

**WORLDSKILLS LYON 2024**

# **LOGISTICS GUIDE**

## SHIPPING, CUSTOMS, STORAGE, AND LOGISTICS ON SITE

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# 1 Introduction

Dear Members, Partners, and Sponsors,

For a better routing of all the expected items to and at the 47<sup>th</sup> WorldSkills Competition venue, Eurexpo Lyon, please carefully read this guide which sets up the logistics framework and lists all steps for a successful handover of your cargoes and/or toolboxes in Lyon, France.

From transport along with customs and storage, all the requisites in terms of rules, cooperation agreements, schedules, and deadlines will be highlighted so that every stakeholder understands the steps towards full logistics compliance.

To support you in all procedures related to the shipping, customs, storage, and logistics on site, we have chosen **DHL Global Event Logistics** for their expertise.

Backed by their experience working on past WorldSkills editions, they have a thorough understanding of the procedures and peculiarities around the routing of toolboxes.

They offer a 360-project assistance in all countries and regions and all necessary services (e.g. airfreight, road freight, sea freight, customs, aligned documentation, etc.).

We invite you to contact them via [skills-logistics@dhl.com](mailto:skills-logistics@dhl.com) (cc [logistics@worldskillslyon2024.com](mailto:logistics@worldskillslyon2024.com)) for any clarification or advice you may require regarding the handling of your cargoes and/or toolboxes in Lyon.

## 1.1 Timeline

DEADLINES	MILESTONES
Remote warehouse: Aug. 19 - Aug. 30	Delivery of Members toolboxes and other freight
Remote warehouse: by Aug. 23  Competition venue (all skill areas must be built by Sep. 6 *)	Delivery of Sponsors' equipment and other freight
C-9 (Sep. 2) - C+4 (Sep. 18)	Competition venue availability
Sep. 19 - Sep. 27	Members toolboxes collection for return shipping from the warehouse

DEADLINES	MILESTONES
<p>From the Competition venue: Sep. 16 - Sep. 18 depending on the dismantling duration per skill.</p> <p>From the remote warehouse: Sep. 19 - Oct. 31</p>	<p>Return of Sponsors' equipment</p>

**\*According to the build plan, more details will be shared in the coming weeks from [logistics@worldskillslyon2024.com](mailto:logistics@worldskillslyon2024.com).**

## 2 General information on the foreign cargo import or export

As a member of the European Union, France allows for any customs clearance to be carried out at any first European border crossed. Thus, the cargo can be forwarded by road to the remote warehouse in Lyon (**XPO Logistics, ZAC DE LA DONNIERE, 69970 MARENNES, FRANCE**) or to Eurexpo Lyon under customs transit. Cargoes and toolboxes can be handed over at the above-mentioned warehouse from **July. 1, 2024** (07:00-13:00, and 13:00-17:00 by appointment).

Regarding the Competition venue, all the halls will be secured and available from September. 2 to September. 18 (07:00-20:00). Discussions are ongoing to make some halls available earlier depending on the set-up times required for various machines. Through the logistics department mailbox [logistics@worldskillslyon2024.com](mailto:logistics@worldskillslyon2024.com), information about the venue availability will be updated directly to the recipients for whom the set-up duration may exceed three days.

Members, Partners, and Sponsors may have their own service provider or choose the one suggested by the Competition Organizer: **DHL Global Event Logistics**. The latter will:

- Provide remote warehousing near the Competition venue with all surrounding activities (if necessary): goods receipt and conformity control, handling, inventory, stock management, order picking to the venue, etc.
- Provide temporary storage areas at the venue (if necessary).
- Deliver goods from the remote warehouse to the skills workshops and back.
- Provide cargoes' transport solutions.
- Provide information and consulting on the issues of customs procedures (temporary import, final import, and re-export).
- Provide full support for all customs operations.

For the import/export cargo, five parts are to be taken into consideration:

- A. From Member, Partner, and Sponsor country/region or place of origin to the French border (alternatively to any European Border).
- B. From the French customs office to Eurexpo's storage areas on site or the remote warehouse.
- C. From Eurexpo's storage areas on site or the remote warehouse to the venue at the skills areas.
- D. From the skills areas to the remote warehouse.
- E. From the venue or remote warehouse to the Member's, Partner's, or Sponsor's country or region.

Members, Partners, and Sponsors select their carrier or freight forwarder and are responsible for the fees for A, B, and E. WorldSkills Lyon 2024 (WSL2024) pays for C and D. In case Members and Sponsors can return their cargo directly from Eurexpo (without having been instructed by WSL2024 for the cargo to go via the temporary warehouse), then the transport costs from the venue are to be borne by the respective Member, Partner, or Sponsor.

## 2.1 Labelling and packaging

It is compulsory to properly label your cargo or toolbox per skill number or exhibition booth number. In the appendices section, you will find some samples of cargo or toolbox labels. Files of the labels are provided separately.

The shipper is liable for packaging and should carefully fill in the requested information:

- Skill name and skill number
- Country/Region of origin
- Owner's company or Member name
- Package number and total number of packages in consignment
- Package dimensions (cm) and gross weight (kg)
- Carrier's contact information (company name, responsible person, phone number, email)

It is highly recommended to provide quality packaging, protecting from external access to the cargo/toolbox, suitable for loading/unloading operations and preventing from opening and losses.

Each box or crate (cardboard, wood, metal) must be identifiable without having to open it.

## 3 Customs

### 3.1 Customs terminals

Members and Sponsors are responsible for the provision of toolboxes and equipment.

#### 3.1.1 Shipment by sea freight

There is no restriction about sea borders. Each first sea European border could be a possibility for customs clearance, as it also depends on the shipping company chosen by the freight forwarder.

#### 3.1.2 Shipment by road/rail

There is no obligation to carry out customs clearance in France only. Once customs procedures are done at the first entry into Europe, the cargo can be moved easily to Lyon under customs transit.

#### 3.1.3 Shipment by air

Lyon-Saint Exupéry Airport (LYS) and Paris Charles De Gaulle Airport (CDG) are the chosen customs offices in France.

### 3.2 Customs procedures

#### 3.2.1 Countries within the European region

For countries of the European region, there is a free cargo flow.

Competitors arriving by land or rail (mainly Switzerland and the UK) should make a "verbal declaration" for goods not subject to restrictive or prohibitive measures. They must use the document whose model is defined in **appendix 71-01**

<https://www.douane.gouv.fr/sites/default/files/2021-02/26/model-of-annex-71-01-circulation-of-eu-and-third-country-reusable-packaging.pdf>

#### 3.2.2 Other countries and regions

All goods imported for non-commercial purposes and intended to be re-exported are under special arrangements. This allows non-EU goods to be imported into the European Union (EU) under suspension of customs duties, VAT, and commercial policy measures. The form and content of the customs declaration are defined by the Union Customs Code (UCC) and its implementing provisions.

The special arrangements must detail three essential functions of businesses:

- **Storage** (customs warehouses and free zones)
- **Specific use** (temporary admission and end-use)
- **Processing** (inward and outward processing)

Three concepts are fundamental to determine which customs scenario is to be selected: procedure to follow the **type of goods** (the classification of the product in the customs nomenclature), the **origin** (and/or destination), and the **value of the goods**.

### Final Import

This scenario requires customs declaration and payment of duties and taxes: customs duties, anti-dumping duties, import VAT, and excise duties.

Please contact your freight forwarder or DHL for more details.

### Temporarily Admission

In this scenario, the goods are used for a specific purpose (exhibition, professional use, trial, cultural, or sporting use, etc.) but are not transformed once in France.

Purpose: to temporarily import goods for re-export, for a specific use (e.g. exhibition), without modifying them.

Goods can be imported temporarily with total or partial exemption from customs duties and suspension of taxes.

Some situations only allow partial exemption from customs duties.

### Full Exemption

Goods may benefit from total exemption from duties and taxes in the following cases (non-exhaustive list and specific conditions for each case):

- Professional equipment for the exercise of a trade or profession, and press or film equipment and spare parts.
- Goods intended for display or demonstration at a fair, exhibition, congress or similar event, educational and scientific equipment.
- Medical, surgical, and laboratory equipment intended for hospitals.
- Equipment to combat the effects of disasters in the European Union.
- Replacement means of production temporarily made available to a customer by the supplier or repairer, pending delivery of similar goods.
- Goods imported for testing or subject to testing.

### Partial Exemption

Temporary admission with partial relief is granted to operations or goods that do not meet all the conditions for temporary admission with total relief.

The temporary admission with partial relief procedure does not apply to goods that are consumed or destroyed by use ("consumables").

### ATA Carnet

The ATA Carnet replaces the various customs documents usually required for temporary import, temporary export, or transit operations, enabling foreign trade operators to carry out their operations duty and tax free. This procedure is particularly useful for taking part in trade fairs and exhibitions, presenting commercial samples, and using professional, scientific, or educational equipment. The ATA Carnet can be used in trade with countries

and regions that have signed the Brussels ATA Convention (1961) and/or the Istanbul Convention (1990) to cover the temporary admission of goods.

**For more details about customs procedures, please refer to your freight forwarder or DHL Global Event Logistics via [skills-logistics@dhl.com](mailto:skills-logistics@dhl.com)**

## 4 Toolboxes

Toolboxes shall be received by **August 23 2024** at the latest, by country/region, to the secured remote warehouse allocated for this purpose in France – **XPO Logistics, ZAC DE LA DONNIERE, 69970 MARENNES, FRANCE.**

Once at the designated destination in Lyon, they will be sorted and delivered by skill to the workshops by C-5 (Sep. 6).

The Technical Delegate for each Member is responsible for collecting the toolboxes, affix labels according to the model provided by the organizing country (Appendix A), contact a freight forwarder, and communicate the relevant logistics information required by the organizer country (estimated date of arrival, quantity, etc.).

Regarding the logistics requirements, further details will be provided by the logistics department from the email address [logistics@worldskillslyon.com](mailto:logistics@worldskillslyon.com).

**WorldSkills Lyon 2024 recommends to Members to call on the services of the DHL Global Event Logistics [skills-logistics@dhl.com](mailto:skills-logistics@dhl.com)**

The latter could also be a customs representative for all customs procedures at the first European border.

DEADLINES	MILESTONES
C-5 (Sep. 6)	Toolboxes' delivery from the remote warehouse to skill areas and received by the Workshop Managers.
C-4 to C-3, (Sep. 7 to Sep. 8)	For the targeted skill areas, unboxing, removal and check of handheld power tools by electrical professionals.
C-2 to C-1 (Sep. 9 to Sep. 10)	Toolboxes' unboxing by the Competitors. Packaging materials will be collected progressively and routed to the store on site or the remote warehouse near the Competition venue.
C4 (Sep. 14) afternoon	Packaging delivered back to Competitors at skill areas once the Competition venue is cleared of public.
C+1 (Sep. 15) morning	Toolboxes shipped from the skill areas to the remote warehouse where pick-up will take place for the various original destinations.
From C+5 to C+13 (Sep. 19 to Sep. 27)	Pick-up from the remote warehouse.

Each Competitor should pack and label (appendix A) their toolbox so that the forklift operators can carry them easily to the storage location. From the warehouse only, toolboxes will be picked up and shipped back to the countries and regions of origin.

For toolboxes that will be brought by the Competitors at C-4, Sep. 7, a pick-up by a WSL2024-appointed carrier is scheduled at the latest on C-3, Sep. 8 (08:00 – 10:00). (details on the exact pick-up location will be provided in the coming weeks).

The pick-up will be done per country/region, then directly routed to the remote warehouse for sorting by skill and finally directed to the competition venue, at the respective skill areas right after.

## 5 Sponsors' material

### 5.1 Equipment

Considering the workshop areas must be ready by C-5 (Sep. 6), the equipment will be properly categorized, stored, dispatched, and installed according to the venue build plan coordinated by the stakeholders (Venue Manager, Logistics Manager, and Director of Competition with the support of the Workshop Managers).

The venue will be available from C-9 (Sep. 2) to C+3 (Sep. 17). Exhibitors shall provide WorldSkills Lyon 2024 (WSL2024) with information on set-up duration, arrival date, dismantling duration, etc. (Appendix C) for equipment at Eurexpo Lyon as soon as possible, so that we can properly coordinate the Exclusive Use Period dates.

The equipment will be packed and labelled (Appendix B) by skill to ensure a smooth handover.

The dismantling will follow the venue breakdown plan and the WSL2024's disposal strategy. Some equipment will be shipped either directly from the venue to the final owner or to the remote warehouse for a later shipment.

Sponsors shall provide sufficient and thorough information about the routing back of the equipment, for the WSL2024's logistics department to coordinate a realistic master schedule (including the disposal strategy).

### 5.2 Asset disposal

The disposal strategy\*\* has identified three options for the items brought to France for the Competition:

- Donated
- Sold in France
- Returned to the original owner.

**\*\* More details will be provided later.**

### 5.3 VAT and customs fees

The payment of VAT and other customs fees depends on the identification of every single item brought into Lyon, France. The WSL2024 Logistics department needs your contribution in providing them with any relevant information from the entities shipping items to Lyon, France, for the Competition.

The French Customs requires this information (nature of products, country of manufacturing and origin, value) ahead of time to define the amount of the fees related to the importation, use, and disposal. Your preferred freight forwarder, or **DHL Global Events Logistics**, can guide you on this matter.

## 5.4 Exhibition material

DEADLINES	MILESTONES
C-5 to C-3 (Sep. 6 to Sep. 8)	Booth construction
C-2 to C-1 (Sep. 9 to Sep. 10)	Exhibitors' final decoration
C4 (afternoon) to C+3 (Sep. 14 to Sep. 17)	Booth teardown

The Competition Organizer provides storage solutions for all exhibitors' material delivered prior the Competition venue availability, C-9 (Sep. 2). From C-9 (Sep. 2) onwards, it is highly recommended that equipment be sent directly to the Competition venue, Eurexpo using the dedicated delivery label.

Exhibitors should handle the shipment to the warehouse **XPO Logistics, ZAC DE LA DONNIERE, 69970 MARENNES, FRANCE**, where cargoes will be handed over at the Competition Organizer expense, stored, and routed at a given date to the designated areas at the Competition venue.

Logistics on the Competition venue is handled by the Competition Organizer till C-5 (Sep. 6).

For material delivered for exhibition purpose, exhibitors must bear the on-site logistics cost.

Please carefully label (Appendix C) the cargo per exhibition booth number (cf. exhibitors guide to be sent later by the Sponsorship and Partnership department).

Exhibitors should make sure to have someone on hand for goods' receipt at the exhibition booth.

All booths must be dismantled and free of any item after the Competition by C+2, Sep. 16.

## 5.5 Exhibition material handling

**Handling prices (Appendix D) will be shared in the coming weeks.**

## 5.6 Goodies for exhibition booths

For goodies to ship to the remote warehouse prior to C-9 (Sep. 2), please ensure to follow the instructions for labelling. The Competition Organizer will handle logistics on site until C-5 (Sep. 6).

For material delivered for exhibition purpose, exhibitors must bear the on-site logistics cost.

## 5.7 Try-a-Skill

A call for projects will be drafted and released by the WorldSkills Lyon 2024 Sponsorship and Partnership department.

Sponsors who will be favourable to that programme are expected to ship their material at the same time as shipping their materials and equipment for the respective skill competitions.

## 6 Insurances

### 6.1 WorldSkills Lyon 2024 responsibilities

- Insurance (damage or theft) for Member toolboxes and other Member or WSI deliveries once on site and being transported to and from the workshops or any other area on site.
- Insurance (damage or theft) of competition property or equipment either owned or hired by or loaned to the Competition Organizer. This includes property or equipment inside the halls, workshops, office, and meeting areas and may include property or equipment in the Try-a-Skill and other exhibition areas. This includes equipment used by accredited personnel, including equipment taken offsite from the Competition venue during the course of their participation in the Competition (including but not limited to mobile phones, tablets, and laptop computers).
- Damage or theft of any equipment or tools brought by Members, Partners, Sponsors and other stakeholders (e.g. Competitor tools, material on booths, etc.) at the Competition venue.

### 6.2 Members responsibilities

- Insurance (damage or theft) for Member toolboxes being transported from the Member country or region to the specified shipping delivery address (either remote warehouse around Lyon or at the Competition venue) as provided by the Competition Organizer.
- Damage or theft of property or equipment outside of Competition venue or remote warehouse.
- Damage to Competitors' own equipment or tools while in own use by the Competitor during their participation in the Competition.
- Damage or theft of Member, Sponsor, and Partner equipment or materials at their booths or stands while the booth or stand is operating.

### 6.3 Sponsors and Partners responsibilities

- Damage or theft of Member's, Sponsor's, and Partner's equipment or materials at their booths or stands while the booth or stand is operating.
- Insurance when shipping equipment to the Competition and/or to Members. Once the Member takes delivery of the equipment (received by the Member Organization or Expert), the Member is responsible for insurance and caring for the equipment while in their possession and shipping or transporting to the Competition. Once the Member (Expert or Competitor) brings the equipment to the skill competition workshop, the responsibility is as per this table. After the Competition, the responsibility is as per the Sponsor's contract with the Competition Organizer.

## 7 Conclusion

The Competition Organizer will provide necessary human and material resources, safety, and security to smoothly take care of your equipment, toolboxes, and exhibition materials once delivered to our warehouse (**XPO Logistics, ZAC DE LA DONNIERE, 69970 MARENNES, FRANCE**) or directly to Eurexpo Lyon.


It will be a pleasure helping you to clear up any doubts you may have. Please do not hesitate to contact us via: [logistics@worldskillslyon2024.com](mailto:logistics@worldskillslyon2024.com)

For all specific questions related to the shipping, customs, and storage, directly contact our chosen freight forwarder **DHL Global Event Logistics** [skills-logistics@dhl.com](mailto:skills-logistics@dhl.com) (cc [logistics@worldskillslyon2024.com](mailto:logistics@worldskillslyon2024.com)).

## 8 Appendices

### 8.1 Appendix A: Shipping label for toolboxes

Label Sample


 Presented by <b>SAMSUNG</b>	<u>Skill Number</u>	<u>Skill Name</u>	<u>Hall Number</u>
	E01	Stonemasonry	4.2 A
<b>TOOLBOX LABEL</b>			
<u>Country of Origin :</u>	<u>Owner's Company Name :</u>	<u>Package number/total number of packages in consignment.</u>	<u>Package dimensions (cm)/gross weight(kg):</u>
Tunisia	Vale Store	1/20 (Pallet)	80*120  1100KG
<u>Carrier's contact info (company name, responsible person, phone number, e-mail):</u>		<u>"On-site" consignee's / shipper's contact info (name, phone number, e-mail):</u>	
Transport & Tel: 07 56 34 21 67		WSL2024 logistics department  Tel: 06 78 45 39 20	
<u>Delivery address:</u>		<u>Event:</u>	
<b>XPOLogistics</b> ZAC DE LA DONNIERE MARENNES, 69970 <b>FRANCE</b>		<b>"WorldSkills Lyon 2024"</b>	

## 8.2 Appendix B: Standard shipping label

Label Sample

 Presented by 	<u>Skill Number</u>	<u>Skill Name</u>	<u>Hall Number</u>
	E01	Stonemasonry	2.1 A
<b>CARGO LABEL</b>			
<u>Country of Origin :</u>	<u>Owner's Company Name :</u>	<u>Package number/total number of packages in</u>	<u>Package dimensions (cm)/gross weight(kg):</u>
Tunisia	Veilo Gmbh	1/20 (Pallet)	80*120  1100KG
<u>Carrier's contact info (company name, responsible person, phone number, e-mail):</u>		<u>"On-site" consignee's / shipper's contact info (name, phone number, e-mail):</u>	
Trucks Tel: 09 67 56 07 83		WSL2024 logistics department  Tel: 06 78 45 39 20	
<u>Delivery address:</u>		<u>Event:</u>	
<b>EUREXPO</b> Porte Est - Entrée Exposants Avenue Louis Bleriot, 69680 Chassieu FRANCE		<b>"WorldSkills Lyon 2024"</b>	

### 8.3 Appendix C: Exhibition material label

 Presented by <b>SAMSUNG</b>		<u>Exhibition booth number</u> <input type="text"/>	<u>Hall Number</u>
<b>EXHIBITION MATERIAL LABEL</b>			
<u>Country of Origin :</u>	<u>Owner's Company Name :</u>	<u>Package number/total number of packages in consignment.</u>	<u>Package dimensions (cm)/gross weight(kg):</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Carrier's contact info (company name, responsible person, phone number, e-mail):</u>		<u>"On-site" consignee's / shipper's contact info (name, phone number, e-mail):</u>	
<input type="text"/>		<b>WSL2024 logistics department</b>  <b>Logistics@worldskillslyon2024.com</b>	
<u>Delivery address:</u>		<u>Event:</u>	
<input type="text" value="EUREXPO Porte Est - Entrée Exposants Avenue"/>		<b>"WorldSkills Lyon 2024"</b>	

### 8.4 Appendix D: Pricing list

Price list will be provided in the coming weeks.

### 8.5 WorldSkills Lyon 2024 logo



Presented by

