



Shipping Guidelines

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1. Contact Details

CONTACT PERSONS / PROJECT MANAGER

EU MEMBER AND NON-EU MEMBER COUNTRIES

Ms. Julia Schaper

Tel.: 0049 / (0)40 / 30 333 2811

E-Mail: julia.schaper@kuehne-nagel.com

Ms. Linda Wegner

Tel.: 0049 / (0)40 / 30 333 2816

E-Mail: linda.wegner@kuehne-nagel.com

GENEREL CONTACT:

Tel.: 0049 / (0)40 / 30 333 2800

E-Mail: exposervice.hamburg@kuehne-nagel.com

FAX

Office Fax: 0049 / (0)40 / 30 333 2828



1.2. Location

Kühne + Nagel offices at the Hamburg exhibition centre.

- Head office inside foyer east (entrance east), next to hall B4
- Warehouse next to hall B4



2. Booking our Services

3. BOOKING OUR SERVICES

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 Order).

3.1. TERMS OF DELIVERY

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

3.2. STORAGE OF EMPTY AND FULL PACKING

Empty packing

To finally confirm and arrange storage of empty packing, please call our office once empties are ready for collection (means well packed, labeled with blue KN empty storage labels). We will pick up crates, boxes and every other sort of packing and deliver it back, **automatically** in the **evening / night as soon as possible (no time can be confirmed)** at the end of the fair. Please calculate with enough time for the return of the packing material to the stand.

Full packing

Please give us such items like consumables, stand construction material (ladders) and tools separately with appropriate instructions. Stored full packing will be re-delivered only on exhibitor's request.

We cannot accept any liability for items – intentionally or unintentionally - left in packing.

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



3. Time schedule

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	8 Working days prior to booth delivery date
FCL	5 Working days prior to booth delivery date

ARRIVAL AIRFREIGHT SHIPMENTS AT HAMBURG AIRPORT (HAM)

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

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



4. Marks, Documentation, 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

Kühne + Nagel (AG & Co.) KG

KN Expo & Event Logistics

c/o Name of exhibition: _____

Exhibitor's name: _____ / **Hall:** _____ + **Booth:** _____

Messeplatz 1

20357 Hamburg

Germany

Notify address (for air- and seafreight shipments):

KN Expo & Event Logistics, 20357 Hamburg

Tel.: +49/(0)40 30 333 2800 Fax.: +49/(0)40 30 333 2828

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

4.2 MARKS PER PIECE

All packages should be clearly marked on two sides, please use attached KN Expo label or one of your / your partner's labels. We suggest to use at least two labels per piece.

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 two 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 Customs Clearance

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 and EORI number,
power of attorney

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 Hamburg**
- 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. Please take note of import restrictions.

EORI number is necessary for permanent customs clearance and as well for consumable items.

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 are not able to start the customs clearance process.



5. Import Restrictions / 6. Packing

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.

Important for all types of electric devices, machinery, medical devices, USB-Stick etc. – a CE sign incl. the following information is mandatory on device:

- non removable CE Sign
- German manual
- EC-Declaration of Conformity
- European Representative incl. address
- ID number

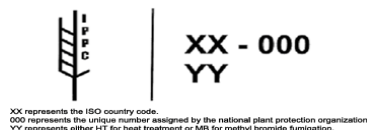
All these products can only be imported under special circumstances and will cause additional charges. For further inquiries or specific information, please do not hesitate to contact us.

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.

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 - 000
YY

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

7. TRANSPORT INSURANCE

We would like to mention that all work, which is undertaken by us, will be done at the owner's risk. We can offer an insurance upon request. Please do not hesitate to contact us.

8. BANK INFORMATION

Inbound and outbound charges, including customs duty deposit and other charges as per tariff or agreement, have to be paid by bank transfer or in cash / via credit card prior arrival of the cargo at the foreign destination.

Bank: Deutsche Bank AG, Frankfurt
IBAN: DE03 5007 0010 0313 1331 00
BIC: DEUTDEFF

9. EXEMPTION FROM LIABILITY

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.

We operate exclusively in accordance with the 2017 version of the Allgemeinen Deutschen Spediteurbedingungen -ADSp- (German Freight Forwarders' General Terms and Conditions). Particularly, we expressly refer to the deviating statutory liability limitations in clause 23 and 24 ADSp.

Therefore we can recommend you to cover an transport insurance.





Kuehne + Nagel (AG & Co.) KG
KN Expo & Event Logistics

Trade show / Event _____
Duration _____
Hall / booth _____

☐ ORDER ☐ REQUEST

1. Transport

dates (if known) _____
place of loading (postcode / place) _____
details on the shipment _____

☐ return transport (quotation requested)

2. Handling (e.g. un-/reloading, delivery to booth, positioning of your exhibits)

☐ forklift ☐ pallet truck ☐ crane ☐ manpower ☐ miscellaneous

3. Storage (incl. collection and delivery)

☐ empties ☐ full goods

4. Container rental

☐ storage container ☐ office container ☐ refrigerated container ☐ freezer container

5. What else can we do for you?

☐ transport- & exhibition insurance
value of goods / kind of goods _____
☐ additional requirements (e.g. operating platforms, handling of promotion material)

Your contact details

contact person _____
company _____
address _____
place _____ postcode _____
phone _____
email _____

_____ stamp / date / signature



Messetransport

Exhibition Transport

Messe / Exhibition		Halle & Stand / Hall & Booth	
BIO-Europe 2019		B2/ B3/ B7	
Aussteller / Exhibitor		Maße / Dimensions (Länge-Breite-Höhe) / (Length -Width-Height)	
		cm	cm
		Gewicht / Weight	
kg brutto			
Kontakt / Contact	mobil	Colli – Nr. / Colli – No	
		von	
Kühne + Nagel (AG & Co) KG KN Expo & Event Logistics Telefon +49 40 30 333 2800 Messeplatz 1 Telefax +49 40 30 333 2828 20357 Hamburg exposervice.hamburg@kuehne-nagel.com			



CUSTOMS POWER OF ATTORNEY

☐

Import (release for free circulation)

☐

All activities under customs law (excl. export / re-export)

- Direct representation -

We herewith engage and authorise

Company:

Street:

Postcode, town/city:

Point of contact:

Tel.:

E-mail:

EORI (+NL no.):

AEO:

the company

Kühne + Nagel (AG & Co.) KG

- until cancelled in writing - to clear through customs in our name and for our account on the basis of the German Freight Forwarders' Standard Terms and Conditions of 2017 (*) the import consignments incoming for us, to draw up and submit the customs declarations and the declarations of customs value, to undersign them in a legally binding manner and to carry out all actions associated with the customs clearance.

The declaration by Kühne + Nagel in accordance with Art. 18 Union Customs Code shall exclusively take place in the name and for the account of the party represented (direct representation).

Kühne + Nagel shall disburse any and all charges for the customer within the framework of the power of attorney granted herewith, unless any deferment of payment on the part of the customer himself or herself exists. Any obligation to make any disbursement may be rejected by Kühne + Nagel at their own discretion.

The signatory shall confirm the following:

1. We are the purchasers of the goods to be declared ☐ / are acting on the basis of the power of attorney granted by the purchaser. ☐



2. We shall be obligated to bear and pay any and all amounts disbursed by Kühne + Nagel in connection with the customs clearance.
3. As far as we are the holder of the current authorisations relevant for customs clearance, we shall transmit these in good time before clearance.
4. In the case of any declaration of customs value: the "Customs Value" information sheet for form D.V.1 is known to us. We shall be obligated to observe any circumstances specified in the present document with regard to the customs value and any later changes, where applicable, and to notify Kühne + Nagel thereof in good time before the declaration of customs value is submitted. Any connection within the meaning of Art. 127 UCC Implementing Act exists ☐ / does not exist. ☐
5. We shall hand over to Kühne + Nagel all documents required for the customs clearance in the individual case. This shall include, in particular, any import approvals, licences and valid proofs of origin to the extent that we want to make use of any tariff preferences.
6. The customs tariff number and the description of the goods shall be communicated by us separately in good time before the declaration is drawn up. We shall be obligated to make available to Kühne + Nagel without request any binding customs tariff information issued in our name which is already existing or will be granted at any later point in time, as well as to inform Kühne + Nagel in good time if any binding customs tariff information loses its validity.
7. Any obligations in accordance with the German foreign trade laws shall be subject to our responsibility. Any existing prohibitions and restrictions as well as any other restrictions, in particular from customs legislation, as well as any international and/or political measures on the international trade have been complied with.
8. We assume responsibility for the completeness, correctness and authenticity of all documents and information required for the execution of our instructions. Claus 4.1 2nd sentence ADSp 2017 remains unaffected.
9. Kühne + Nagel shall have the right to grant any substitute power of attorney.
10. We agree that our data may be used and stored for the purposes of the activities agreed upon in the contract.
11. We have a full ☐ / no right ☐ of deduction of input tax.

Place, date

Name

Stamp / legally binding signature

(*)"All of our business transactions will be exclusively performed on the basis of the German Freight Forwarders' Standard Terms and Conditions of 2017 [*Allgemeine Deutsche Spediteurbedingungen (ADSp 2017)*]. Please note: Clause 23 of the German Freight Forwarders' Standard Terms and Conditions of 2017 deviates from the laws with regard to the limit of liability for any damage to goods (Section 431 German Commercial Code [*Handelsgesetzbuch - HGB*]) by limiting the liability to an amount of 2 SDR/kg in case of multimodal transports, including carriage by sea, and in case of any unknown damage location and, in all other cases, by additionally limiting the standard liability of 8.33 SDR/kg to EUR 1.25 million per case of damage as well as to EUR 2.5 million per event of damage, at least, however, to 2 SDR/kg. The German Freight Forwarders' Standard Terms and Conditions are available on our website for downloading. Upon request, we will also be happy to send them to you."