

SHIPPING INSTRUCTIONS

Important information for the transport & handling of your exhibits

**DSV Fairs & Events
Berlin**



Services and Costs

DSV Fairs & Events GmbH provides complete 'door-to-stand' logistic services within our own global network and preferred partner, varying from a single box of brochures to any kind of heavy machinery. These services include:

- transportation up to the booth and back
- warehouse storage
- customs clearance (Permanent Import, Temporary Import and Re-Export)
- forklift and crane services
- pick-up, storage during the event and re-delivery of empty packaging and full goods
- rental of various equipment and provision of transport/packing workers
- transport insurance

Orders can be placed in a written form via e-mail or using the following platforms:

[Online Order Service](#)

Logistics services for all German fairgrounds

[Visifair Slot Tool](#)

Slot and forklift bookings at Messe Berlin

All details of the costs are listed in the handling tariff which is approved by Messe Berlin and do not include VAT. Surcharges may arise e.g. for late arrivals/orders, cancellations and wrongly issued customs documents and are also listed in the handling tariff.

Please check the traffic regulations individually for each show online.

Delivery Address

Delivery to warehouse

DSV Fairs & Events GmbH
Servicegebäude Süd
Jafféstrasse 2
D-14055 Berlin GERMANY
c/o exhibition name
c/o customer / hall no. / booth no.

Unloading directly at the exhibition stand

Customer name
Messegelände Berlin
Messedamm 22
D-14055 Berlin GERMANY
c/o exhibition name / hall no. / booth no.

Important information: There is a cash deposit of EUR 200,00 for each vehicle unit for delivery or pick-up of goods payable at the gate to obtain the entrance permit.

For direct unloading it is necessary to book a slot via
[Visifair Slot Tool](#)

On-site Contact

On-site handling (trucks and forklifts)	Customs formalities / International transports
For all enquiries: +49 30 3012995-420 de.sha.ber.fn@dsv.com	Mr. Dominic Briegmann +49 30 3012995-423 dominic.briegmann@dsv.com
	Mr. Dominik Pubolz +49 30 3012995-422 dominik.pubolz@dsv.com

Customs

On-Site customs office: HZA Dreilinden - Abfertigungsstelle Berlin-Messe, **NCTS-no.:** DE002181

For every non-EU shipment a customs procedure is necessary.

▪ General remarks

The customs clearance will be executed at customs in name of exhibitor - directly represented. Any costs such as storage costs, additional handling, customs duties, etc. resulting from failure to submit official permits on time must be paid by the client.

Shipments under temporary customs bond must be re-exported or customs cleared on a definitive import (e.g. for sales purposes). It is strictly forbidden to move the goods from the fairground before all customs procedures are completed and the approval by DSV Fairs & Events GmbH has occurred. For customs clearance of special commodities e.g. pharmaceuticals, food / beverages and plants prior consultation and review by DSV Fairs & Events GmbH are necessary.

Dual Use goods: The **client** assures and warrants compliance with all export control regulations to which they are subject, including anti-boycott provisions, sanctions requirements and sanction list screening in relation to import, export, customs clearance and national transactions, in the performance of their duties as per this agreement at present and in future. He is responsible for obtaining all necessary licenses, approvals, permits and/or exemptions. Particular care must be taken when exporting dual-use goods (in accordance with Annex I of the EU Dual-Use Regulation), goods listed in Part 1 Section A or B of the German Export List and with regard to applicable embargo regulations.

▪ Required Documents

Power of Attorney for DSV Fairs & Events GmbH (template available upon request)
Proforma invoices , in German or English containing: - full address (see consignment instructions) - invoice date and number - entry type: permanent/temporary - detailed description, amount and value per item - total (FOB-) Value+ freight costs - country of origin - terms of delivery (Incoterms DAP) Please arrange separate invoices and packing lists for permanent imports (e.g. consumables/advertising material) and temporary imports (e.g. exhibits which will return after the show).
Packaging list in English or German - detailed description, serial numbers, weights and dimensions per item - harmonized customs goods numbers (HS - code) of all items (see HS Code database) The packing list may be combined with the proforma invoice (templates available upon request)
Certificate of origin / Import License (if available)
Wood packing declaration (if applicable)
Copy of AWB and Express B/L - please do not issue any originals
Customer EORI-number (via German customs free of charge)

▪ Consignment instructions for CMR / AWB / B/L

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

Consignee: DSV Fairs & Events GmbH
Servicegebäude Süd
Jafféstrasse 2
D-14055 Berlin GERMANY

Notify: Customer Name (exhibitor or stand builder)
c/o Name of the exhibition / show
Hall No. / Booth No

Deadlines for shipments and documents via E-Mail

When planning your shipment to the fairground please note the official set-up and dismantling times specified by the organizer, as well as the following deadlines for the arrival of the shipments and necessary documents.

	Latest shipment arrival	Latest arrival of pre-advice
 Airfreight	7 days prior to booth delivery at BER Airport	3 days prior to arrival at BER Airport
 Seafreight LCL	20 days prior to booth delivery at DEHAM	20 days prior to arrival at DEHAM
Seafreight FCL	10 days prior to booth delivery at DEHAM	20 days prior to arrival at DEHAM
 Courier (DHL, FedEx, TNT, UPS, etc.)	3 days prior to booth delivery at fairground	3 days prior to arrival at the fairground
Truck freight	<i>acc. to the instructions of the exhibitor</i>	

As soon as the shipping details are known, a pre-advice containing all relevant details (i.e.: AWB. B/L, consignment, description of goods, number of pieces, weight, dimensions etc.) must be provided. Shipments that arrive later than these deadlines may still be able to be delivered and customs cleared. However, they may arrive delayed at the booth and special handling charges will occur.

Instructions for re-exports need to be presented in a written form - for airfreight and truck freight latest during the exhibition - for seafreight not later than 14 days for LCL / 30 days for FCL prior to the end of the exhibition. The booking of air- and seafreight cannot be guaranteed in time since it is dependent on the capacities of the carrier. Temporary storage charges in our facilities might occur.

Packing and Marking

All shipments must be packed safely to withstand the handling and transport (especially by an international carrier). Reuseable crates are mandatory if the exhibits are intended to be reshipped. All packing must be equipped with skids for handling by forklift- and pallet truck. Wooden packaging must comply with the regulations of the European Community and the ISPM 15 guidelines be marked/stamped accordingly. German Customs regulations prohibit the use of hay or straw for packaging material inside any case.

All packages have to be clearly marked on two sides (customer name, Hall/Booth No., weight, case No. e.g. 1 of 2 – 2 of 2 and dimensions). For skidded or containerized cargo, it is necessary that each piece be individually labeled with these same marks.

Remarks

- **DGR goods**

Transportation of dangerous goods shipments must be arranged separately in advance. This also counts for lithium batteries / cell phones / laptops and liquids that fall under the hazard classification.

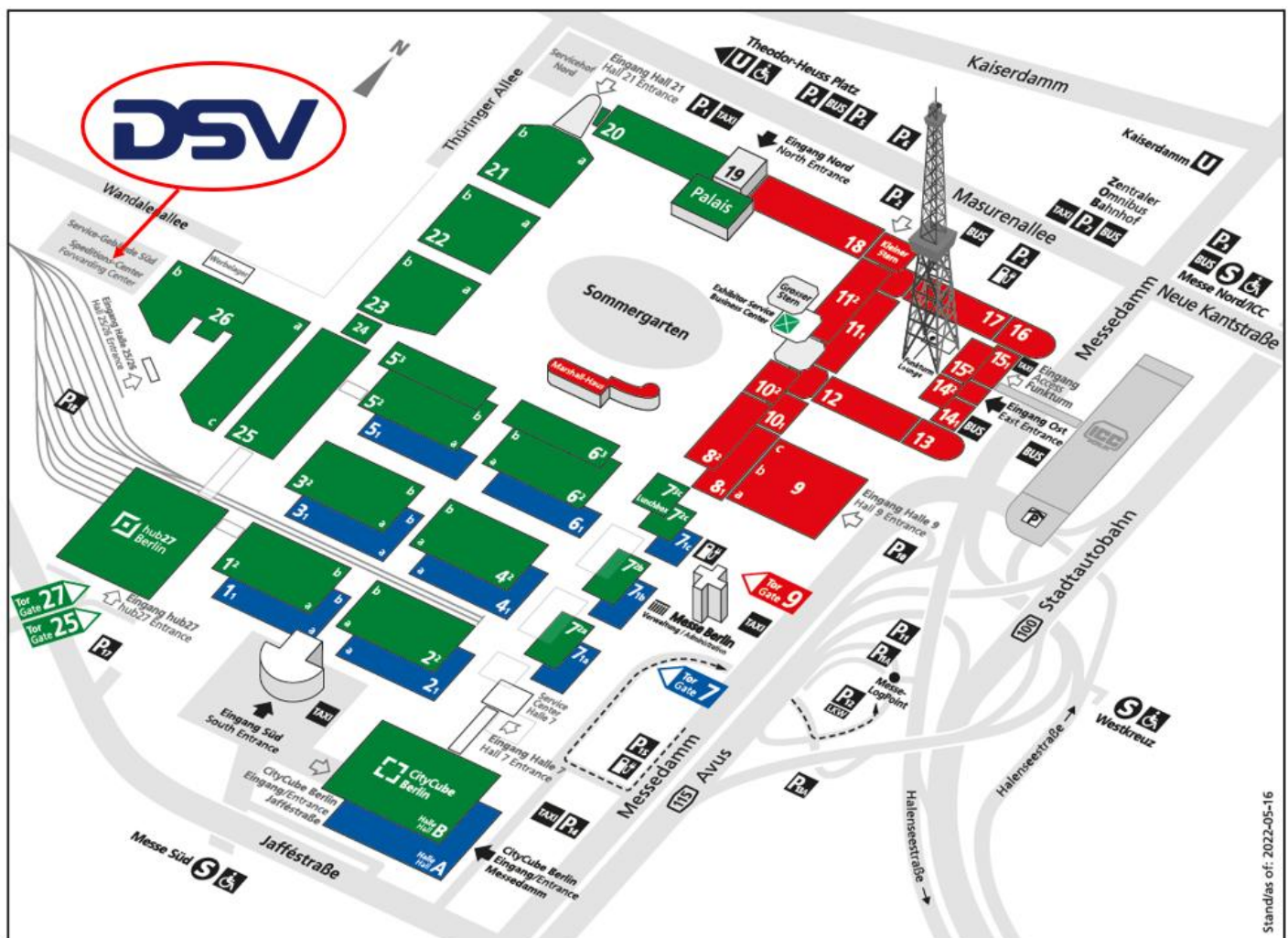
- **Forwarding agents legal limited liability**

We operate exclusively in accordance with the Allgemeine Deutsche Spediteurbedingungen 2017 - ADSp 2017 - (German Freight Forwarders' General Terms and Conditions 2017) and - if they do not apply for performing logistics services - with the Logistic-AGB (General Terms and Conditions of Logistics-Services Providers), as of 2019.

Note: In clause 23 the ADSp 2017 deviates from the statutory liability limitation in section 431 German Commercial Code (HGB) by limiting the liability for multimodal transportation with the involvement of sea carriage and an unknown damage location to 2 SDR/kg and, for the rest, the customary liability limitation of 8,33 SDR/kg additionally to Euro 1,25 million per damage claim and EUR 2,5 million per damage event, but not less than 2 SDR/kg.

In addition the Fair and Exhibition Conditions are applicable. The "Bundesfachgruppe Schwertransporte und Kranarbeiten (BSK)" terms and conditions are the basis for heavyload orders.

Site Map



FAQs

Where can I find DSV on the fairground?

Our office and warehouse is located behind hall 26 at the service building south

How can our truck access the fairground?

Please refer to the respective traffic guide on the trade fair website for access regulations.

How will our trucks be loaded/unloaded?

Loading and unloading via forklift is permitted exclusively to the official trade fair freight forwarder.

You can book the forklift service online in our [booking tool](#).

When will our exhibition goods be delivered to the stand? Do we need to be present?

Delivery will be made according to your instructions and depending on the traffic situation.

Yes, someone should be at the stand to receive the goods (liability ends upon delivery).

What happens to our empty pallets/boxes during the trade fair?

We are happy to store your empty packaging materials for you. Please commission us in advance via email or online in our [booking tool](#) and use our empties service.

When can we expect our empty packaging back at the stand?

The return of empties begins automatically and in accordance with the trade fair's traffic regulations.

Please note that this process may take longer depending on the size of the event.

How do we arrange and label our return shipments with DSV?

Please send us your order via email or on the online [booking tool](#) with all the details well in advance (before the last day of the trade fair), so that we can generate a shipping label and deliver it to your booth during the exhibition.

When can we leave our booth once our shipment is packed?

Please note that our liability only begins upon picking up the shipment at the booth. Should you need to leave the booth earlier, this is at your own risk.

How are the terms of payment?

If there is no signed agreement with our company the full handling charges and shipping cost, etc. must be paid in advance. If the scope of the used services is unclear we will issue an advanced invoice for the planned service. Credit cards are accepted (American Express, Visa, Eurocard, Mastercard).

How are our exhibition goods insured?

We recommend that your shipment(s) are covered by a fully comprehensive transport policy to ensure you against any losses or damages of transportation. An on-site handling insurance SpV policy is provided automatically. As a declared SpV waiver client you need to pay a liability risk fee per order.

In case of any further questions please do not hesitate to contact us,

You are most welcome!