



## SHIPPING GUIDELINES

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## 1. CONTACT DETAILS & LOCATION

### 1.1. CONTACT PERSONS

#### **BRANCH MANAGER**

Mr. Denis Gerlach  
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#### **TRAFFIC MANAGER**

Mr. Ingo Brottinger  
Tel.: 0049 / (0)211 / 45 468 22 E-Mail: [ingo.brottinger@kuehne-nagel.com](mailto:ingo.brottinger@kuehne-nagel.com)

#### **PROJECT MANAGER FOREIGN COUNTRIES**

Mrs. Christina Hetjens  
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#### **EU MEMBER COUNTRIES**

Mr. Daniele Leone  
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#### **GERMANY**

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Mr. Daniel Taubert  
Tel.: 0049 / (0)211 / 45 468 17 E-Mail: [daniel.taubert@kuehne-nagel.com](mailto:daniel.taubert@kuehne-nagel.com)

#### **FAX**

Office Fax: 0049 / (0)211 / 43 45 49



## 1.2. LOCATION

Kuehne + Nagel offices at the Duesseldorf exhibition centre.

- Head office behind hall 03, directly at gate 1
- Warehouse behind hall 06





## 2. BOOKING OUR SERVICES

### 2.1 TRANSPORT / UNLOADING / LOADING

For bookings (e.g. Transport to / from the exhibition, handling of empty and full packing material, forklift orders, crane orders and so on), we kindly ask you to use the attached order form (page 10 / Exhibition Handling In- & Outbound Instructions).

### 2.2 STORAGE OF EMPTY AND FULL PACKING

To finally confirm and arrange storage of **empty packing**, please call our office. We will pick up crates, boxes and every other sort of packing and deliver it back, automatically in the evening / night at the end of the fair. Please calculate with enough time for the return of the packing material to the stand.

We cannot accept any liability for items – intentionally or unintentionally - left in packing. Please give us such items (so called **full packing**) separately with appropriate instructions. Stored full packing will be delivered only on exhibitor's request.

We can also store all fair supplies (such as advertising materials) and deliver daily on request.

**If you require further information or need any other support, please get in touch with the mentioned contact persons.**

## 3. TIME SCHEDULE

To ensure on time deliveries, it is imperative that the shipments meet the deadline. Failure to comply with the latest arrival dates could result in non-delivery / late arrival / extra charges.

### ARRIVAL SEAFREIGHT SHIPMENTS AT HAMBURG / BREMEN / BREMERHAVEN PORT

LCL	10 Working days prior to booth delivery date
FCL	7 Working days prior to booth delivery date

### ARRIVAL AIRFREIGHT SHIPMENTS AT DUESSELDORF AIRPORT (DUS)

Foreign Countries	3 Working days prior to booth delivery date
EU Member Countries	2 Working days prior to booth delivery date

### ARRIVAL OF PART- & FULL TRAILERS AS WELL AS GROUPAGE SHIPMENTS

Part- & Full Trailers	On the same day of booth delivery
Groupage Freight	1 Working day prior to booth delivery date

In case you cannot meet the above mentioned deadlines, please inform us as soon as possible.



## 4. MARKS, DOCUMENTATION AND TRANSPORT INFORMATION

### 4.1 CONSIGNEE ADDRESS FOR AIR / SEA / TRUCK

To ensure a smooth inbound handling, please use the below shipping marks for all shipping documents such as Bill of Lading, AWB, Express Courier waybill or CMR

Kuehne + Nagel (AG & Co.) KG

*KN Expo & Event Logistics*

**c/o Name of exhibition:** \_\_\_\_\_

**Exhibitor's name:** \_\_\_\_\_ / **Hall:** \_\_\_\_\_ + **Booth:** \_\_\_\_\_

Messeplatz

40474 Düsseldorf

Germany

Notify address (for air- and seafreight shipments):

**KN Expo & Event Logistics**, 40474 Düsseldorf

Tel.: +49/(0)211/45 468 0 Fax.: +49/(0)211/43 45 49

Incorrect information on the shipping documents will cause problems and delays.

### 4.2 MARKS PER PIECE

Please use the attached KN-Expo label or one of your / your partner's labels to mark the pieces. Furthermore, we suggest to use at least 2 labels per case.

In addition to above mentioned label, the following special marks should designate your cases, as far as necessary:

- For heavy pieces over 1000 kg the **balance point** and **suspension point** must be marked.
- "**FRAGILE**"-Labels on all sides. And "**THIS SIDE UP**"-Labels on 2 sides.
- Of course other specific marks such as **dangerous goods** have to be on the cases as well. Dangerous Goods need to be packed in appropriate packing and separately from the rest of the shipment.



## 4.3 DOCUMENTS FOR CUSTOMS CLEARANCE

For temporary or final customs clearance, please provide the following documents (copies are needed in advance, along with your booking):

Bill of Lading, AWB, Express Courier waybill or CMR  
Commercial or Performa-Invoice as well as Packing List

If applicable:

Certificate of Origin (Form-A), EUR.1, A.TR, Fumigation Certificate, DGR certificate

The **Invoice** must contain following information:

- Name of the Exhibition, Location as well as Hall and Booth No.
- Shipper and Consignee Address
- Detailed description of the goods (incl. serial and model number/s)
- **VERY IMPORTANT:** Customs codes / H.S. numbers
- Value per every single item as well as total value
- Shipping term: **DAP Duesseldorf**
- Country of origin or manufacture
- Number of pieces, dimensions and weight
- Place, Date, Signature and Stamp

Please categorise the goods into exhibits, display or stand building materials and brochures, gifts or other give-away items.

As brochures and give-aways are usually exempt from import duties and taxes.

## 4.4 CHANGE IN EUROPEAN CUSTOMS LAW / EORI No. MANDATORY

From the beginning of 2011 each company that wants to import goods permanently into European Union needs a registration number, so called

**EORI (Economic Operators' Registration and Identification System)**

This number must be submitted only once and can be used for all future imports into European Union. To apply for this number, please use following link:

<https://www.formulare-bfinv.de/ffw/form/display.do?%24context=0>

Please add this number to your order. Without this number we may face huge issues during customs clearance or cannot arrange customs clearance at all. For any consequences due to not providing this EORI number in time, we as Kuehne+Nagel are not liable.



## 4.5 TERMS OF DELIVERY

All shipments have to be sent on a **freight prepaid** basis to the above mentioned air- and seaports or to our warehouse. Shipments which are not shipped as freight prepaid, will **NOT** be accepted.

## 4.6 COURIER SERVICE

Please note, if you plan to use the services of a courier company (such as UPS, TNT, etc.) these companies are not able to issue a temporary import bond for your materials. They can only arrange final import customs clearance, where tax and duties will be applicable.

If you intend to send the shipment back after the show, please inform the courier company to get in touch with us beforehand. Then we could do the temporary import bond / customs clearance. In this case you need to consign the goods to our warehouse for customs procedure (see “addressing”).

Based on our experience it is generally advisable to send your cargo to our warehouse to ensure your goods will be delivered to your stand.

You will be liable for all customs and handling charges.

## 4.7 SECURITY DECLARATION FOR AIRFREIGHT – ONLY FOR TRANSPORTS EX GERMANY

Due to Airfreight Security Regulations, all shipments from Germany have to fly “secured”. This is possible if you are already registered as “Known Sender”. In case you are not registered, your material will fly “unsecured” and needs to be x-rayed or hand-searched at DUS airport. Please inform us in writing about your status. Additional charges for these procedures are for your account.

## 5. IMPORT RESTRICTIONS

Because of strict import regulations in Germany, no food, beverages (especially alcoholic products), tobacco products, some silicon photovoltaic modules or products made of animal skins should be packed by, otherwise it can cause a delay or complete customs stop of the whole shipment. All these products can only be imported under special circumstances and will cause additional charges.

Import of **Dangerous Goods** to an exhibition is also restricted. Therefore it is essential to contact us beforehand, if you are planning to ship Dangerous Goods as per ADR / RID / IMO or per IMDG-Codes or per IATA-DGR or other applicable DGR.

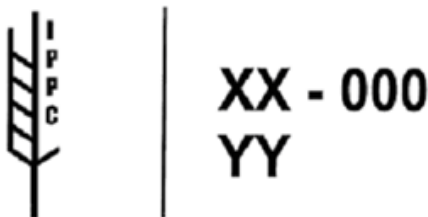
For further inquiries or specific information, please do not hesitate to contact us.



## 6. PACKING

- It is essential that each exhibitor ensures, the cases utilized to transport their exhibits and displays, are of sufficient strength and are waterproof.
- Cases should be constructed with sturdy bases, have pre-fabricated sections and have been built as a bolted returnable container.
- For heavy goods, the exhibits must be fixed on a base plate, to position it with a forklift on the booth.
- The risk of damages and losing cartons is very high in case of sending single cartons on a pallet without proper packing. Therefore we suggest to send only closed and sturdy cases.

The approved treatments for solid wood packaging material are 1) heat treatment to a minimum wood core temperature of 56°C for a minimum of 30 minutes or 2) fumigation with methyl bromide.



XX represents the ISO country code.  
000 represents the unique number assigned by the national plant protection organization.  
YY represents either HT for heat treatment or MB for methyl bromide fumigation.

To certify treatment, the WPM must be marked with the International Plant Protection Convention (IPPC) logo (see left side).

## 7. TRANSPORT INSURANCE

We would like to mention that all work, which is undertaken by us, will be done at the owner's risk. The exhibitor has to ensure that all exhibits are insured against all risks, including 3rd party, from the time of dispatch, up to delivery to the stand, while on display, storage (up to 30 days) and transit time for the return transport.

## 8. EXEMPTION FROM LIABILITY

We operate exclusively in accordance with the latest version of the German Forwarder's General Terms and Conditions of Trading (Allgemeine Deutsche Spediteurbedingungen -ADSp-). Based on those conditions our invoices are payable immediately.

Paragraph 23 ADSp limits the legal liability of damages to goods whilst in the care of a forwarder to EUR 5/kg, in accordance with paragraph 431 of the German Commercial Code (HGB); in the case of multimodal transports, including sea transport to 2 SDR (special drawing rights)/kg plus, in addition, per damage or event to EUR 1 Million or EUR 2 Millions respectively, or 2 SDR/kg whichever is the higher.





Our commitment will end after the physical delivery of the exhibition goods to the booth, with no advertence if someone is there or not and will begin after the pick up of the goods after the end of exhibition.

Hence we can recommend you again to cover an transport insurance.

You can find the complete text of ADSp at the following link:

<http://www.kn-portal.com/locations/europe/germany/>



## Exhibition Handling In- & Outbound Instructions

Exhibitor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mobile Phone No.: \_\_\_\_\_

Hall + Booth No.: \_\_\_\_\_

<u>Shipment Details:</u>	<u>Requested Delivery Date / Time at the booth</u>
AWB, B/L: _____ Number of packages: _____ Measurements: _____ Gross Weight: _____  <b>The addresser hereby declare that the shipment do not content of any dangerous goods and are proper marked as well as packed.</b>	<b>IMPORTANT INFORMATION:</b> Would you allow delivery of goods to your booth without a company representative on site, in case of early arrival at the fairground?  <input type="checkbox"/> YES <input type="checkbox"/> NO

### **ADDITIONAL ON SITE SERVICE**

<input type="checkbox"/> Storage of empties  <b>Please call +49 (0) 211 45 46 80 once empties are ready</b>	<input type="checkbox"/> Storage of full packing (exhibits / promo. Material) during running time of the show  <b>Return delivery only on request by tel. call</b>
<input type="checkbox"/> Forklift Requested Date / Time: _____  In case you require a mobile crane, please get in touch	<input type="checkbox"/> Labour Requested Date / Time: _____  with the above mentioned contact persons.
<u>Customs Clearance Instructions:</u> <input type="checkbox"/> Temporary Customs Clearance  (Please inform your contact person at Kuehne + Nagel to	<input type="checkbox"/> Final Customs Clearance  discuss and agree the details for customs clearance)

### **OUTBOUND**

<u>Consignee / Delivery Address</u>			<u>Handling Agent / Transport Comp. (if not Kuehne + Nagel)</u>	
No.	Kind of packages	Description of Goods	Measurements Length Width Height	Gross Weight
<u>Requested Pick up Date / Time at the booth</u> _____  Documents attached by customer:  Remarks:			<u>Mode of transportation:</u> <input type="checkbox"/> Truck <input type="checkbox"/> Sea <input type="checkbox"/> Air <input type="checkbox"/> Courier  Special Instructions (e.g. Arrival Deadline and so on):	
We place our irrevocable order for the further treatment of this shipment according to the above mentioned instructions.				
Date: _____		Signature and Stamp: _____		



<b>SHIPPER/ VERSENDER</b>							
<b>DESTINATION BESTIMMUNGORT</b>		<b>DUESSELDORF DÜSSELDORF</b>		<b>NAME OF EXHIBITION:</b> _____ <b>MESSE:</b> _____			
<b>CONSIGNEE (EXHIBITOR) EMPFÄNGER (AUSSTELLER)</b>							
<b>HALL No. HALLE NR.</b>				<b>STAND No. STAND NR.</b>			
<b>DIMENSIONS ABMESSUNGEN</b>		<small>LENGTH/ LÄNGE IN CMS</small>	<small>WIDTH/ BREITE IN CMS</small>	<small>HEIGHT/ HÖHE IN CMS</small>		<b>PACKAGE No. PACKSTÜCK NR.</b>	
<b>WEIGHT GEWICHT IN KG</b>	<b>GROSS BRUTTO</b>		<b>NET NETTO</b>		<b>TOTAL PACKAGES GESAMT PACKSTÜCKANZAHL</b>		