



DB SCHENKER*airs* Important Shipping Information

**DGU 2022, Hamburg
21. – 24.09.2022**

Schenker Deutschland AG

Messen/Spezialverkehre

Paul-Henri-Spaak-Str. 8

DE - 81829 München

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1 General

1.1 Contact person

(Not shipping address !!!)

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81829 München

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1.2 Addressing

1.2.1 For groupage cargo, courier shipments, air freight

Please consign all docs and waybills for your exhibits to:

Kühne + Nagel (AG & Co.) KG
c/o Schenker Deutschland AG
Messeplatz 1
20357 Hamburg

Notify:

DGU 2022
"Exhibitor"
"Hall - Booth"
Delivery date to booth: "dd.mm.yyyy"

Please send a pre-alert to the Schenker Munich office **latest 3 days prior** arrival date.

IMPORTANT:

Courier shipments with insufficient delivery information or missing pre-alert cannot be accepted and will be returned to the carrier's depot waiting for further instructions. This might cause a delay in the delivery to the booth. If consigned as per the above instructions, we will arrange delivery to your booth at the requested time. All cargo has to be consigned "**FREIGHT PREPAID**". A 50% outlay commission will be levied on freight collect shipments arriving at our warehouse.

1.2.2 For LTL and FTL

"Exhibitor"
c/o DGU 2022
"Hall - Stand"
"Contact" "Mobile Number"
Tiergartenstr.
20355 Hamburg

Notify:

Schenker Deutschland AG
Farshad Ahmadi

Please send a pre-alert to the Schenker Munich office **latest 3 days prior** arrival date.

1.2.3 Special advice for courier shipments arriving from inside of the European Union

Courier shipments arriving from inside the EU may be sent directly to the stand. However, we do recommend sending it to the designated warehouse and have the goods delivered from there to the booth via Schenker to ensure that your goods get there.

If you choose to deliver directly without Schenker please make sure that someone from your company or contract partners is there on the stand to sign and receive the delivery.

Address for direct delivery without designated warehouse:

"Exhibitor"
c/o DGU 2022
"Hall - Stand"
"Contact" "Mobile Number"
Tiergartenstr.
20355 Hamburg

Address for delivery via designated warehouse with extra costs as given in point 1.2.1

If your forwarding company delivers for whatever reason to the designated warehouse the shipment will be delivered by Schenker automatically to your booth. This service however is chargeable with additional costs as per Schenker tariff - point 1.

1.3 Delivery Regulations

DB Schenker, following Interplan, will organize the traffic management in the unloading/loading zone. We will allocate time slots for unloading/loading direct deliveries/pick-ups. Therefore, it is necessary to advise your incoming and outgoing trucks **latest 3 days prior date of arrival**. We will reserve the time slots according to the first-come-first-serve method. **This is valid for direct or partial deliveries as well as all other vehicles which have to unload/load at the hall, with or without the need for SCHENKER logistic service.** Long-time parking is strictly prohibited.

If you will not advise your direct deliveries or if the truck will miss its time slot, you have to accept waiting time. Please note, you have to pay a deposit of 100€ for the entry. You will get it back after leaving the loading bay.

Important: After successful un-/ reloading, all vehicles have to leave the loading bay immediately.

1.4 Case Marking and Packing

All packages must be marked as follows:

- Name of Event
- Name of Exhibitor
- Hall and Stand No
- Piece count (1 of.../ 2 of.../3 of ... etc.)

We recommend solid packing since the shipment will be reloaded a few times.

2 On-site Handling

2.1 Deadlines – latest arrival dates

| | |
|----------------------------------|------------|
| A) Exhibits from European Union | 16.09.2021 |
| B) Exhibits from other countries | 14.09.2021 |

Please note: For cargo arriving beyond deadlines, an additional 50% handling surcharge will be added to cover the additional costs. Schenker will make all reasonable efforts to ensure the delivery before the show opens; however, no guarantees can be given. The surcharge will apply regardless of the delivery date to the show site.

IMPORTANT:

Pre-Alert must be sent to Schenker Munich Office **LATEST 3 days** before cargo arrival at airport/ terminal/ warehouse! Pre-alerts should include the following information:

- Exhibition / Event Name
- Exhibitor Name / Stand-builder
- Hall & Stand number(s)
- Contact on Stand with phone number
- Shipment details (number of pieces, dimensions, weight)
- Shipping documentation (copy of waybills, commercial invoices or Carnet ATA, packing list)
- Shipment information (incl. mode of transport, AWB/ B/L, Flight/ Vessel)
- ETD and ETA
- Customs instructions (permanent or temporary importation)
- Full on-site requirements incl. delivery to stand date & time
- Details of any specific instructions/requirements

2.2 Documentation and customs regulations

Cargo arriving from a non-European Union country needs to be customs cleared on a temporary/permanent basis and released from local customs before delivery to the booth. Please provide customs instructions with the following documents to arrange customs clearance:

- waybill (AWB, B/L) and/or shipping No.
- commercial invoices and packing list in English need to include:
Number of units, the weight of each piece, sizes (dimensions of each piece), values per unit/item, clear and detailed description of items in English, the origin of the goods, and total invoice amount (CIF)
- harmonized customs goods number (HS - code)
- Customs authorization
- EORI number

In addition:

Exhibitors will need to apply for an EORI number for import clearance if not already EORI registered in the EU.

Please note, we cannot clear the customs for the following reasons:

- **missing EORI-number**
- **general product description, such as “exhibition goods” or “give-aways”**
- **invoices that indicate lump sum value only**

2.3 Storage

We can store your empty packing material during the event. Please inform us in time about your requirements. Please note that we cannot accept any liability for items - intentionally or unintentionally - left in packing. We will measure the packages during the exhibition and fill in the cbm. Please ask for a copy by returning and check the cbm immediately. We will not accept any posterior reclamation. Please contact our on-site desk for special arrangements for the storage of exhibits. Re-delivery of the empties will be automatically after the exhibition ends. We cannot guarantee any deadline for re-delivery.

2.4 Technical Equipment

For large shipments directly delivered to the booth, we provide forklifts up to 3 tons with skilled drivers. Forklifts with higher capacity will be available upon request. Please send your pre-advice and equipment order form **at least 3 days before** the arrival of trucks. The usage of your own electric lifting equipment is not allowed.

2.5 Return Transportation

Since the dismantling schedule is very tight, return instructions must reach us **at least 24 hours before** show closing. Further alterations or changes in the mode of transportation can be accepted in written form only - depending on our and/or carrier's confirmation.

3 Miscellaneous

No business relationship can manage without the small print. So - here are the most important points in brief:

We operate exclusively in accordance with the Allgemeine Deutsche Spediteurbedingungen 2017 - ADSp 2017 - (German Freight Forwarders' General Terms and Conditions 2017) and - if they do not apply for performing logistics services - with the Logistic-AGB (General Terms and Conditions of Logistics-Services Providers), as of 2019. Note: In clause 23 the ADSp 2017 deviates from the statutory liability limitation in section 431 German Commercial Code (HGB) by limiting the liability for multimodal transportation with the involvement of sea carriage and an unknown damage location to 2 SDR/kg and, for the rest, the customary liability limitation of 8,33 SDR/kg additionally to Euro 1,25 million per damage claim and EUR 2,5 million per damage event, but not less than 2 SDR/kg.

Terms of Payment:

All invoices, raised for this exhibition, are due for immediate payment upon presentation, unless you have engaged the services of our own branches, in which case you will be invoiced by them directly. Details of our bank account are shown on our invoices. Alternatively, you may settle the account by charging to your credit card. All payments must be made without any deduction.

We hope, of course, that you will be more than satisfied with our services. In case you should have any justified reasons for complaint, please contact us in writing by no later than two days after delivery of the fair goods and enclose credible proof.

We wish you a successful exhibition!
Your DB SCHENKER FAIRS - TEAM