Important information for transport, handling and insurance of your exhibits for shows at Duesseldorf Trade Fair Centre

Dear Exhibitor,

Trade fairs will open whether you are ready or not. Often it is the proverbial trifle, which makes all the difference. We are the appointed official Trade Fair Forwarding Agent for all trade shows that take place on Duesseldorf fair site and would like to help by giving you a few tips on transport, storage and insurance of your ‘home stretch’, so to speak, we can assist you with your prior planning work. We shorten transportation routes and deal with all customs formalities.

In short – we provide a full service, before, during and after the show.

Whatever you have to exhibit – we take care of it.

Wishing you a successful participation and a pleasant stay in Duesseldorf

Yours faithfully

KÜHNE + NAGEL Expo Service
Team Duesseldorf
Your KÜHNE + NAGEL – Expo Service Team

Denis Gerlach  ☎️ +49 211 4546811 @ denis.gerlach@kuehne-nagel.com
Ingo Brottinger  ☎️ +49 211 4546822 @ ingo.brottinger@kuehne-nagel.com
Michael Reinhardt  ☎️ +49 211 4546820 @ michael.reinhardt@kuehne-nagel.com
Dominik Stamm  ☎️ +49 211 4546817 @ dominik.stamm@kuehne-nagel.com
Christina Hetjens  ☎️ +49 211 4546825 @ christina.hetjens@kuehne-nagel.com
Frank Kalthoff  ☎️ +49 211 4546816 @ frank.kalthoff@kuehne-nagel.com

+49 211 434549

Duesseldorf fairground
Kühne + Nagel (AG & Co.) KG
Messeplatz, gate 1
40474 Duesseldorf

We wish you a great show in Duesseldorf
• **Dispatch**

Small causes often have a great effect. This is why you should comply exactly with our addressing regulations. Please mark the hall and stand number in your shipment papers. This should be indicated clearly in any accompanying documentation.

We hope that you also understand that we can only accept consignments on freight prepaid terms.

• **Addressing by airfreight, truck, sea and courier shipment**

Please consign your exhibition to the following address:

Kühne + Nagel ( AG & Co. ) KG  
KN ExpoService  
Messeplatz, gate 1  
40474 Duesseldorf  
c/o shows name  
Exhibitor:  
Hall:  
Stand:

• **Courier service**

Please note that if you use the services of a courier company (such as DHL, FedEx, UPS, TNT, etc.) your goods will not be cleared through customs or be delivered to your stand by the courier company. It is therefore advisable to consign the goods to KN EXPO SERVICE (see “Addressing”). You will be liable for customs and handling charges, but this is to ensure your goods are delivered to your stand.

• **Deadlines – latest arrival days**

<table>
<thead>
<tr>
<th>Mode</th>
<th>Latest Arrival Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seafreight (LCL/FCL)</td>
<td>10 working days before show</td>
</tr>
<tr>
<td>Airfreight</td>
<td>2 working days before show</td>
</tr>
<tr>
<td>Truck</td>
<td>1 working day before show</td>
</tr>
</tbody>
</table>

**PLEASE READ AND CONSIDER TRAFFIC REGULATIONS / DELIVERY SCHEDULE OF MESSE DUESSELDORF GMBH !**

• **Assembly and Dismantling**

If you have unusual, highly sensitive or just heavy items - we can deal with it all. If you need cranes, fork-lifts truck and/or transport staff to set up your stand, please send us in advance your order or book them at our fair office in good time.

• **Papers and Documents**

We know all about customs formalities and know that there is no way of managing without papers and documents.

For temporary importation, we need:
Seafreight: 2 Originals and 3 copies of Bill of Lading 
3 copies of Commercial or Proforma Invoice 
1 original of Certificate of Origin (if applicable: Form-A, EUR.1,A.TR)

Airfreight: 2 copies of Air Way bill 
3 copies of Commercial or Proforma Invoice 
1 original of Certificate of Origin (if applicable: Form-A, EUR.1,A.TR)

- Marks and Packing / Commercial and/or Proforma Invoices

All pieces must be packed securely in order to avoid any damage during transportation by an international carrier. All packages should be clearly marked on two sides indicating the exhibitor’s name, hall and booth no., the gross weight and - this is of vital importance - the case or piece no. (e.g. 1/3, 2/3 and 3/3 if three pieces are being shipped).

In addition, commercial and/or proforma invoices are required. These should contain at least the following information:

- detailed description of the goods (incl. model and serial number/s) 
- value of every single item as well as total value (CIF Duesseldorf) 
- country of origin or manufacture

It will be of assistance to categorise the goods into exhibits, display stand materials and brochures, gifts and other give-away items. The latter are usually exempt from customs duties and taxes (expect for Food and Beverages)

- Empty Packing

What to do with empty packing?

Just call our fair office or leave them a short note. We will pick up crates, boxes and every other sort of packing and deliver it back again at the end of the fair. Please allow sufficient time for their return to your stand.

Please remember that we have to stick empty goods labels on each single item.

One very important point to note in this connection: we cannot accept any liability for items – intentionally or unintentionally - left in packing. The best thing is to give us such items separately with appropriate instructions.

- Storage

Your exhibits are safe in our hands, even if they cannot be placed on your fair stand immediately after arrival. We simply put them in storage. It simplifies your scheduling and protects them from being lost, too. Stored freight will be delivered to the stands according to exhibitors request -

We can also organize all your fair supplies which we can store and deliver daily as required. In both cases, we recommend that you play safe and make a written application for a storage insurance.

- Insurance

Even if the greatest possible care is taken things may go wrong and damage can be done. We strongly recommend that you take out a fair and exhibition insurance policy, covering all risks during transportation to the venue, during the fair itself and, if necessary, for the return journey.

We will be pleased to provide brokerage services. Safety always comes first, for you and for us.
• Return Transport

For the return journey of your exhibits, we can provide the right connection however they travel. Ask our staff, who will be pleased to advise on all transportation matters. Shipment orders must always be placed in writing.

You can obtain forms from our fair office. Under no circumstances you should make verbal agreements with our collecting staff or just stick labels on the exhibits intended for return transport. You might find that your shipment goods are not found until the halls are cleared or even that they are removed as waste.

• Import of alcoholic beverages

If you request to ship and to exhibit alcoholic beverages at the Duesseldorf-fairground, please note that for these special cargo, also special documentation is needed.

- Commercial invoice
- Packing list with the following details:
  1. kind of packing (tin, bottle, cask)
  2. Indication of content in litre per item
  3. Quantity of f.i. Bottles per carton / box
  4. Original wort
  5. Alcoholic content

Before you plan to ship alcoholic beverages, please make sure that, it is allowed to import them into Germany. Please note, that you have to pay the duties and taxes cash on the venue!!

• New Import Requirements for Solid Wood Packing Material into the USA (effective since 16.09.05)


_The rule requires WPM, such as pallets, crates, boxes, and dunnage used to support or brace cargo, to be treated and marked. In cases of noncompliance, the WPM will be subject to immediate export along with the accompanying cargo._

CBP is charged with the important mission of preventing terrorists and terrorist weapons from entering the United States, while also facilitating the flow of legitimate trade and travel. Facilitating trade includes administering the laws and regulations designed to prevent the introduction of pests and agroterrorism that could prove extremely damaging to the U.S. economy.

"The regulations on wood packaging material are necessary to ensure we avoid potentially severe damage to U.S. economic and agricultural interests," said CBP Director Michael C. Mullen, Office of Trade Relations. "I am asking the trade community to provide its full attention to this issue to ensure your company's compliance with this rule. Do not risk the exportation of your cargo because of noncompliant wood packaging materials."

The approved treatments for wood packaging material are 1) heat treatment to a minimum wood core temperature of 56ºC for a minimum of 30 minutes or 2) fumigation with methyl bromide. To certify treatment, the WPM must be marked with the following International Plant Protection Convention (IPPC) logo. Paper certificates of treatment will no longer be required or accepted.

Additional information on the enforcement of the wood packaging material regulations will be available soon at the U.S. Customs and Border Protection's Web site at [http://www.cbp.gov](http://www.cbp.gov).
Miscellaneous

No business relationship can manage without the small print. So - here are the most important points in brief:

All our business is exclusively transacted subject to the most recent edition of the German Forwarders’ Standard Terms and Conditions (Allgemeine Deutsche Spediteurbedingungen - ADSp).

According to § 23 ADSp, the legal liability for damage to goods as stated in § 431 HGB (German Commercial Code) is limited to 5 Euros/kg whilst in the care of a forwarder to 2 SDR/kg (Special Drawing Rights) for multimodal transports incl. sea transports as well as to an additional 1 million Euros or 2 million Euros per damage or event or else 2 SDR/kg depending on which amount is higher.

In addition the Fair and Exhibition Conditions are applicable.

For return transportation, our liability does not begin until the exhibits are collected from the fair stand. Forwarder liability does not commence at the same time as shipment papers are submitted to our office.

Our invoices do not allow a period for payment but require settlement immediately on receipt - without any deductions.

We hope, of course, that you will be more than satisfied with our services. In case you should have any justified reasons for complaint, please contact us in writing by no later than two days after delivery of the fair goods and enclose credible proof.