SHIPPING MANUAL

2013 ISMB ECCB

Berlin

July 21. – 23. 2013

Your contact:

Manuela Natzke
Manuela.natzke@dbschenker.com
Ph. +49 30 301 2995 421
Fax +49 30 301 2995 429

Schenker Deutschland AG
DB SCHENKERfairs
Jaffest. 2
14055 Berlin /Germany
CONSIGNING INSTRUCTIONS AND LATEST ARRIVAL DATES

SEACARGO

Lastest arrival date at German seaport (Hamburg):
- For LCL Cargo latest arrival date 14 days before standdelivery.
- For FCL Cargo latest arrival date 10 days before standdelivery.

Seafreight must be shipped prepaid. The original Bill of Lading should be consigned and dispatched in accordance with above mentioned addresses.

AIRCARGO

Lastest arrival date at Berlin (TXL) airport:
- for EU-goods under free circulation: 3 working days before required stand delivery
- non EU-goods/Arrival under C-status: 5 working days before required stand delivery

Aircargo must be shipped prepaid. Invoices and documentation must be attached to the Air-waybill.

ROADCARGO

Groupage/Courier: Lastest arrival date at Schenker Warehouse (open Mo-Fr 8 am to 4 pm):
- for EU-goods under free circulation: 1 working days before required stand delivery
- non EU-goods/Arrival under C-status: 3 working days before required stand delivery

Full trailer loads: Lastest arrival date at exhibition ground (only during official built up time):
- latest on the last day of construction period
- custom approval for non EU-goods to be achieved for unlaoding (24 hours minimum)

Please ship prepaid. All documents and invoices must travel with the driver.

CONSIGNMENT INSTRUCTION:

Please consign all shipments as follows:

Schenker Deutschland AG
Geschäftsstelle Berlin-Messe
Servicegebäude Süd / Toreinfahrt 25
Jafféstr. 2
14055 Berlin

Tel: +49 30 3012995-420
Fax: +49 30 3012995-429
Notify: “2013 ISMB ECCB, Exhibitor, ICC / booth no.“
PREADVICE OF DISPACH

In case you are not shipping with our recommended Schenker offices in your country, please make sure that Schenker Deutschland AG, DBSCHENKE fairs Berlin receives full shipping details, so that we can monitor your consignment to avoid delays and additional costs.

Contact address for preadvises/Please send preadvice right after dispatch:

Schenker Deutschland AG
Jafféstrasse 2
Servicecenter Süd
D-14055 Berlin

Tel: + 49 30 3012995-421
Fax: +49 30 3012995-429
E-mail: fairs.berlin@dbschenker.com

REQUIRED DOCUMENTS

- see freight  Please fax preadvice containing all shipping details and send all documents incl. original B/L by courier before arrival of your cargo.

- air freight  Please fax preadvice containing Airwaybill-number, flight number, number of pieces and weight.

- road freight Please fax preadvice containing the name of your local forwarder, date of departure and estimated arrival, number of pieces and weight and truck number.

- courier  Please use our courier notification form in order to preadvice Arrival of any courier shipment with tracking number, number of shipped pieces and senders information

PACKING AND MARKING

Your goods must be packed in a way suitable to the method of transit and re-usable cases should be used if your goods are to be returned at the close of the exhibition.

Our European and overseas fairs and exhibitions departments will be pleased to provide you with the adequate stickers.

Please mark all packages:

Schenker Deutschland AG Berlin
SCHENKE fairs
Jafféstrasse 2 / Servicecenter Süd
D-14055 Berlin
c/o 2013 ISMB ECCB, exhibitor name - ICC / Stand No., mobile phone.
REQUIRED DOCUMENTS FOR CUSTOMS CLEARANCE
(NON EU-GOODS ONLY)

INVOICE AND PACKING LIST:

Please issue four invoices and packing lists on your company letterhead including the following information:

- full description of all items with individual quantities
- harmonized standard code of each customs item
- name of exhibition, location, hall & stand no.
- gross / net weight in kilos, sizes in centimetres of each case
- unit & total values of each case
- exhibitors name and address with contacts & VAT number

IMPORT REGULATION

Please be alerted that all shipments containing electrical connections will require CE certification as per Import Regulation for the EU.

Please prepare your documents in English or German language and ensure separate documents are produced for items under temporary and permanent importation.

For shipments containing fruits and vegetables you have to provide a phytosanitary certificate. Please also note that for some countries there are strict restrictions for consumable items such as foodstuffs and alcohol to be imported to Germany. These items will be subject to special procedures and documentation. We are pleased to assist, therefore please indicate full details of your intended dispatch and we will advise you on action to be taken.

INSURANCE

Please make sure that your shipment is covered by a fully comprehensive transit policy. Ask our branch office in your country for assistance. An on-site handling insurance SpV policy is provided automatically.

TERMS AND CONDITIONS OF TRADING

All our business is exclusively transacted subject to the most recent edition of the German Forwarders' Standard Terms and Conditions (ADSp).

According to § 23 ADSp, the legal liability for damage to goods as stated in § 431 HGB (German Commercial Code) is limited to 5 Euros/kg whilst in the care of a forwarder to 2 SDR/kg (Special Drawing Rights) for multimodal transports incl. sea transports. As well as to an additional 1 million Euros or 2 million Euros per damage or event or else 2 SDR/kg depending on which amount is higher.

Paragraph 27 ADSp does not constitute an agreement for alternative maximum liability sums concerning article 25 of the Montreal Agreement.
All inbound handling charges have to be paid before arrival of your goods resp. before delivery of the exhibits to your stand.

Outbound handling charges and return freight charges must be paid before the return of the shipment to the country of origin or its new destination.

This is only applicable for exhibition goods which arrive by forwarders not known to us and/or with whom we do not have agreed terms of payment and also for exhibitors with whom we have not agreed any terms of payment, who send their goods by their own method of transport. Credit cards are accepted (American Express, Visa, Eurocard, Mastercard and Dinersclub).

With our branch offices all over the world this is not necessary, as we have specific agreements in respect of terms of payment.