



Global Transport and Logistics



# 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
- transport
- warehouse storage
- customs clearance (permanent Import, temporary Import and re-Export)
- forklift 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

All details of the costs are listed in the handling tariff and does 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.

## Delivery Address

### Delivery to warehouse:

DSV Fairs & Events GmbH  
Abteilung Stadtmesse Berlin  
Servicegebäude Süd  
Jafféstrasse 2  
D-14055 Berlin - GERMANY

c/o exhibition name

c/o customer / hall no. / booth no.

### Unloading directly at the Venue:

Flughafen Tempelhof  
c/o DSV Fairs & Events GmbH  
Paradestr.  
D-12101 Berlin  
GERMANY

c/o exhibition name

c/o customer / hall no. / booth no.

### Important information:

**Only upon request for arrival at official build up and dismantling period and only for goods in free circulation.**

Please get in contact with us to check the traffic regulations individually for each show.

## Contact

**For all enquiries (on-site handling / transport / customs formalities):**

E-Mail: [city-fairs.berlin@dsv.com](mailto:city-fairs.berlin@dsv.com)

Tel: +49 30 3012995 - 450

# Customs

**All non-EU freight requiring customs clearance MUST deliver via warehouse.**

**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

<b>Power of Attorney</b> for DSV Fairs & Events GmbH (template available upon request)
<b>Proforma invoices</b> in German or English containing: <ul style="list-style-type: none"><li>- full address (see consignment instructions)</li><li>- invoice date and number</li><li>- entry type: permanent/temporary</li><li>- detailed description, amount, value per item, serial numbers if applicable</li><li>- net weight in kg for each item / quantity</li><li>- HS Codes per item</li><li>- total (FOB-) Value+ freight costs</li><li>- country of origin</li><li>- terms of delivery (Incoterms)</li></ul> 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).
<b>Packaging list</b> in English or German <ul style="list-style-type: none"><li>- detailed description, serial numbers, weights and dimensions per item</li><li>- harmonized customs goods numbers (HS - code) of all items (see <a href="#">HS Code database</a>)</li></ul> The packing list may be combined with the proforma invoice (templates available upon request)
<b>Certificate of origin / Import License</b> (if available)
<b>Wood packing declaration</b> (if applicable)
<b>Copy of AWB and Express B/L</b> - please do not issue any originals
<b>Customer EORI-number</b> (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  
 Stadtmesse  
 Servicegebäude Süd  
 Jafféstrasse 2  
 D-14055 Berlin

Notify: Customer Name (exhibitor or stand builder)  
 c/o Name of the exhibition / show  
 Venue / 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.

	<b>Latest shipment arrival</b>	<b>Latest arrival of pre-advise</b>
 <b>Airfreight at Airport BER:</b>	<b>EU Goods:</b> 4 working days <b>Non-EU goods:</b> 8 working days prior to booth delivery	<b>EU Goods:</b> 3 working days <b>Non-EU goods:</b> 6 working days prior to arrival
 <b>Seafreight LCL at DEHAM</b>	14 working days prior to booth delivery	14 working days prior to arrival
<b>Seafreight FCL at DEHAM</b>	10 working days prior to booth delivery	20 working days prior to arrival
 <b>Courier / groupage cargo</b> (DHL, FedEx, TNT, UPS, etc.)	<b>EU Goods:</b> 3 working days <b>Non-EU goods:</b> 7 working days prior to booth delivery	<b>EU Goods:</b> 3 working days <b>Non-EU goods:</b> 6 working days prior to arrival
<b>Truck freight</b>	<i>acc. to the instructions of the exhibitor/ traffic regulation</i>	

As soon as the shipping details are known, a pre-advise 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 15 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.

## 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!**

