

SHIPPING MANUAL

(Not valid at Expo Center City/Fairground Berlin)

I. General Informations:

As a partner for your trade fair logistics, we offer you the following services:

- International/national shipments via land, air and sea
- Processing of incoming and outgoing shipments via an external warehouse at the Berlin Exhibition Grounds including stand delivery/pick-up
- Forklift service to lift goods from/onto trucks at the venue (if possible on site)
- Handling of empties/full goods and call-off goods
- Customs clearance (permanent import, temporary import and re-export)
- Provision of transport workers / packers
- Rental of equipment (working platforms, freight lifts, pallet trucks, etc.)
- Shipping and transport insurance

Trade fairs and events in the city of Berlin in 2024



Schenker Deutschland AG
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14055 Berlin
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dbschenker.com/de
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II. Delivery address: for general cargo / air freight / sea freight

(Not valid for full load / part load)

Schenker Deutschland AG
Berlin City Fair Department
Jafféstrasse 2 / Servicegebäude Süd – Tor 25
14055 Berlin / Germany

Notify: “Name of Congress / Event”

Exhibitor / booth number / contact person / mobile number

- **IMPORTANT:** Collections at above address for return shipments from our warehouse are possible at the earliest 2-3 working days after closing of the fair.

Delivery address for direct trucks

(only for goods are free circulation / only with time slot for un-/reloading)

Estrel Convention Center
c/o Schenker Deutschland AG
Sonnenallee 225 / Entrance Ziegrastrasse 1 / Tor I
12057 Berlin / Deutschland

Notify: “Name of Congress / Event”

Exhibitor / booth number / contact person / mobile number

III. Deadlines:

Courier and general cargo shipments*:

- Deadline for arrival at the above address:
- EU goods = 3 working days before delivery to the booth
- Third-country shipments (customs goods)=7 working days before delivery to the booth

Attention: Don't ship non-EU/customs consignments to Berlin by courier if they are to be re-exported after the trade fair! Please contact us in time therefore to find the best solution.

Air Freight*:

- Deadline for arrival at Berlin-Brandenburg Airport (BER):
- EU goods = 4 working days before delivery to the booth
- Third-country shipments (customs goods)=7 working days before delivery to the booth

Full load / part load*:

- Only for goods under free circulation (already customs cleared)
- Only possible during official build up and break down
- Truck transport with unloading/loading via forklift at the event location and direct delivery to the exhibition stand
- ONLY ON REQUEST!

Sea Freight*:

- Deadline for arrival at German seaport HAMBURG:
- FCL = 14 working days before delivery to the booth
- LCL = 20 working days before delivery to the booth

*** All shipments must be sent "prepaid" - freight is paid by the sender!**

IV. Terms of payment

- If there are no written agreements with Schenker Deutschland AG, all services must be paid in advance.

V. Required documents / notification / online booking

- Please send a preadvice to Schenker Deutschland AG for your shipment no later than 2 business days prior to arrival (at delivery address as per point II), so that your consignment can be monitored in order to avoid delays:

Fairs-City.Berlin@dbschenker.com

or book the requested services via our online tool:

Order Service (dbschenker.com)

For non EU shipments/customs goods with required customs clearance and full/part load, please contact us in advance.

Courier and general cargo shipments / Airfreight / Seafreight:

- The completed shipment notification form / booking via online tool
- Copy of AWB (Airwaybill) or B/L (Seawaybill)
- Documents for customs shipments: see below

Full load / part load:

- Shipment notification form ("Logistic / direct trucks") for providing you time-slots
- **Attention:** for an access to the venue a time slot is required for each truck
- Direct arrival only possible for goods under free circulation/already customs cleared, as there is no customs office on site

Customs shipments:

- A customs declaration for each non-EU shipment must be made. Please contact us in time **before shipping** to avoid missing/ incomplete customs documents causing delay.
- Power of Attorney (we will send you a template)
- Proforma invoice (we will send you a template) for import and export completed with:
 - Complete address of the sender
 - Consignee = name of exhibitor / hall / stand / name of the trade fair/event
 - Weight in kg / Quantity / Value of goods / total value / Country of Origin per item
 - HS code* per item (e.g. also at <https://www.tariffnumber.com/>)
 - Exact description of the goods and if available: model & serial numbers. Descriptions of goods such as "exhibition goods" or "marketing material" are not accepted by Customs.
 - Import method: permanent / temporary (please issue 2 separate invoices)
 - For the permanent import you need an EORI number—more details at:

[Customs online - Requesting an EORI number and amending an operator's particulars \(zoll.de\)](#)

VI. Marking an Packing

- To minimise the risk of damage which may occur during the transportation, handling, loading, unloading, interm. storage, transport to stand / vice-versa, it is necessary to use solid case or crate packaging. Foreign cargo is subject to a Customs examination on import and re-export, as well. A highest standard packing method is required with padlocks on the cases, crates that easily can be opened and re-sealed. Packages like wooden crates, pallets must be marked as per "ISPM No. 15/IPPC" Standards. Please choose a stable, and if a return transport is planned, a reusable packaging. In order to secure delivery of exhibition shipment without loss of any packages, all packages have to be clearly marked with the following details:

**Schenker Deutschland AG
Berlin City Fair Department
Jafféstrasse 2 / service building south
14055 Berlin / Germany**

**"Name of Congress / Event"
Exhibitor / Booth number
Exhibitor contact on site & mobile number
Package no.: _of_ (e.g.: 1 of 1)**

VII. Insurance

- Please be sure to take out transport insurance for your goods. This policy should "cover" the transport and the duration of the trade fair. We would be happy to help you arrange transport insurance. Otherwise, we will automatically book a forwarding insurance, which only covers damage that occurs in the custody of Schenker Deutschland AG.

VIII. Terms of Contract

- We work exclusively on the basis of the General German Forwarder Conditions 2017 - ADSp 2017 - and - insofar as these do not apply to the provision of logistical services - according to the Logistics Terms and Conditions, as of 2019.
- Note: The ADSp 2017 deviate from the law in paragraph 23 with regard to the maximum liability for damage to goods (§ 431 HGB) by increasing the liability for multimodal transport including sea transport and with an unknown damage location to 2 SDR/kg and otherwise the standard liability from 8.33 SDR/kg additionally to 1.25 million euros per claim and 2.5 million euros per claim, but at least 2 SDR/kg.
- However, for heavy transport and crane work as well as for rough assembly as part of the crane or transport service, we are liable according to the General Terms and Conditions of the Federal Specialist Group for Heavy Transport and Crane Work (AGB-BSK), latest version. The trade fair transport regulations and the trade fair forwarding service specifications also apply.
- 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!