



# Shipping Manual

---



**Expo Center Berlin**

**Sept. 18th – Sept. 20th 2025**

## Dear Exhibitor,

we are based on the Expo Center Berlin as the exclusive logistics provider for the Messe Berlin GmbH.

DB SCHENKERfairs can provide a complete 'door-to-stand' package within the own network and will vary from a single box of brochures to any kind of heavy machinery. Schenker is proud to arrange all logistic for you.

Please follow the instructions on the following pages to ensure a smooth process.

***Wishing you a successful event at the Expo Center Berlin.***

### Schenker Deutschland AG

Branch Office Berlin  
Fairs, Events and Special Logistics  
Servicegebäude Süd/Tor 25  
Jafféstraße 2  
14055 Berlin



Phone: +49-30-3012995-420

Email: [fairs.berlin@dbschenker.com](mailto:fairs.berlin@dbschenker.com)

### Shipping manual contents

Booking Tool [P.3](#)

Addressing / Deadlines [P.4](#)

Labelling / Preadvice [P.6](#)

Customs / Documentation [P.7](#)

Liability / Insurance / Terms [P.8](#)

FAQs / Covid-19 [P.9](#)

## **BOOK YOUR SERVICES ONLINE**

Visit us under [Online Order Service \(dbschenker.com\)](https://dbschenker.com)

to book our services on the Expo Center Berlin.



### **Transport**



from door to stand and vice versa

### **Forklifts**



for unloading / reloading

### **Storage**



of empty packaging during the event

### **Equipment**



Rental of various equipment

*All necessary data will be taken in the tool via drag & drop. No need to register for the tool.*

With our global network of Schenker fairs departments around the world we can provide all services through one hand.

Please be in touch with us under [fairs.berlin@dbschenker.com](mailto:fairs.berlin@dbschenker.com) to request the contact details of your local Schenker branch to assist you.





## Addressing / Deadlines

Please make sure to address your exhibitions goods as followed:



**Seacargo** to port Hamburg / Bremerhaven **LCL 20 days** prior to opening  
**FCL 14 days** prior to opening

Consign to: Schenker Deutschland AG  
Fairs, Events and Special Logistics  
Servicegebäude Süd  
Jafféstrasse 2  
D-14055 Berlin GERMANY  
Tel. +49-30-3012995-420

Notify: **name of exhibition**  
**name of exhibitor / hall no. / stand no.**



**Aircargo** to airport Berlin BER **6 days** prior to standdelivery

Consign to: Schenker Deutschland AG  
Fairs, Events and Special Logistics  
Servicegebäude Süd  
Jafféstrasse 2  
D-14055 Berlin GERMANY  
Tel. +49-30-3012995-420

Notify: **name of exhibition**  
**name of exhibitor / hall no. / stand no.**

**Seacargo / Aircargo must be shipped prepaid. All documentation must be attached to the B/L or AWB and send to Schenker in copy before arrival.**

## **Addressing / Deadlines 2**

Please make sure to address your exhibitions goods as followed:



**Roadcargo** to our advanced warehouse **3 days** prior to opening

Consign to: Schenker Deutschland AG  
Fairs, Events and Special Logistics  
Servicegebäude Süd  
Jafféstrasse 2  
D-14055 Berlin GERMANY  
Tel. +49-30-3012995-420

Notify: **name of exhibition**  
**name of exhibitor / hall no. / stand no.**



**Direct** full load trucks to showsite **1 day** prior end of construction

Consign to: Messe Berlin  
c/o **name of exhibition**  
**name of exhibitor / hall no. / stand no.**  
Messedamm 22  
D-14055 Berlin GERMANY

Please note: For direct trucks you can book our [forklift service](#) from us.  
Please check the traffic regulations individually for each show online.

**All cargo must be shipped prepaid. All documents must travel with the driver**



## **Packaging & Labelling**

Please label your exhibition goods with our shipping label provided to you.

Your goods must be packed in a way suitable to the method of transit and re-usable cases should be used if your goods are to be returned at the close of the exhibition.

### **Label Input**



Schenker Deutschland AG  
c/o **name of exhibition**  
c/o **name of exhibitor / hall no. / stand no**  
Jafféstrasse 2  
D-14055 Berlin GERMANY

On-site contact person with mobile  
Pieces 1 of 2 / 2 of 2 / etc.

## **Preadvice of dispatch**

In case you are not shipping with our recommended Schenker offices in your country, please make sure that we as SCHENKERfairs Berlin receives the full shipping details to monitor your shipments and to avoid delays and additional costs.

**Email your details to:**     [fairs.berlin@dbschenker.com](mailto:fairs.berlin@dbschenker.com)

## **Customs / Documentation**

For every non-EU shipment a customs procedure is necessary. If you wish DB Schenker to take care of the customs clearance, we will require a signed power of attorney (please request) and sufficient paperwork.

For import or export clearance we will need a commercial invoice in German or English. The invoice should contain the following information:

- full address of the shipper
- consignee / notify = exhibitor name / hall / stand
- name of exhibition
- weight in kilos of each item
- number of units of each item
- unit value / total value
- harmonized standard HS Code\* of each item
- country of origin
- entry type: permanent / temporary



Please make sure to use a detailed description of your goods on the invoice and display model / serial numbers if any.

Descriptions such as “exhibition goods” or “advertising material” will be NOT accepted by the customs authorities. Please note that separate invoices are required for temporary and permanent imports.

\*If you are not sure about the required HS Codes, please research them online (e.g. [HS Code database](#))

## **Liability / Insurance**

We recommend that your shipment is covered by a fully comprehensive transit 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 of 3,00 / 6,00 Euro per order.

Our liability ends upon delivery to the exhibition booth, even without presence of the exhibitor and only resumes with the acceptance of the goods at the booth. There is no liability for any goods left in the empty packaging units.

Waiting times related to the rules of the fairs owner are not our responsibility.

## **Terms and conditions of trading**

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 March 2006.

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.

## **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).



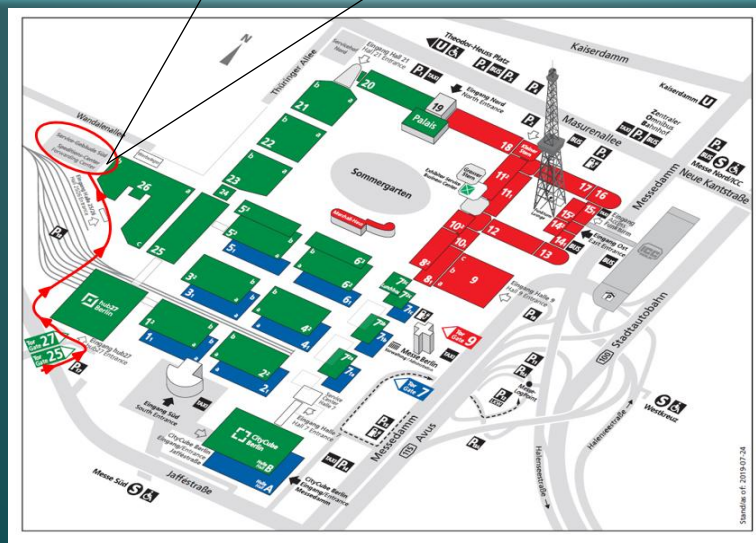


Domestic Fairs & Exhibitions Berlin  
Servicebuilding South  
entrance next to Gate 25  
Jaffestr. 2  
14055 Berlin  
Germany

+49 (0) 30-3012995-420

fairs.berlin@dbschenker.com

GPS 52.505 408 / 13.267 351



## FAQs

### Where can we find the Schenker on the venue?

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

**Do we have access to the exhibition grounds by car/truck?**

For each show there is a traffic guide on the show website with all details

## Who will unload our trucks?

The unloading via forklift is only allowed to be done by the official handling agent

- You can book the forklift services in our [online booking tool](#)

**When will our goods arrive to booth? Do we need to be present?**

Based on your instructions in advance and depending on the volume and traffic situation

Yes, someone should be present to receive the shipment (liability ends with delivery)

### What will happen with our empty packaging during the event?

You can book this service in our [online booking tool](#) and we store your packaging with us on-site

**When can we expect our empty packaging back on the booth?**

The process will start automatically after the event and based on the valid event traffic rules

Please note that the time intensity of this process depends on the size of the event.

### How do we organize and label our return shipment with Schenker?

Please send us an order with all details by email in advance (before the last show day)

We create a return shipping label for you and present this on the booth during the event.

**Can we leave the booth once our return shipment is ready packed?**

Please note that our liability starts with the acceptance of your goods on the booth

If you need to leave earlier this will be on your own risk for any loss or damage.

## Covid-19



DB Schenker is closely monitoring the COVID-19 developments globally. In our locations across all continents, we have taken action to protect our employees, customers and business. Implementation of strict safety and hygiene measures. Depending on regionally deviating pandemic situation, adequate procedures are established and adjusted based on need to ensure the continuation of business.