

HOW TO ARRANGE MY SHIPMENT FOR

62. Internationaler Hörgeräteakustiker-Kongress
18. – 20. October 2017
Nürnberg, Germany

**Schenker is the official fairground forwarder at Nuremberg fairground.
We are your efficient partner for ...**

- ... transport of your products and advertising material to the exhibition**
- ... handling of all commodities**
- ... all methods of transport**
- ... import and Export customs declaration and documentation**
- ... just in time service**
- ... full range of handling services at fairground**

To avoid problems respectively delays in customs clearance or import handling of your shipment, we recommend to consign your documents as below mentioned. Schenker is in charge for the exhibition halls 1 – 7A. But if the transport of your exhibition goods from the point of departure is arranged by Schenker, or one of our approved partners, all other services from arrival sea- / airport up to exhibition booth will continuously be provided by Schenker and the hall allocation is not binding:

Ship/consign to: Schenker Deutschland AG
c/o “_____” ← Please replace the bar with the name of your
Hall: _____ / Booth: _____ company or the name of the buyer
Messezentrum 1 / via Grosse Strasse Gate 5
Service Partner Center
DE-90471 Nuremberg

Please use this address for all transport documents (AWB, B/L etc.)!

Contact : DB SCHENKER *fairs* Frankfurt
Mr. Gaetano Dominante
email: gaetano.dominante@dbschenker.com
phone: +49 6107-74-553

Address for documents for import customs clearance: “_____” ← Please replace the bar with the name of your
Hall: _____ / Booth: _____ company or the name of the buyer
Messezentrum 1
DE-90471 Nuremberg

Please use this address for all other documents (commercial invoice etc.)!

**** For addresses of our worldwide offices and partners, please get in touch with us ****

Important instructions:

Please follow our instructions in order to get a smoothly process of clearance, handling and delivery of your products:

All products have to follow the German/EU law of product safety (CE sign).

If you are having products from licensors you must have a valid and in Germany valid licence.

- **Commercial invoice in English or German language including**

- ✓ harmonized tariff code (very important and necessary for all kind of import declaration!)
- ✓ exact and detailed description of all products (not only internal product numbers)
- ✓ exact quantity of each product
- ✓ country of origin
- ✓ values for each single piece and total value

- **Please issue a separate invoice for :**

- ✓ items/products which will be **given away** for advertising purposes
- ✓ items/products which will be **temporary imported and re-exported** after the show

- **Check import regulations for Germany (with your export agent) and issue special documents and/or certificates, if required. Or contact us for your any questions. Certificates or permissions might be necessary for human and pet food, medicine, plants, weapons, alcohol etc. Have a look at the below mentioned deadline for documentation and send copies within this time frame in order to check it and give you the possibility to revise it.**

- Issue a packing list in English or German language
- Number the cartons like mentioned on the packing list (1 / 2 and 2 / 2)
- Pack goods, shipped with special certificates, separately and put additional labels with the summary of products on each carton
- **Send information about freight departure to us as soon as available in order to check arrival of shipment**
- Please catch the below mentioned deadlines for air- and seafreight
- **Special handling requirements of your products (unloading with crane or special equipment, cooled or freezed storage etc.) must be submitted together with documentation**

Deadlines:

Documentation:	Airfreight:	Seafreight:
Airfreight: 4 working days before arrival Seafreight: 7 working days before arrival of vessel	Nuremberg airport : 8 working days before booth delivery	Hamburg seaport: LCL: 12 working days before booth delivery FCL: 12 working days before booth delivery

ROADFREIGHT INFORMATION:

Consolidated cargo

Consolidated cargo, which is mostly delivered early before the official assembly of the exhibition starts or which will be delivered before the representative of the company arrives at the fairground, will be stored at our warehouse at fairground (for our delivery address, please have a look at page1). Cargo will only be **delivered to your exhibition booth against signature** of an authorized person of your company. For organising timely delivery please give us following information: required date and time of delivery to the booth, name of authorized person who will sign.

Please take into consideration that fairground handling charges have to be paid to Schenker before delivery to the booth. To arrange payment, please contact us. We will inform you about the various opportunities

Complete loading / complete trucks

We are not allowed to unload cargo directly to the exhibition stand before this first official day of assembly. Please note that a representative of the exhibiting company has to be present at the exhibition stand while the unloading procedures in order to sign our working order. **Forklift bookings and reservations with date and time have to be made early before the exhibition starts (if possible 5 weeks prior to the show).**

Late arrival surcharges for air-/seafreight shipments:

Beside many other points, your business success is depending on the timely arrival of your products at your exhibition booth. But especially the customs procedures are taking time. Furthermore the on forwarding from air-/seaport of arrival needs a special amount of time. Therefore it is very important, that your consignment catches the above mentioned deadlines.

Please note that we will bill late arrival fees if cargo arrives later than stated in the deadlines or if there will be delays because of incomplete or wrong documentation:

Euro 10,00 per day and per 100 kg
Maximum Euro 200,00 per shipment

Thank you for your attention!

If you have any further questions, please do not hesitate to contact us.

Sincerely,

Team of DB SCHENKER *fairs* Frankfurt