

SHIPPING INSTRUCTIONS

DGU 2023, Leipzig (20.-23.09.2023)



ARRIVAL DEADLINES

Couriers, air freight & general cargo by road freight

Deadline for **NON-EU** shipments: **12.09.2023**

Deadline for **EU** shipments: **15.09.2023**

All shipments have to be **consigned "freight pre-paid"** A detailed **pre-alert** must be sent to the DB Schenker contact person latest **5 days before cargo arrival**

PAPERWORK & CUSTOMS REGULATION:

Cargo arriving under customs bond needs to be **customs cleared** on a temp. / perm. basis.

Therefore, **we need**

- Shipping docs (waybill)
- Detailed commercial invoices with HS-Codes / ATA-Carnet
- **EORI number (mandatory for all imports from NON-EU countries)**

DB Schenker cannot be an importer of records for shipments

SPECIAL ADVICE FOR COURIER SHIPMENTS:

Courier companies are not able to clear customs & deliver the goods to your stand. To ensure the timely arrival of your exhibits, we strongly recommend to send them our warehouse.

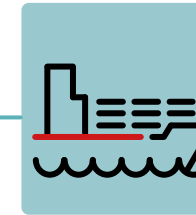


Contact person:

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DE-81829 Munich



SPECIAL DELIVERY REGULATION FOR ALL DIRECT TRUCK DELIVERIES:

A time slot for unloading/ loading of **direct** deliveries/ pick-ups is needed. Therefore, it is important to **advise** your incoming and outgoing trucks latest **5 days prior date of delivery/collection**. This is **valid for all vehicles** which have to unload/load at the hall, with or without requirements of Schenker logistic service.

PRE-ALERT MUST CONTAIN:

- Event Name / Exhibitor Name / stand number
- Contact on stand with phone number
- Shipment details (no. of pieces, dims., weight)
- Shipping docs / tracking information / ETA

Case marking & packing:

DGU 2023

Exhibitor: _____ Hall /Booth: _____

STORAGE OF EMPTIES:

Your empty packing material will be stored during the event. Please note that we cannot accept any liability for items – intentionally or unintentionally - left in packing. Cases will be measured and recorded when storing and storage tickets available upon request for checking. Re-delivery of goods will be after the close of the event automatically. We cannot guarantee any deadline for re-delivery.

ADDRESSING & SCHEDULE

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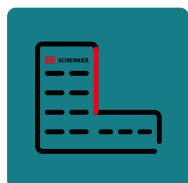
Direct truck deliveries

“Exhibitor” c/o DGU 2023

“Hall” / Booth”

Handelsring 1 / Gate Nord

04356 Leipzig



Warehouse address

DHL Trade Fairs & Events

Messe-Allee 1

04356 Leipzig

notify:

„DGU 2023“

„Exhibitor name“

„Stand number“



Schedule

Buildup:

18.09.2023, 07.00 – 22.00h

19.09.2023, 07.00 – 22.00h

(extra set-up day on demand)

Event:

20.09.2023, 10.00 – 17.30h

21.09.2023, 09.00 – 18.00h

22.09.2023, 09.00 – 17.00h

Break down:

22.09.2023, 19.00 – 24.00h

23.09.2023, 06.00 – 18.00h