

## SHIPPING MANUAL

# Exhibitions & Events in Berlin 2020

(Not valid on the Expo Center City)

### I. General Information:

As partner for your fair logistics we offer you following services:

- International/national shipments via courier, air- and ocean freight
- Handling of incoming and outgoing shipments via an external warehouse on fairground Berlin incl. delivery to / pick up from booth
- Forkliftservice for (un-)loading of trucks at venue (if on-site possible)
- Handling of empties-/exhibition goods and accessible goods
- Customs clearance (Permanent Import, Temporary Import and Re-Export)
- Providing of transport worker / packer
- Rental of equipment (Scissor lifts, material lifts, pallet trucks etc.)
- Forwarding insurance

#### Your contact:

Schenker Deutschland AG  
Department Stadtmesse Berlin  
Jafféstrasse 2 / Servicegebäude Süd  
14055 Berlin, Germany

Phone: +49 30 301 2995-440  
E-Mail: [Fairs-City.Berlin@dbschenker.com](mailto:Fairs-City.Berlin@dbschenker.com)  
Internet: [www.dbschenkerfairs.de](http://www.dbschenkerfairs.de)

## II. Notification / Pre-advice

In case you are not shipping your goods with „Schenker“, please make sure you will inform us about your shipment before you ship off. Therefore please use blank notification form from this shipping manual.

## III. Delivery address:

(Not valid for part/full trailer loads)

Schenker Deutschland AG  
Department Stadtmesse Berlin  
Jafféstrasse 2 / Servicegebäude Süd  
14055 Berlin / Germany

Notify:  
“Name of Congress/Event”  
Exhibitor / Booth number

## IV. Deadlines:

Courier- and groupage shipments\*:

Deadline for arrival to above delivery address:

EU-goods = 1 working day prior booth delivery

Non EU-goods (customs goods) = 5 working days prior booth delivery

Airfreight\*:

Deadline for arrival to airport Berlin-Tegel (TXL):

EU-goods = 3 working days prior booth delivery

Non EU-goods (customs goods) = 5 working days prior booth delivery

Seafreight\*:

Deadline for arrival to German seaport Hamburg:

FCL = 10 working days prior booth delivery

LCL = 14 working days prior booth delivery

Part/full trailer loads\*:

Direct truck loads with (un-)loading via forklift at venue and  
direct delivery to booth

**ONLY ON REQUEST!**

\* All cargo must be shipped prepaid – Costs will be paid by shipper

\* Shipments arriving after mentioned deadlines will occur additional costs

## V. Documents

Courier- and groupage shipments:

Please send us filled out notification form from this shipping manual. If you ship Non EU-goods\* we need a proforma invoice additionally.

Airfreight:

Please send us filled out notification form from this shipping manual incl. a copy of AWB (Air Waybill). If you ship Non EU-goods\* we need a proforma invoice additionally. Please consign AWB to above mentioned address from Schenker Deutschland AG.

Seafreight:

Please send us filled out notification form from this shipping manual and send us original B/L (Sea Waybill) per courier latest 5 working days prior ship arrival. Please consign B/L to above mentioned address from Schenker Deutschland AG.

Part/full trailer loads:

Please send us filled out notification form from this shipping manual. If you ship Non EU-goods\* we need a proforma invoice additionally.

\* For customs clearance we need a power of authority. Please ask us for a blank form. For permanent import you will need an EORI-number.

Further information please find here:

[https://www.zoll.de/EN/Businesses/Movement-of-goods/Import/Duties-and-taxes/EORI-number/eori-number\\_node.html](https://www.zoll.de/EN/Businesses/Movement-of-goods/Import/Duties-and-taxes/EORI-number/eori-number_node.html)

## VI. Marking and Packing

Please choose a stable and if you are planning a return shipment, a reusable packaging. Please mark all packages as follow:

Schenker Deutschland AG  
Department Stadtmesse Berlin  
Jafféstrasse 2 / Servicegebäude Süd  
14055 Berlin / Germany

Notify:

“Name of Congress/Event”

Exhibitor / Booth number

„On-site contact from exhibitor & mobile number“

Package Nr.: \_ of \_

## VII. Insurance

Please make sure to arrange transport insurance for your goods. This policy should cover the transport to the exhibition, time during exhibition and the return transport. To arrange transport insurance, we are happy to assist you. Otherwise we will automatically book a carrier's insurance which covers only damages in the custody of Schenker Deutschland AG.

## VIII. Terms and conditions of trading

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 March 2006.

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.

In addition the Fair and Exhibition Conditions are applicable. The "Bundesfachgruppe Schwertransporte und Kranarbeiten (BSK)" terms and conditions are the basis for heavyload orders.

DB Schenker Fairs offers the highest quality with certification in compliance with DIN EN ISO 9001:2008 - convince yourself of the highest standard and quality!

# Shipment notification form

Before you ship off please fill out this form and send back to:

E-Mail: [Fairs-City.Berlin@dbschenker.com](mailto:Fairs-City.Berlin@dbschenker.com) oder

Fax: +49 30 301 2995 8442

**Name of Congress/Event:** \_\_\_\_\_

Shipper	Company	
	Address	
	Zip code + City	
	Contact	
	Phone number	
Consignee	Exhibitor	
	Booth number	
	On-site contact exhibitor	
	Mobile phone number	
Kind of consignment	<input type="checkbox"/> Courier- or groupage shipment <input type="checkbox"/> Airfreight <input type="checkbox"/> Seafreight <input type="checkbox"/> Part/full trailer load	
Shipping company	<input type="checkbox"/> FEDEX <input type="checkbox"/> UPS <input type="checkbox"/> DHL <input type="checkbox"/> TNT <input type="checkbox"/> others _____	
	Tracking Number	
Shipment details	Date sent	
	Number of packages	
	Dimensions & weights	
<b>Required services:</b>		
<b>Delivery to booth (Date + time)</b>		
<b>Handling of empties</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Handling of exhibition goods</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Customs clearance</b>	<input type="checkbox"/> temporary	<input type="checkbox"/> permanent
<b>Providing of worker / packer / Equipment</b>		
<b>Pick up from booth (Date + time)</b>		

→ **Attention:** Our fair handling is chargeable under tariff Exhibitions & Events Berlin 2020. Shipments from Non-EU countries cause additional costs (duties & taxes) as per outlay.