BIO-Europe Spring 2018

DB Schenker Fairs & Events
Official logistics freight forwarder of RAI Amsterdam
Dear Exhibitor,

RAI Amsterdam has appointed DB Schenker as exclusive logistics provider at the RAI exhibition and convention center. DB SCHENKER Fairs seamlessly combines freight forwarding and on-site handling services to provide a complete 'door-to-stand' package varying from a single box of brochures to any kind of heavy machinery. Schenker is proud to arrange all logistic for you;

- transport of the goods from the company to the event and vice versa
- unloading and/or reloading the goods at the venue
- temporary storage of the goods before or after the event
- storage of empty packing material during the event
- renting out various types of equipment (for example genie material lifts, etc.)

To ensure the safety of our guests and create an efficient process, only DB Schenker employees are authorized to provide motorized or electrical means of transport in the halls and outdoor premises. This also applies for the electrical loading and unloading of trucks. Other parties are only allowed to use manually powered equipment.

If you want to use forklift service, storage before, during and after the event or if you have any questions, need assistance for special arrangements or require further information, please contact us anytime.

Wishing you a successful event at RAI Amsterdam,

DB Schenker Logistics
Nederland c/o RAI Amsterdam
Europaplein 2-22/P9
1078 GZ Amsterdam

Phone: +31(0)20 5492790
Sales: salesfairs.nl@dbschenker.com
Operations: fairs.amsterdam@dbschenker.com
### Contents

1. Shipping schedule ................................................................. 4
2. Addressing regulations .......................................................... 4
3. Packaging .............................................................................. 5
4. Liability and insurance .......................................................... 5

General Terms and Conditions .................................................. 6
Hall plan .................................................................................. 7
Shipping label ......................................................................... 8
1. Shipping schedule
To guarantee in time delivery of your exhibition goods to the booth below deadlines have to be met.

Sea freight = at the latest on **27.02.2018** at the Port of Rotterdam

Air freight = at the latest on **01.03.2018** at Amsterdam Schiphol airport

Courier shipments = at the latest on **07.03.2018** at our warehouse at RAI Amsterdam

Notification
Please send us all details of the transport before shipping (i.e.: AWB, B/L, Consignment, Tracking numbers for courier shipments).

2. Addressing regulations
Please address your exhibition goods as follows.
**Commodity Description:** fairs and exhibition goods for **BIO-Europe Spring 2018,** Amsterdam

Road freight / Courier:
Consignee: DB Schenker Logistics
Nederland c/o RAI
Amsterdam
Europaplein 2 – 22 /
P9 NL- 1078 GZ
Amsterdam
Notify: <Name of exhibitor>
c/o BIO-Europe Spring 2018
< 12 / booth>

Please note that global express courier companies (DHL, UPS, FEDEX) do not enter exhibition halls for direct delivery of materials to your stand. For this reason we offer our courier shipment service that includes the receipt, registration and stand delivery of your shipment.

We are only able to accept courier shipments if they have been pre alerted/ consigned to our DB Schenker office in Amsterdam and contain correct consignment details.

Air Freight:
Consignee: DB Schenker Logistics
Nederland Fairs & Events
Fokkerweg 300
NL – 1438 AN Oude Meer
Notify: <Name of exhibitor>
c/o BIO-Europe Spring 2018
< 12 / booth>
**Sea freight:**
Consignee: DB Schenker Logistics Nederland Fairs & Events Nieuwe Sluisweg 250 NL - 3197 KV Rotterdam
Notify: DB Schenker Logistics Nederland <Name of exhibitor> c/o BIO-Europe Spring 2018 < 12 / booth>

3. **Packaging**
Please label your exhibition goods with our shipping label in the annex, page 8.

For the packing of your goods, we recommend using stabile, waterproof and re-closable packing material. These materials should resist the storage of empties as well as return or further transport. All packing must be equipped with skids for handling by forklift- and pallet truck.

4. **Liability and insurance**
Our liability ends upon delivery of the exhibition goods to the booth, even without presence of the exhibitor and only resumes again with the acceptance of the goods at the booth. We do not assume liability for any goods left in the empty crates, boxes or packing material. Waiting times according the rules of the fair organisation are not our responsibility.

Possible damages etc. have to be acknowledged immediately and in writing to our on-site exhibition office at the fairground.

The goods are not insured by Schenker International B.V., unless written on the order services are always at the risk of the customer. All transactions are subject to the Dutch Forwarding Conditions, including arbitration clause, in the latest version deposited by FENEX at the Registry of the District Court at Amsterdam, Arnhem, Breda and Rotterdam. The general conditions are at all times available for inspections, can be consulted via www.fenex.nl and will be sent to you upon request free of charge.

We recommend signing a global fairs and exhibition insurance agreement to ensure you against any losses or damages of transportation as well as during the exhibition. Surely, we can arrange such an insurance if required. If you renounce this comprehensive insurance protection we would like to acknowledge you that in this case the continuous liability on the basis of the Dutch Forwarding Conditions (FENEX) will be effective.
General Terms and Conditions

§ 1
The exhibition freight handling tariff is valid for all operations and services undertaken on the RAI Amsterdam exhibition ground (RAI Amsterdam is the official organizer) by the official and exclusive forwarding agent of RAI Amsterdam. This includes all on-site handling of freight and carrying out of all necessary formalities for both domestic and foreign shipments.

§ 2
The official tariff will form the basis for all invoices by the official forwarder. Prices shown are maximum rates, calculations 1 cbm = 300 kg, and excluding VAT. The forwarders commission / administration charges cover planning and supervisory work carried out by the forwarder (i.e. arranging and holding available sufficient labour and equipment, etc.). Commission will be levied on the chargeable weight of the goods handled, or failing this a lumpsum will be charged based on the time and equipment used in carrying out an order.

Orders, which are placed 3 days prior to service day or more, are considered as pre-ordered. For orders for empty packaging storage or storage of goods, which are placed after 12.00 a.m. on the last setting-up day, Schenker will charge a supplement of 50% on the applicable tariff because of the additional work involved. The same applies to orders placed at the correct time, but where, by the end of the normal setting-up period, the empty packaging or goods has not yet been made ready for collection by the client. The times involved shall be understood as the normal setting-up times outlined in the schedule of times and dates for the relevant event.

For ad-hoc forklift services we will charge a minimum of 1 hour and in general we are calculating in half-hour units. It is possible to achieve lower prices regarding empties storage and equipment provision if there are a number of orders or consignments covering the same exhibition stand.

Office hours: Monday – Friday, 8am – 6pm. During build-up, breakdown and on-going exhibitions additional office hours according to requirements.

Night time: 6pm – 7am

§ 3
All transactions are subject to the Dutch Forwarding Conditions, including arbitration clause in the latest version deposited by Fenex at the Registry of the District Court at Amsterdam, Arnhem, Breda and Rotterdam. The general conditions are at all time available for inspection, can be consulted via www.fenex.nl and will be sent to you upon request free of charge.

§ 4
Shipments can only be accepted on a Freight Prepaid basis up to “free arrival exhibition ground Amsterdam” for land shipments, “free arrival Amsterdam airport” for airfreight shipments and “free arrival seaport Rotterdam” for sea freight shipments. In order to ensure prompt delivery to stand it is imperative each individual package marked with exhibitor’s name, the name of the exhibition together with the hall and stand number.

§ 5
Official Forwarding Agent Contractual Responsibilities and Liabilities

The responsibility and liability for the freight ends once the goods have been delivered to the exhibitor’s stand, whether the exhibitor is present or not. In the absence of written instructions to the contrary, goods may be delivered to the stand commencing on the first day of the official build-up period.

The responsibility and liability for storage during the exhibition of empty packing materials and / or freight commence with collection of same from the exhibitors stand and ends when the material has been returned at the close of the exhibition. Under no circumstances are goods to be left in cases labelled for empty case storage. In such instances no liability can be accepted for such goods. Goods which are required to be stored during the exhibition are to be separately declared and labelled as such.

The responsibility and liability for freight at the close of the exhibition commences with its collection from the stand during the official dismantling period whether the exhibitor is present or not.

The surrendering of documents by the exhibitor at the forwarders office and the acceptance of same does not constitute any admission responsibility or liability for freight which has not yet been collected from the stand.

Exhibitors are recommended to take out transport and storage insurance for their goods, details of such insurance can be obtained from the official forwarder. Insurance cover over the storage of empty packing materials can only be obtained on special request from the official forwarder.

The official forwarder cannot be held responsible for any verbal order or instructions given by the exhibitors directly to the labour force.

§ 6
The collection and storage of empty packing material is carried out by the official forwarder following receipt of a written order. The Building and Fire authorities do not allow the storage of empty packing materials in the exhibition halls. Should such materials be discovered following the end of the official build-up period, it will be removed by the official forwarder of RAI Amsterdam at the exhibitors cost even in absence of an official order.

Empty cases are to be clearly labelled and suitably secured for removal before being handed over to the official forwarder for storage.

§ 7
All claims of whatever nature must be made in writing at the forwarders office immediately. Verbal claims alone cannot be accepted.

§ 8
Forwarder invoices are payable upon receipt. The customer is deemed to be default (without warning or other preliminary action being required) at the latest 10 days after receipt of invoice. In case of such default the forwarder is entitled to charge interest as per the Dutch Forwarding Conditions.

§ 9
The sole place of performance for all contractual obligations is Amsterdam. The sole place of jurisdiction for the both parties in any lawsuit arising from such contracts is Amsterdam.

§ 10
This tariff takes effect as from the 1st January 2018 at which date all previous tariffs are deemed to be invalid.
Hall plan
DB Schenker’s main on-site office is located in hall 5. You will find our service desks announced in the halls as well where you can place orders and request additional information and services.
Shippinglabel
Company: ____________________________
Address: ____________________________
__________________________
__________________________
Contact person on-site
________________________________________
Phone of on-site contact
________________________________________
Number of packages: ___/_____
Dimensions: ____ x ____ x ____
Gross / net weight: __________ kgs

Consignee
DB Schenker Logistics Nederland

c/o BIO-Europe Spring 2018, Amsterdam

<Exhibitor name>

Hall: __12__/Stand: ____________
Europaplein 2 – 22 / P9
1078 GZ Amsterdam
The Netherlands