



**DB** **SCHENKER**



## Shipping Instructions 2020

### International

DB Schenker Logistics Netherlands  
Exclusive partner of RAI Amsterdam



Dear Exhibitor,

RAI Amsterdam has appointed DB Schenker as exclusive logistics provider at the RAI exhibition and convention center. 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. 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 RAI Amsterdam,

DB Schenker Logistics  
Nederland c/o RAI Amsterdam  
Europaplein 2-22/P9  
1078 GZ Amsterdam

Phone: +31(0)20 205 492 790

Operations: [fairs.amsterdam@dbschenker.com](mailto:fairs.amsterdam@dbschenker.com)

### **1. Onsite handling services**

Exhibitions preparations and logistics planning are closely connected. We can help you with all the planning for your stand logistics wise.

#### **- Transports**

If you need a transport before, during or after the exhibition, please do not hesitate to contact our staff via mail, phone or onsite at our exhibition office.

#### **Unloading direct to/ from stand by 3T forklift**

Un-/reloading up to 7 ldm	€ 343,00 / € 498,00 (outside office hours)*
Un-/reloading up to 13,6 ldm	€ 563,00 / € 740,00 (outside office hours)*

*\* weekly after 6pm, Saturday, Sunday and public holidays*

#### **- Warehouse & courier shipments**

If you want to receive packages at your stand, we can arrange this for you. Packages can be sent at your convenience to our warehouse, located at the fairground. These goods will be unloaded at the warehouse, stored on site and delivered to your stand at the requested date and time. This service is also available for your courier shipments (courier companies do not deliver packages inside the halls of the fairground) and return shipments after the closing of the exhibition.

Please make sure you sign up your packages by sending a pre-alert via email to [fairs.amsterdam@dbschenker.com](mailto:fairs.amsterdam@dbschenker.com) mentioning: waybill, tracking number, goods information and delivery date and time.

#### **- Air / Sea freight goods**

If you are sending any goods by sea or air freight, we can help you with the handling of the goods. Please read below instructions and contact us if you are planning to send your goods.

#### **- Empty packing material and full goods**

We pick up empty packing material (crates, boxes, pallets) and full goods (tools, ladders, pump trucks) directly at the stand at the end of the build-up period. After closing of the exhibition, we will deliver the stored materials to your stand.

#### **- Stand assistance**

To help you with the building of your stand or placing of your goods we can assist with forklifts or other motorized & manual material. We can also assist with the un-packing and re-packing of your goods. A supervisor of your company has to attend to acknowledge that we are working on behalf of you at your own risk.

#### **- Sale of exhibition goods**

If your goods are sold during the exhibition, please note the goods cannot be removed from the fairground, before the end of the exhibition, duty/taxes have been paid and permanent customs import procedures have been completed.

#### **- Return of the goods**

Our staff will make contact during the exhibition to collect instructions regarding the forwarding and return instructions, as well as to inform about necessary formalities.

## 2. Addressing regulations

Please address your exhibition goods as follows:

**Commodity Description:** fairs and exhibition goods for name of exhibition, Amsterdam

### Courier:

Consignee: DB Schenker Logistics Nederland  
c/o RAI Amsterdam  
Europaplein 2 - 22 / P9  
NL- 1078 GZ Amsterdam

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

### Road freight:

Consignee: DB Schenker Logistics Nederland  
c/o RAI Amsterdam  
Europaplein 2 - 22 / P9  
NL- 1078 GZ Amsterdam

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

### Air Freight:

Consignee: DB Schenker Logistics Nederland  
Fairs & Events  
Fokkerweg 300  
NL - 1438 AN Oude Meer

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

### Sea freight:

Consignee: DB Schenker Logistics Nederland  
Fairs & Events  
Nieuwe Sluisweg 204  
NL - 3197 KV Rotterdam

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

## 3. Shipping schedule

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

Sea freight (FCL/LCL) = at the latest **14 days** prior to the exhibition opening at the Port of Rotterdam

Air freight = at the latest **10 days** prior to the exhibition opening at Amsterdam Schiphol airport

Road freight = at the latest **5 days** prior to the exhibition opening at our Warehouse at RAI 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.

For not pre-alerted shipments arriving at our warehouse or shipments arriving after above mentioned deadlines, a late arrival surcharge of € 54,00 is applicable.

#### **4. Labelling / Packaging**

Please label your exhibition goods with our shipping label in the annex, page 8.

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 Amsterdam. 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

#### **5. 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 Amsterdam. \*(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
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## **6. 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.

## **7. 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 International 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, including arbitration clause, in the latest version deposited by FENEX at the Registry of the District Court at Amsterdam, Arnhem, Breda and Rotterdam. The general conditions are at all times available for inspections, can be consulted via [www.fenex.nl](http://www.fenex.nl) 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.

## **8. Terms of payment**

Our invoices are raised to the forwarding agent charges according to our tariff and are calculated on a net basis. All invoices are made per exhibitor and/or stand and are due for payment straight after receipt.

If your shipment is not handled by us, we have to ask you for payment of extra/additional charges on site. Major credit-cards are welcome.

Following up processes required by RAI Amsterdam, every exhibitor and standbuilder requiring logistics services will have to fill in a credit card form for payment security.

**ORDER FORM**

Exhibition : \_\_\_\_\_

Hal.Stand / Exhibitor : \_\_\_\_\_ / \_\_\_\_\_

Invoicing address : Company name  
 \_\_\_\_\_  
Street  
 \_\_\_\_\_  
 \_\_\_\_\_  
Postal code, place  
 \_\_\_\_\_

VAT no. : \_\_\_\_\_

**ON-SITE HANDLING**

**Build up**

**Direct unloading to** \_\_\_\_\_ / \_\_\_\_\_  
 (date/time) (cbm/nr. pcs/weight) (Haulier)

**Unloading into** \_\_\_\_\_ / \_\_\_\_\_  
 (date/time) (cbm/nr. pcs/weight) (Haulier)

**Delivery to stand** \_\_\_\_\_ / \_\_\_\_\_  
 (date/time)

**Break down**

**Direct loading from** \_\_\_\_\_ / \_\_\_\_\_  
 (date/time) (cbm/nr. pcs/weight) (Haulier)

**Collection from stand** \_\_\_\_\_ / \_\_\_\_\_  
 (date/time) (cbm/nr. pcs/weight) (Haulier)

**Pickup from warehouse** \_\_\_\_\_ / \_\_\_\_\_  
 (date/time)

**Empty storage**                       **Priority empty storage**                       **Fullgood**  
 storage

**MATERIAL RENT**

**Forklift standassistance**     **3Ton**     **5Ton**                       **7Ton**                       **Other** \_\_\_\_\_  
**Materials**                       **Jib**         **Slings**                       **Shackles**                       **Other** \_\_\_\_\_

**Scissorlift**                      \_\_\_\_\_ / \_\_\_\_\_                      \_\_\_\_\_                       **Genie**                      \_\_\_\_\_  
 (type/nr.                      (date                      (date till)                      (nr.                      (date                      (date till))

**CREDITCARD DETAILS**

**Creditcard type**                       **AME**     **Mastercard**                       **Visa**                       **Other** \_\_\_\_\_  
**Cardholder**                      \_\_\_\_\_                      **Card**                      .                      .                      .

**Expire date**                      \_\_\_\_\_ / \_\_\_\_\_

**CONTACT DETAILS**

On-site contact person \_\_\_\_\_ Phone nr. \_\_\_\_\_

\_\_\_\_\_  
 Place & date (for approval)                      Name, signature and company stamp





**Shipper**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Contact person on-site

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Phone of on-site contact

Number of packages: \_\_\_\_\_ / \_\_\_\_\_

Dimensions: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

Gross / net weight: \_\_\_\_\_ kgs

**Consignee**

DB Schenker Logistics Nederland

c/o \_\_\_\_\_, Amsterdam  
*exhibition name*

\_\_\_\_\_  
*exhibitor name*

Hall: \_\_\_\_\_ / Stand: \_\_\_\_\_

Europaplein 2 – 22 / P9

1078 GZ Amsterdam

The Netherlands