

☐ Complete order provided to Schenker Nürnberg?

☐ Correct shipping address?

Handling via warehouse:

Consignee: Schenker Deutschland AG
Messezentrum 1
DE-90471 Nuremberg

Notify: "Exhibitor name"

c/o "Exhibition name 2026"

Hall / Stand Number

Direct unloading from truck to booth:

Consignee: "Exhibition name 2026"

c/o "Exhibitor name",
Hall / Stand Number
Messezentrum 1
DE-90471 Nuremberg

☐ **All Products needs to be packed separately! IMPORTANT**

- **each carton sent needs a separate packing list**
 - o For each item inside the carton, we also need precise information about the product that corresponds exactly with the Commercial Invoice and Packing List you will provide us.

If you want to sent Food products and also advertising materials you need to follow following instructions

- Via AIR: 2 HAWB. 1 HAWB with the Food products – 1 HAWB with advertising materials
- Via SEA: 2 B/L. 1 B/L with the Food products – 1 B/L with the advertising materials

☐ Did you mark the correct Consignee on the shipment?

☐ Are all pieces numbered (1/X, 2/X)?

☐ All packages are packed properly?

If cargo has not been packed properly or any damage report has to be filed or any extra material, man power, equipment is required for repacking, etc., all these charges will be on your account. For airfreight: Please make sure that you don't include any lithium batteries in your shipment. If so, please ask for packing instructions and forms to fill in. If shipment is on hold because of not followed up packing instructions, Schenker is not responsible and all charges are for your account.

☐ Customs clearance (if required):

Correct issued Commercial Invoice?

- ☐ Sender / receiver (NOT Schenker) (e.g. exhibitor name, exhibition, hall/stand No.)
- ☐ Sales values of products based on DAP delivery terms
- ☐ Exact description of products (petfood or toy is not sufficient)
- ☐ **Detailed ingredients list in German** (Optional in English)
- ☐ HS codes (8 digets)
- ☐ Delivery terms (DAP is preferred)
- ☐ Invoice number/date/signature

Type of clearance?

- ☐ Permanent? We must have a written order for customs clearances!
- ☐ Temporary? - Please get in touch with us directly –

Please also note, a lot of product groups (electrical goods, toys, pressure equipment machinery, medical devices, etc.) have to show CE marking. The directives requiring CE marking you can see under: https://en.wikipedia.org/wiki/CE_marking

☐ Did you check our deadlines?

Shipped by	latest arrival date	at
LCL seafreight	20 working days before booth delivery	Hamburg port
FCL seafreight	upon request	Hamburg port
Airfreight (Food items)	21 working days before booth delivery	MUC/FRA airport
Airfreight	15 working days before booth delivery	Nuremberg airport
Courier/roadfreight (in bond)	10 working days before booth delivery	Nuremberg fairground
Courier/roadfreight (general)	3 working days before booth delivery	Nuremberg fairground
Truck under bond	all docs must be sent latest <u>6 days before unloading</u>	

Deadlines valid for customary/uncritical cargo (not containing any foods, animal-by products, weapons, alcohol etc.)

☐ Please check possible surcharges:

LATE ARRIVAL SURCHARGE: 100 % base is full amount of inbound handling bill

WRONG ISSUED Customs documents: 10 % base is full amount of inbound handling bill (without late arrival surcharge)

COURIER SHIPMENTS: 85 EUR / shipment arriving under customs bond

☐ Do you require empty / full good storage?

Yes? Please get in touch with us in advance or directly onsite in our Service Containers / Service office

☐ You will have a return shipment?

Please inform us during the exhibition and we will visit you at your stand area.
If you already placed the order with us, we will visit you automatically during the exhibition period.

Additional information:**General information about importation of food, goods of animal origin, pharmaceuticals, alcohol, endangered species, products with medical character****Plants/flowers/fruits/vegetables**

A phytosanitary certificate issued in the country of departure must accompany above mentioned goods. This is not needed for treated or finished food e.g. fruit-biscuits, canned fruits.

Protection of endangered species

The Washington Agreement for the protection of endangered species and wildlife is always applicable in respect of so-called "exotic Animal and Plant products"

Pharmaceuticals/products with medical character

Pharmaceuticals as well as products with medical character trait (e.g. Royal Gelee) are prohibited to be imported as they are considered as medicine

Alcoholic beverages

For the importation of alcoholic beverages following details need to be listed on documents
Bottle capacity, percentage of alcohol, total number of bottles, total amount of litres, kind of article , etc. (whisky, beer, liqueur...)

Products of animal origin (e.g. honey, mild products, products containing eggs, all kind of meat)

It is mandatory to have public health- veterinary certificate for all products which are of animal origin. Border Control at the first European border by veterinary office is binding. For those kind of goods there are special packing instructions (e.g. labelling, description of ingredients, eatby-date)

PLEASE SEE SEPARATE INFORMATION SHEET FOR PET FOOD**Forwarding agent's legal limited liability**

Our liability ends with delivery of cargo to the booth at requested time and starts with collection of the shipment (Please plan enough time to hand over of cargo, if your representatives leave goods unattended before / after fair at the stand it will be on their own risk).

Transport insurance

Every exhibitor should secure that all shipments are covered by a fully comprehensive insurance policy. It is advisable to insure the exhibition goods not only for the movement to Nuremberg but also for the duration of fair and, if possible, for the return transportation too.

Sales of exhibits

Goods can be sold during most of the exhibitions, if allowed by organizer, but it is completely **forbidden to remove temporary imported goods** from fairground before final clearance is finished. High customs fines will be the consequence! Please contact us if in advance if the temporarily imported goods are to be sold or given away.

Terms of payment

If your shipment is not handled by one of our partners, we have to ask you for payment in advance. We are accepting only online payment via credit card. Please contact us for this online payment service.

Base of contract

We operate exclusively in accordance with the latest version of the ADSp.
All our services onsite are made in the name and on behalf of NürnbergMesse GmbH.

If you have any further questions, please let us know and feel free to contact us:

E-mail: fairs.nuernberg@dbschenker.com

Phone: +49 / 911 – 81748 – 0

Fax: +49 / 911 – 81748 – 25

We wish you a successful show!

Your Domestic Fairs & Exhibitions Team Nuremberg:

Marco Geldner

Niklas Brecht

Diana Kleinlein

Heidi Hammer

Lukas Dietrich

Asma Taouil