

SHIPPING INSTRUCTIONS

FAIRGROUND LEIPZIG



The dates given below apply to the shipping of non-critical commercial goods. For shipping dangerous goods or goods that require special treatment, please contact our project team to arrange an individual appointment.



Deadline of documents:

Please send us all relevant documents (e.g. Commercial Invoice, Packing list...) minimum prior 7 work days before shipping



Seafreight:

Port of arrival:	Hamburg
latest arrival for LCL:	15 work days before delivery to booth
latest arrival for FCL:	12 work days before delivery to booth

B/L Instructions (seafreight must be shipped prepaid):

Consignee:	DHL Global Forwarding GmbH Sattlerweg 5 04158 Leipzig GERMANY
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Notify:	DHL Global Event Logistics GmbH c/o „Name of exhibition + exhibitor“ Messe-Allee 1 04356 Leipzig GERMANY attn: André Hackl +49 341 678 7244 Patrick Thiele +49 341 678 7245
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Description of goods:	Exhibition goods for „...“ in Leipzig
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SHIPPING INSTRUCTIONS

FAIRGROUND LEIPZIG



Airfreight:

Port of arrival: LEJ (Leipzig)
latest arrival at airport LEJ: 7 work days before delivery to booth

AWB instructions (airfreight must be shipped prepaid):

Consignee: Kroll internationale Spedition GmbH
Cargo Building
Industriestraße 56
04435 Schkeuditz
GERMANY

Notify: DHL Global Event Logistics GmbH
c/o „Name of exhibition + exhibitor“
Messe-Allee 1
04356 Leipzig
GERMANY
attn: André Hackl +49 341 678 7244
Patrick Thiele +49 341 678 7245

Description of goods: Exhibition goods for „...“ in Leipzig



Marking of Packages:

Please make sure that all packages must be marked on two sides according to the following pattern:

DHL Global Event Logistics GmbH
c/o „Name of Exhibition“ / „Exhibitor“
Hall ____ / Stand ____
Messe-Allee 1
04356 Leipzig
GERMANY