

## **EXHIBITION TRANSPORT GUIDELINES**

Hannover Messe 2003

07. – 12. April 2003

Hannover

Schenker Deutschland AG, Hannover, has been appointed by the Hannover Messe-organizer as official Trade Fair Forwarding Agent.

This information package contains shipping details, documentation requirements and all other important information needed to ensure the timely arrival and delivery of cargo to the above mentioned fair.

### **1. CONSIGNMENT INSTRUCTIONS & CONSIGNEE ADDRESS**

All exhibition shipments, either by sea, air or road, must be consigned **„FREIGHT PREPAID“** as follows:

Consignee: Schenker Deutschland AG  
Logistikzentrum Messegelände Hannover  
Karlsruherstraße 10  
D-30519 Hannover  
Tel.: 49-(0)511-87005-0 / Fax: 49-(0)511-87005-11

Notify Party: NAME OF EXHIBITOR  
Hall /Stand Number at  
Hannover Messe 2003

The transport-documents (Bill of Lading, Air Waybill etc.) must show the consignee as indicated above. As soon as the shipping details are known, a pre-advice containing all relevant information (such as Bill of Lading-/Air Waybill-number, description of goods, number of pieces, weight, dimensions etc.) should be sent to us, to ensure a smooth handling and clearance.

### **2. DOCUMENTATION**

Each shipment has to be accompanied by a full set of documents, as following:

**Seafreight:** 2 Original and 3 Copies of Bill of lading  
3 Copies of Commercial / Proforma Invoice  
3 Copies of Packing List (if available)  
1 Copy of Insurance Policy (if available)  
1 Original of Certificate of Origin/Preferences (if applicable\*)  
\*(G.S.P. FORM-A, EUR.1,ATR.1)

**Airfreight:** 2 Copies of Air Waybill  
3 Copies of Commercial / Proforma Invoice  
3 Copies of Packing List (if available)  
1 Original of Certificate of Origin/Preferences (if applicable\*)

**Roadfreight:** In order to avoid any problems with customs authorities, please present all necessary customs documents such as T-form, Carnet ATA etc., Certificate of Origin/Preference (if applicable\*) to our office upon arrival at Hannover.

### **3. DEADLINES (for exhibits)**

	Latest date for arrival at	
<b>Seafreight</b> (LCL-cargo)	Hamburg - or Bremen Port	30.03.2003
<b>Airfreight</b>	Hannover - Airport	02.04.2003
<b>Roadfreight</b>	Hannover - Fairground	04.04.2003

### **VERY IMPORTANT**

Please note, if shipments do arrive later, they still can be delivered and customs cleared - but they may arrive delayed at the fair then and extra charges due to that can / will occur!!

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### **4. MARKINGS AND PACKING**

All cases must be packed securely in order to withstand the handling by an international carrier. Wooden, reuseable crates are recommended, especially for delicate equipment. Do not use hay or straw for packaging material inside any case. All packages have to be clearly marked on two sides as shown below. For skidded or containerized cargo, it is necessary that each piece be individually labeled with these same marks.

Shipping labels should appear as follows:

Exhibitor Name :  
Hall/Booth No. :  
  
Gross/Net Weight :  
Case/Piece No. :  
Dimensions : x x cms

### **5. COMMERCIAL INVOICE / PACKING LIST**

As aforementioned, commercial/proforma invoices are required. These should contain at least the following information:

- \* detailed description of the goods (incl. model and serial number/s)
- \* value of every single item as well as total (CIF)-Value
- \* country of origin or manufacture

It is also possible to use *a combined commercial invoice/packing list*. This form should contain the above mentioned details as well as number of pieces, weight and dimensions.

It will be of assistance to categorize the goods as follows:

- \* exhibits
- \* display stand materials
- \* brochures, gifts and other give away items

## **6. STORAGE OF INCOMING SHIPMENTS**

Incoming goods can be stored in our bonded warehouse. Upon your instruction, delivery of the exhibits to the booth will be arranged. Storage is also advisable for high valuable goods and/or small packages.

## **7. STORAGE OF EMPTIES**

SCHENKER provides all services for the removal and storage of the empty cases etc. as well as the return of those to the booth. Once the goods have been unpacked, the empty packages will be picked up from the booth, stored under cover and will automatically be returned to the booth at the end of the trade fair.

## **8. CUSTOMS CLEARANCE**

The usual procedure for all incoming goods is the temporary in bond declaration (excluding for consumables and advertising material). If any other kind of customs formalities are required, we need to have your instructions therefore in due time in advance.

## **9. SALES OF EXHIBITS**

Goods may be sold during the exhibition, but under no circumstances should they be removed from the Fairgrounds before **duty/tax has been paid**, permanent customs import procedures have been completed and the exhibition is over.

## **10. RE-EXPORT**

We will be circulating a Re-Export Instruction Form to you in due course for its' completion by you so that we can plan the shipments' handling after the exhibition. These formalities will require about 3 to 4 days to process before shipments can be sent out.

## **11. TRANSPORT INSURANCE (ALL-RISK INSURANCE POLICY)**

Every exhibitor should secure that all shipments are covered by a fully comprehensive insurance policy. It is advisable to insure the exhibiton goods not only for the movement to Hannover, but also for the duration of the fair and possibly for the return transportation.

## **12. FORWARDING AGENTS' LEGAL LIMITED LIABILITY**

The responsibility of the Trade Fair Forwarding Agent terminates with the delivery of the cargo to the booth and will be resumed with it's pick-up from the booth.

## **13. TERMS OF PAYMENT**

If your shipment is not handled by one of our partners we have to ask you for payment on site. Major credit-cards are welcome. For shipments arranged through our agents, please contact the agent for details of the remitting payment.

SCHENKER wishes you much success at the Hannover Messe and a pleasant stay at Hannover. If you do have any questions that are not answered, special arrangements for which you do need assistance or if you require further information, etc. regarding shipping to **Hannover Messe 2003** please contact us at your convenience.

END

**If you have any question, please contact:**

**Germany:**

Schenker Deutschland AG  
Geschäftsstelle Hannover-Messe  
Messegelände/Europaallee  
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**Belgium:**

SCHENKER NV  
EXHIBITIONS DEPT.  
HOUDOK 25A  
ROLAND LEGERE  
2000 ANTWERP  
BELGIUM  
TEL: -32-3-5436281  
FAX: -32-3-5436222  
[roland.legere@schenker.be](mailto:roland.legere@schenker.be)

**Norway:**

SCHENKER AS  
EXHIBITIONS DEPT.  
POSTBOKS 292, ALNABRU  
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0614 OSLO  
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TEL: -47-22-915500  
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[anne.teigland@schenker.btl.se](mailto:anne.teigland@schenker.btl.se)

**UK:**

SCHENKER LTD.  
EXHIBITIONS DEPT.  
UNIT 9, WATES WAY  
TONY HARKER  
ONGAR ROAD  
ESSEX CM 15 9TB/BRENTWOOD (London)  
GREAT BRITAN  
TEL: +44-1277-236707  
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[tony.harker@schenker.com](mailto:tony.harker@schenker.com)

**USA:**

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[ohasemann@schenkerusa.com](mailto:ohasemann@schenkerusa.com)

**Japan:**

JAPAN SCHENKER CO., LTD.  
EXHIBITIONS DEPT.  
KACHIDOKI SUN SQUARE 8 F.  
ISAO NUMA, HIDENOBU KINOSHITA  
7-3, KACHIDOKI 1-CHOME, CHUO-KU  
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**Switzerland:**

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[nicole.baur@schenker.com](mailto:nicole.baur@schenker.com)

All business is transacted subject to the German Forwarders' Standard Terms and Conditions (ADSp) most recent edition and is covered by the Forwarding, Carting and Storage Insurance Cover (SpV Zürich Agrippina Insurance Co.).