

Shipping Instructions Geospatial World Forum
2023



Dear Exhibitor,

Geospatial World Forum has appointed DB SCHENKER as logistics provider for the Geospatial World Forum 2023. DB SCHENKER Fairs seamlessly combines freight forwarding and on-site handling services to provide a complete 'door-to-stand' package varying from a single box of brochures to any kind of heavy machinery. DB Schenker is proud to arrange all logistic for you;

- transport of the goods from the company to the event and vice versa
- unloading and/or reloading the goods at the venue
- temporary storage of the goods before or after the event
- storage of empty packing material during the event
- renting out various types of equipment (for example genie material lifts, etc.)

To ensure the safety of our guests and create an efficient process, only DB Schenker employees are authorized to provide motorized or electrical means of transport in the halls and outdoor premises. This also applies for the electrical loading and unloading of trucks. Other parties are only allowed to use manually powered equipment.

If you want to use forklift service, storage before, during and after the event or if you have any questions, need assistance for special arrangements or require further information, please contact us anytime.

Wishing you a successful event at Postillion Conference Centre WTC Rotterdam.

Schenker Logistics Nederland B.V.***Fairs, Events & Special Logistics*****Branch office Amsterdam**

Europaplein 53

1078 GZ Amsterdam, The Netherlands

Phone : +31(0)30 4100450

Operations/requests : fairs.NL@dbschenker.com



1. Addressing regulations

Please address your exhibition goods as follows:

Commodity Description:

fairs and exhibition goods for **Name of exhibition** , Rotterdam

Parcel & Courier:

Consignee: Schenker Logistics Nederland B.V.
Fairs, Events & Special Logistics
Casablancaweg 22
1047 HN, Amsterdam

Notify: < **Name of exhibitor** >
c/o **Name of exhibition**
< **hall / booth** >

Luchtvracht:

Consignee: Schenker Logistics Nederland B.V.
Fairs, Events & Special Logistics
Fokkerweg 300
NL – 1438 AN Oude Meer

Notify: < **Name of exhibitor** >
c/o **Name of exhibition**
< **hall / booth** >

Zeevracht:

Consignee: Schenker Logistics Nederland B.V.
Fairs, Events & Special Logistics
Scheepsbouwweg 65
NL- 3089 JW Heijplaat-Rotterdam

Notify: Schenker Logistics Nederland B.V.
< **Name of exhibitor** >
c/o **Name of exhibition**
< **hall / booth** >

2. Shipping schedule

To guarantee in time delivery of your exhibition goods to the booth, below deadlines have to be met:

Sea freight (FCL/LCL)	= latest 13 April at the Port of Rotterdam
Air freight	= latest 18 April at Rotterdam Schiphol airport
Road freight	= latest 25 April at our Warehouse Casablancaweg Amsterdam

Please send us all dates of the transport (i.e.: AWB, B/L, Consignment, Tracking Numbers for courier shipments) in advance via email, before shipping.

3. Labelling / Packaging

For the packing of your goods, we recommend using stabile, waterproof and re-closable packing material. These materials should resist the storage of empties as well as return or further transport. All packing must be equipped with skids for handling by forklift- and pallet truck.

Wood packing requirements apply in the European Community.

Fumigation must be arranged for all wooden packing materials in the country of origin before shipping to Rotterdam. Exception for packing made entirely of plywood / wood chip board.

To verify that the wooden packing has undergone heat treatment or Methyl Bromide treatment the following data should be marked / stamped onto the outside of the wooden packing clearly visible.

- *IPPC Logo*
- *ISO country code (= xx)*
- *Unique number assigned to the company that has carried out the fumigation, namely a national plant protection organization (= OOO)*
- *Method of fumigation (=YY) - HT: heat treatment / MB: Methyl Bromide*

4. Documentation

Each shipment has to be accompanied by a full set of documents.

Sea freight

- 2 original and 3 copies of Bill of lading
- 3 copies of commercial / proforma invoice
- 3 copies of packing list (if available)
- 1 copy of insurance policy (if available)
- 1 original of certificate of origin / preferences (if applicable*)

Airfreight

- 2 copies of air waybill (AWB)
- 3 copies of commercial / proforma invoice
- 3 copies of packing list (if available)
- 1 original of certificate of origin / preferences (if applicable*)

Road freight

In order to avoid any problems with customs authorities, please present all necessary customs documents such as T-form, Carnet ATA etc., certificate of origin / preference (if applicable*) to our office upon arrival at Rotterdam. *(G.S.P. FORM-A, EUR.1, ATR.1)

Commercial invoice / packing list

For the handling of your goods, commercial / proforma invoices are required. These should contain at least the following information:

- Full address of the exhibitor, hall and booth number (as consignee or notify)
- Detailed description of the goods (incl. model and serial number/s)
- Value of every single item as well as total (CIF)-value
- Country of origin or manufacture

It is also possible to use a combined commercial invoice/packing list. This form should contain the above mentioned details as well as number of pieces, weight and dimensions.

It will be of assistance to categorize the goods as follows:

- exhibits
- display stand materials
- brochures, gifts and other give away items

5. Customs and import regulations

For entry / importation of non-community goods, which are imported from third countries, a customs procedure is necessary. If you wish DB Schenker to take care of your customs clearance, we require a signed and stamped power of attorney and commercial invoice. Please get in contact with us in case you intend to send goods.

Permanent import

The release for free circulation either takes place upon entering the European Community or following transit procedures. When importing third country goods customs duty and import turnover taxes have to be paid. In addition, for certain commodity groups such as coffee, tobacco, spirits and sparkling wine excise taxes have to be paid.

Temporary import

By placing a transit procedure a security equal to the import duties has to be deposited at the customs office of departure. After the proper execution of the transit procedure the security will be reimbursed by the customs office of departure.

The customs clearance can be either handled by us or a customs agent.



6. Liability and insurance

Our liability ends upon delivery of the exhibition goods to the booth, even without presence of the exhibitor and only resumes again with the acceptance of the goods at the booth. We do not assume liability for any goods left in the empty crates, boxes or packing material. Waiting times according the rules of the fair organisation are not our responsibility.

Possible damages etc. have to be acknowledged immediately and in writing to our on-site exhibition office at the fairground.

The goods are not insured by Schenker Logistics Nederland B.V., unless written on the order services are always at the risk of the customer. All transactions are subject to the Dutch Forwarding conditions, in the latest version deposited by FENEX at the Registry of the District Court at Rotterdam, Arnhem, Breda and Rotterdam. The general conditions are at all time available for inspection, can be consulted via the website of FENEX and will be sent to you upon request free of charge.

We recommend signing a global fairs and exhibition insurance agreement to ensure you against any losses or damages of transportation as well as during the exhibition. Surely, we can arrange such an insurance if required. If you renounce this comprehensive insurance protection we would like to acknowledge you that in this case the continuous liability on the basis of the Dutch Forwarding Conditions (FENEX) will be effective.



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