

**FAIREXX**

LOGISTICS  
FOR EXHIBITIONS

**ICNC 2013**

**Berlin / Germany**

**05 – 08 May 2013**

**SHIPPING MANUAL**

## Consigning of shipments & Deadline dates



BY AIR

### 1) **Airfreight shipments** should arrive at **Berlin airport (TXL)**

**NOT LATER THAN** [25.04.2013 \(at the very latest\):](#)

- **MAWB consignment address:** FAIREXX  
Logistics for Exhibitions GmbH  
Marienstrasse 28  
12207 Berlin, GERMANY  
Tel.: +49-30-44 03 47 10  
Fax: +49-30-44 03 47 79
  
- **MAWB Notify :** *ICNC 2013 / Exhibitors Name  
Hall / Stand Number*

Please send your shipments prepaid, on own Masterairwaybill, MAWB consigned to above mentioned address. 3 original Invoices please attached to the MAWB.

Pre-advices please send to us at least two days before arrival in Berlin  
by Telefax: +49 (0) 30 44 03 47 79 or  
by email [florian.wallmann@fairexx.com](mailto:florian.wallmann@fairexx.com)

- Copy of Airwaybill / Flight details
- Copy of invoice / packing list



BY ROAD  
Groupage and courier

### 2) **Groupage & courier shipments** **(via advanced warehouse)**

should arrive at the below warehouse address

**NOT LATER THAN** [26.04.2013 \(at the very latest\):](#)

- **warehouse address:** FAIREXX – Logistics for Exhibitions GmbH  
Kesselbodenstr. 34  
85391 Allershausen, Germany  
Tel.: +49 8166 998 04 11  
Fax: +49 8166 998 04 29

Notify : *ICNC 2013 / Exhibitors Name  
Hall / Stand Number*

Pre-advices for your Roadcargo Shipments please send to us pre-advise in advance by Telefax: +49 (0) 30 44 03 47 79 or  
By email [florian.wallmann@fairexx.com](mailto:florian.wallmann@fairexx.com)

- Trucking details  
(ETA, haulier/courier, tracking number,  
number of pieces / volume / weight)

**We strongly recommend that courier and groupage shipments are sent to our advance warehouse and NOT directly to the venue.**



BY ROAD  
Full / part load DIRECT

### 3) Full / part Trailer Loads (Direct to venue) :

should arrive directly at fairsite Berlin (BCC Berlin, Alexanderplatz),  
in accordance with the official Build-Up Dates and Times:

- **venue address :** **BCC Berlin (Berliner Congress Center)**  
for ICNC 2013 c/o Fairexx Logistics  
Alexanderstr. 11  
10178 Berlin, Germany

ctc. Florian Wallmann / +49 173 214 53 02

Notify : *ICNC 2013 / Exhibitors Name  
Hall / Stand Number*

Pre-advices for your Roadcargo Shipments please send to us pre-advise in  
advance by Telefax: +49 (0) 30 44 03 47 79 or

- Trucking details (Truck no., haulier, ETA, volume)

**Each direct truck will get a time-slot reference number for unloading  
and re-loading. Your driver needs to report at BCC with this reference  
number.**

**Please complete the time-slot request form and send it back to us.**



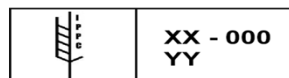
CASE MARKING

### 4) All your Packages should be clearly marked as follows:

- Name of Exhibitor
- ICNC 2013 Berlin
- Hall and Stand number

1 of .... / 2 of ... / 3 of ... etc.

All solid wooden packing materials must be treated according to ISPM15  
regulations and must be marked with the ISPM15 stamp as per below :



Address for **COURIERS** or **ROADCARGO** groupage  
Address for **AIRFREIGHT** only

see point 2  
see point 1



## CUSTOMS CLEARANCE

### 5) Documentation required for Customs Clearance

For shipments outside of the EC , we require the following Documents for the customs clearance:

- 3 Originals of Proforma Invoice / packing List in English, showing : No. of units / weights / sizes / total no. of boxes / values / full description of items in English
- separate Invoices for Temporary Importation (Exhibits) and Permanent Importation (consumables, advertisings)

**Proforma Invoices must be addressed to :**

FAIREXX Logistics for Exhibitions GmbH  
c/o Multi Logistics  
Flughafen Tegel – Frachtgebäude  
13405 Berlin, Germany  
for show : ICNC 2013 Berlin  
Name of Exhibitor / Hall & Booth No.

- if necessary: Certificat of Origin (Form A / EUR.1)
- if necessary: Special certificates (health / veterinary)

All exhibits / material entered under temporary importation are subject to control and examination by german customs for Inward and Outward movements.

Any Exhibit remaining in Germany or the EU after closure of the Exhibition are subject to Duties and / or Taxes. Payments must be guaranteed prior to removal of goods from the Exhibition venue.

**Please send a full pre-advise at least one day before arrival to:**

Fax : ++49 - 30 44 03 47 79

e-mail: [florian.wallmann@fairexx.com](mailto:florian.wallmann@fairexx.com)



## COURIER

### 6) COURIER SHIPMENTS

We strongly recommend Exhibitors not to send Courier shipments direct to your stand unless you have a member of your staff present to receive them.

If you do send goods by courier we suggest that you send them to our warehouse-address mentioned under **2) Roadfreight groupage and courier.**

For shipments sent directly to the stand no liability is accepted.

## FURTHER INFORMATION

### 7) **Late arrival surcharges**

Any shipments arriving after our deadlines that require Customs clearance will be subject to a late arrival surcharge of 25% on our official handling tariff.

### 8) **Insurance**

We strongly recommend that all exhibitors arrange Insurance cover to include Transit to and from the exhibition, whilst on display and in storage.

Please contact us for further information and rates.

## PAYMENT

### 9) **Please note following methods of payment accepted:**

- Bank Transfer : pls provide a copy of the Transfer Statement
- Credit Card : pls inform us of your card details in advance (not for customs expenditures unless with an additional service fee!)
- Cash : all major currencies accepted



## BASIC CONDITIONS

### 10) **Basic Conditions of Contract**

- All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the SLVS - liability policy, in conjunction with the conditions and rates for trade fair transportation.
- All special transport and crane services are based upon the „Basic conditions of contract for special transport and crane services - BSK“ latest edition.
- The liability of FAIREXX Logistics for Exhibitions GmbH as Fairs & Exhibitions Forwarder, ceases with deposit and restarts with collection of the freight at the exhibition stand, unconsidered of the exhibitors absence at the stand, irrespective of the submission of waybills at the exhibition forwarding agent's office. Place of jurisdiction AG Berlin for both sides.
- Our invoices will be due immediately after issuance without any further notice according to ADSp. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event or before return shipping of their exhibits.



Please Contact our Office:

All Pre-advices should kindly be sent 3 days prior to the arrival dates in Berlin by Telefax or email to :

CONTACT DETAILS

FAIREXX GmbH  
Marienstrasse 28  
12207 Berlin  
Germany

FAX ++49 (0)30 44 03 47 79

TEL ++49 (0)30 44 03 47 25

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