permit valid to access the city anytime during the validity of the permit. This permit is free of charge, although there is a one-off administration fee. It can take up to 15 working days from application for the permit to be issued, short notice applications for entry will be subject to an additional charge.

Vehicles not meeting the low emissions standards will receive a permit that allows the vehicle 10 single day entries during a twelve month period. There is a charge for this permit dependent on the vehicle type, details of which can be found at the [AMB website](#).

Applications for passes can be made at the [AMB website](#).

Vehicles entering the Low Emission Zone (ZBE) without the required pass will be identified by cameras, the owner of the vehicle will be subject to a penalty fine.

## 2.4 DIRECT TRAILERS TO THE VENUE



Direct Trailers should arrive directly at the truck marshalling area for Fira Gran Via in Barcelona, in accordance with the official Build-Up Dates and Times. The access of vehicles to the venue is restricted, please read carefully the vehicle access section below. Please note, only full trucks of stand material arriving at the venue directly from the customer premises can be unloaded directly at the MWC Barcelona venue. All exhibit material and consolidated cargo must be sent to the advance warehouse. The same procedure exists for the outbound movement, shipments must be collected from the warehouse, as direct collections from the venue are not allowed.

### Truck Waiting Area:

#### **RESA EXPO LOGISTICS**

**Sot del Migdia – Truck Waiting Area**

**Carrer del Foc 139**

**E – 08038 Barcelona Spain**

**TIME SLOT BOOKING NR:**

**Notify: MWC / Exhibitors Name / Hall / Stand Number.**

All incoming vehicles are requested to register at the marshalling area “El Sot del Migdia”, next to the exhibition area. Vehicles will wait until space is cleared at the offloading/reloading areas. Please use the Onsite Handling Service Order Form available from RESA to pre-book the time slot for your truck. You will be issued with a booking number which must be produced at time of arrival.

Please send a pre-advice for direct trucks to the following email:  
[administracion@rxl.es](mailto:administracion@rxl.es)

- Truck details (Truck no, Haulier, ETA)
- Forwarding and handling order form



## 2.5 COURIER



Please note, we do not recommend sending your shipment via courier, especially from outside of the EU, due to likely issues relating to customs clearance. We would suggest you contact us in order that we can put you in touch with a recommended partner in your country.

However, if you do intend to send your shipment via courier please follow the advice below. All shipments should be delivered to our advance receiving warehouse.

Please complete the attached service order form on Page 16 and return it to the following email: [mwcbarcelona@ef-gsm.com](mailto:mwcbarcelona@ef-gsm.com)

### **Courier Delivery Warehouse Address** **(Available from the 9th – 26th of Feb)**

EF-GSM / RESA EXPO LOGISTICS  
For MWC Barcelona 2026  
Exhibitor..... / Hall No..... / Stand no.....  
Avenida de Rius i Taulet 2/4 - Hall 2 Fira Montjuic  
08004- Barcelona - SPAIN

**Contact:** Courier Department  
Tel. +34 93 233 4110

### **Case Marking**

-Name of Exhibitor  
-MWC Barcelona 2026  
-Hall and Stand no.  
-Delivery date to stand

EF-GSM / RESA EXPO LOGISTICS  
Fira Montjuic – Hall 2  
Avenida de Rius i Taulet 2/4  
08004- Barcelona - SPAIN

Box 1 of ... / 2 of ... / 3 of ... etc.

### **Handling Tariff:**

**Payment of handling charges is required prior to delivery of your shipment to your stand. Our team will send you a payment link via email, which will need to be settled prior to delivery of cargo.**

<b><u>Courier handling rate:</u></b>	
From arrival BCN warehouse to delivered stand for shipments 50kgs or less (1m3=167kgs)	225.00 €

<b><u>For any courier shipments over **50kgs, they will be charged at the road freight handling tariff as follows:</u></b>	
From arrival BCN warehouse to delivered exhibition stand (per m3): <i>Minimum 2 m3 / shipment</i>	95.00 €
File and mail fee (per shipment):	75.00 €

### **Sunday March 1<sup>st</sup> – Surcharge**

**(please refer to important information on Page 4):**

Any delivery made on Sunday 1<sup>st</sup> March or during show days will incur a surcharge of 100% of the warehouse to stand charge. Please note any empty cases taken away from the stand on 1<sup>st</sup> March will be charged at EUR 120.00 per m3 (Min 2m3). The same surcharge will apply for any shipments delivered during the event which will be after show hours only.



**Non-EU Courier Shipments requiring Customs Clearance:**

Shipments must be sent on DDP basis (Delivered Duty Paid) and should be delivered to the above Barcelona warehouse address free of all charges.

Please be aware that most courier shipments from outside the EU cannot be cleared automatically by the courier company and will require a Spanish Importer of Record. If we are requested to provide this service, it will be charged at € 195.00 per clearance. If we are requested to arrange full customs clearance this will be charged in accordance with the official tariff.

***The importer of record reserves the right to increase the customs value to CIF Value of items imported in their name to market value if deemed too low.***

The same € 195.00 exporter of record fee will apply for any **non-EU** shipment returning / picked up from warehouse. Please also refer to **Page 11 – RESTRICTED PRODUCTS** for list of items which are restricted for import into Spain.

**Return Instructions:**

If you intend to return your shipment via courier method, you must advise the shipping manager at the shipping desk within your specific exhibition hall. The locations of the shipping desks can be found on the attached map. The shipping manager will go through return instructions with you and give you labels to attach to your shipment. Payment of return handling charges must be settled prior to your courier collecting from the warehouse.

**Courier Return Shipping Labels:**

For return shipping, kindly note that all courier shipments are required to be labelled with courier return shipping labels, including the collection reference number, which will be given by EF-GSM team on-site after the return shipping instruction form has been completed.

In the event that the exhibitor requests that their courier shipping labels are printed and attached by EF-GSM team, an additional charge of EUR 85.00 will be applicable.

### 3. DOCUMENTATION REQUIRED FOR CUSTOMS CLEARANCE –

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For shipments outside the EU, the following documents are required:

- Please use the following Commercial Invoice and Packing List template [CIPL-IMPORT-TEMPLATE.xlsx \(live.com\)](#) Original invoices should be attached to the Air waybill/ Ocean Bill of Lading / CMR. Please issue separate invoices for temporary and permanent imports.
- Invoices must be addressed to:

**MWC Barcelona c/o EF-GSM / RESA**  
**Name of Exhibitor / Hall & Stand No.**  
**FIRA GRAN VIA**  
**08908 - Barcelona**

- If necessary – Certificate of Origin
- The flight details, plus a copy of Airwaybill and commercial invoice/packing list should be sent to EF-GSM at least 2 days prior to arrival in Barcelona.

#### Temporary Import Entries

- All exhibit material entered under temporary importation is subject to control and examination by Spanish Customs for Inward and Outward movements.
- Shipments cleared under temporary import must be exported within 14 days. Only EF-GSM / Resa are allowed to return the shipment back to destination Airport – we cannot hand over to 3<sup>rd</sup> parties after the event.
- Goods imported under temporary import bond cannot be sold during the show. Please contact EF-GSM if you intend to sell any temporary goods.
- The re-export weight for temporary shipments must match the same as the import. Penalties will be incurred for a change in weight.
- It is imperative that Permanent and Temporary Items are packed separately and return weight matches the inbound declared weight.

#### Permanent Import Entries

- We can arrange customs clearance on a permanent import basis of consumable materials such as brochures and promotional materials. Promotional material cannot be cleared as temporary import.
- Any non-promotional items cleared under permanent import will be subject to pre-approval and will attract an Import License charge based on value of the goods
- Shipments must have realistic values declared on the commercial invoice
- CE Compliance mark must be visible on all electrical items and a copy of the CE Certification must also be supplied
- SOIVRE examination and tax is applicable to various items imported – please see official CIPL
- A tax on non-reusable plastic will be applied. Please insert weight of plastic packaging on the official CIPL, where indicated

### **Restricted Products**

The following products are restricted by Spanish Customs / Health Authorities. Please do not ship any of the following items and contact us in advance in case of any queries:

- Pharmaceutical products & medicines
- Any kind of food stuff and beverage, including confectionary
- Cosmetics including lip balms and creams for skin use
- Medical items – Including face masks and hand sanitiser
- Any products related to packaging and storage of foodstuffs and beverages, e.g., empty water bottles, cups, mugs and empty food containers
- Plants and live animals
- Toys

## **4. EMPTY CASE STORAGE**

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During MWC build-up, the exhibition site must be free of all packing materials 24 hours before the event commences.

No excess stock, literature, packing cases or flammable materials may be stored in any unauthorised areas or voids.

Storage underneath stages and structures is strictly forbidden.

Please note that after the event, empty cases will only start to return once carpets have been lifted and visitors have left the halls. Exhibit cases will be given priority, however, this process will not generally commence until around 3 hours after the close of the show and will continue throughout the night. Please take this into account when planning your return travel.

## **5. FURTHER INFORMATION**

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### **Insurance**

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that EF-GSM Limited does not insure goods automatically, unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. All business is subject to the terms and conditions of BIFA 2021 Edition – copy available on request.

### **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.

### **Worldwide Network**

We can recommend an agent in your country who is a specialist in exhibition freight forwarding, offering you professional advice on the preparation of your shipment. Through the “door to stand” service, you will get an all-in package, that covers all the steps from your domicile to the venue and return. Contact us for confirmation of our local partner in your specific location.

## **6. BASIC CONDITIONS OF CONTRACT**

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All work undertaken is subject to the BIFA, British International Freight Forwarders terms and conditions (2021 Edition), copy available on request.

Our invoices will be due for immediate payment unless credit terms have been agreed in advance.

***Please click here to download and fill out the form.***

Please send this form to EF-GSM by email to: [mwcbarcelona@ef-gsm.com](mailto:mwcbarcelona@ef-gsm.com)

## MWC26 SHIPPING SERVICES ORDER FORM

### COMPANY DETAILS:

Company Name:	
Address:	
Zip Code /Post Code:	Country:
Tel:	VAT No.
Fax:	E-mail:

### DELIVERY DETAILS:

Exhibitor name:		Contact name:	
Hall / Stand no:		Contact mobile:	
Delivery Date to Stand:			
<b>(This must be completed)</b>			

### SERVICE OPTIONS (Please put (X) to indicate which of the below services you require):

<b>1. DOOR TO STAND</b> We require EF-GSM or partner office to arrange collection from my premises, arrange all customs clearances and deliver to stand.  <input type="checkbox"/> Please contact me regarding my shipment	<b>2. FROM ARRIVAL AIRPORT / PORT TO STAND:</b> Our own freight forwarder will get the goods to Barcelona airport or port and we will require Customs clearance, collection from port / airport and delivery to stand. <i>(See tariff for costings)</i>  <input type="checkbox"/> Please ensure you complete your shipment details below.
<b>3. FROM ADVANCE WAREHOUSE TO STAND:</b> We will use our own freight forwarder/courier company and will deliver to the advance warehouse, already customs cleared and duties paid. We require EF-GSM/ RESA to transport goods from the warehouse to stand. <i>(See tariff for costings)</i>  <input type="checkbox"/> Please ensure you complete your shipment details below.	<b>4. EMPTY CASE STORAGE</b> We require EF-GSM to remove our empty cases from our stand and return at the end of the event. <i>(See tariff for costings)</i>  <input type="checkbox"/> Please ensure you complete your shipment details below.  <b>**Please note there will be a delay at the end of the show whilst packages are re-delivered to stands. Bear this in mind when booking return flights from the show**</b>

### APPROXIMATE SHIPMENT DETAILS (To be completed if using options 2 and 3 only):

Name of own Freight Forwarder / Courier company:			
AWB / Waybill no / Tracking Number:			
Estimated date goods due to arrive at: Airport / Port / Warehouse:			
Nº of pieces:	Weight:	kgs.	Type of goods:
Value:	Dimensions:		

*All work is undertaken under BIFA (2021 Edition) trading terms and conditions, copy on request. All charges for the above services will be charged as per the official tariff. All charges must be settled in full prior to delivery unless otherwise agreed.*

## MWC 2026 ONSITE SERVICES ORDER FORM

Please complete and sign this form and forward it to: [administracion@rxl.es](mailto:administracion@rxl.es)

Event name: MWC 2026	Exhibiting company:
Standfitting company (when applicable):	Hall and Stand number :
Contact person at stand:	Cell Phone nr:

### BOOKING FOR EQUIPMENT:

Units	Equipment	Start date	Start time	Finish date	Finish time	Equipment purpose

Comments:

Do you require storage of empty boxes during the event: Yes ☐ No ☐ Volume:  cbm

### INVOICING AND PAYMENT:

Payment process: RESA will send you an estimate of costs in conformity with the applicable rate. Payment must be made before the realization of our first service according to the chosen method of payment. A final invoice will be sent after the conclusion of the dismantling.

Company Name (billing party):		
Address:		
City:	Zip Code:	Country:
VAT Nr. (only European companies):		Tel:
Email:		

### METHOD OF PAYMENT:

☐ Credit Card (credit card form will be sent)

☐ Bank transfer (to be made before realization of our first service, providing the proof of bank transfer)

All work undertaken is subject to Resa's terms and conditions and insurance policy. The Resa insurance policy for handling with manned equipment covers a maximum of 10 Euros per Kg (gross weight) of damaged or lost goods, per incident. The Resa insurance for unmanned equipment does not cover damages to third parties. Breakdowns due to bad use such as overloading surpassing the admitted lifting weight will be chargeable to the customer. A complete information about Resa insurance policy is available upon request. Signature on this form is acceptance of our terms and conditions.

MWC26 BARCELONA // 02 – 05 MARCH 2026

[Please click here to download the label template to attach to your shipment](#)

## SHIPMENT LABEL

EXHIBITION <b>MWC26</b>		DESTINATION <b>BARCELONA</b>
EXHIBITOR NAME		
CASE NUMBER OF		
HALL No.	STAND No.	DELIVERY DATE TO STAND
DELIVERY ADDRESS  EF-GSM / RESA EXPO LOGISTIC Advance receiving warehouse Mobile World Congress 2026 Hall 2 , Fira Montjuic Avenida de Rius i Taulet 2/4 Barcelona 08004 Spain		

EXHIBITION MATERIAL <b>DO NOT DELAY</b>
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