



Shipping Guidelines

Hamburg

Kühne + Nagel (AG & Co.) KG
Expo & Event Logistics
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1 Location

Kuehne+Nagel Offices at Hamburg Exhibition Center

- 📍 Head Office inside foyer east (entrance east), next to hall B4
- 📍 Warehouse next to hall B4



2 Booking our Services

For bookings (e.g. Transport to / from the exhibition, handling of empty and full packing material, forklift orders, crane orders and so on), we kindly ask you to send us your request via mail.

2.1 Terms of Delivery

All shipments have to be sent on a **freight prepaid** basis to the below mentioned air- and seaports or to our warehouse. Shipments which are not shipped as freight prepaid, will **NOT** be accepted

2.2 Storage of empty and full packing

Empty packing

To finally confirm and arrange storage of empty packing, please call our office once empties are ready for collection (means well packed, labeled with KN empty storage labels). We will deliver it back **automatically** in the **evening / night as soon as possible (exact times cannot be confirmed)** at the end of the fair. Please calculate with enough time for the return of the packing material to the stand.

Full packing

Please give us such items like consumables, stand construction material (ladders) and tools separately with appropriate instructions. Stored full packing will be re-delivered only on exhibitor's request.

We cannot accept any liability for items – intentionally or unintentionally – left in packing.

If you require further information or need any other support, please get in touch with the Customer Excellence Team.

3 Time Schedule

To ensure on time deliveries, it is imperative that the shipments meet the deadline. Failure to comply with the latest arrival dates could result in non-delivery / late arrival / extra charges.

Arrival Seafreight shipments at Hamburg / Bremen / Bremerhaven Port



LCL
FCL

8 Working days prior to booth delivery date
5 Working days prior to booth delivery date

Arrival Airfreight Shipments at Hamburg Airport (HAM)



Foreign Countries
EU Member Countries

5 Working days prior to booth delivery date
4 Working days prior to booth delivery date

Arrival Of Part- & Full Trailers as well as Groupage Shipments



Part- & Full Trailers
Groupage Freight
Road Trade

On the same day of booth delivery
1 Working day prior to booth delivery date
3 Working day prior to booth delivery date

Pre-Alert Seafreight: Minimum 10 days prior ETA
Pre-Alert Airfreight: Minimum 5 days prior ETA
Pre-Alert Road Trade: Minimum 5 days prior ETA

In case you cannot meet the above mentioned deadlines, please inform us as soon as possible.

4 Transport Information, Markings, Documentation

4.1 Consignee Address for Air / Sea / Truck

To ensure a smooth inbound handling, please use the below shipping marks for **all** shipping documents such as Bill of Lading, AWB, Express Courier waybill or CMR

Kühne + Nagel (AG & Co.) KG
KN Expo & Event Logistics c/o

Name of exhibition

Exhibitor's name: _____ / **Hall:**____+ **Booth:**_____

Messeplatz 1
20357 Hamburg
Germany

Notify address (for air- and seafreight shipments):

KN Expo & Event Logistics, 20357 Hamburg

Incorrect information on the shipping documents will cause problems and delays.

4.2 Markings per Piece

All packages should be clearly marked on two sides, please use above KN Expo address or one of your / your partner's labels. We suggest to use at least two labels per piece.

In addition to above mentioned label, the following special marks should designate your cases, as far as necessary:

- For heavy pieces over 1.000 kg the **balance point** and **suspension point** must be marked.
- "**FRAGILE**"-Labels on all sides. And "**THIS SIDE UP**"-Labels on two sides.
- Of course other specific marks such as **dangerous goods** have to be on the cases as well. Dangerous Goods need to be packed in appropriate packing and separately from the rest of the shipment.

4 Transport Information, Markings, Documentation

4.3 Documents for Customs Clearance

For temporary or final customs clearance, please provide the following documents (copies are needed in advance, along with your booking):

- Bill of Lading, AWB, Express Courier waybill or CMR
- Commercial or Proforma Invoice as well as Packing List and EORI number, power of attorney

If applicable:

Certificate of Origin (Form-A), EUR.1, A.TR, Fumigation Certificate, DGR certificate

The **Invoice** has to contain following information:

- ✓ Name of the Exhibition, Location as well as Hall and Booth No.
- ✓ Shipper and Consignee Address
- ✓ Detailed description of the goods (incl. serial and model number/s)
- ✓ **VERY IMPORTANT:** Customs codes / H.S. numbers
- ✓ Value per every single item as well as total value
- ✓ Shipping term: **DAP Hamburg**
Country of origin or manufacture
- ✓ Number of pieces, dimensions and weight
- ✓ Place, Date, Signature and Stamp

Please categorise the goods into exhibits, display or stand building materials and brochures, gifts or other give-away items. Please take note of import restrictions.



EORI number is necessary for permanent customs clearance and as well for consumable items.

4 Transport Information, Markings, Documentation

4.4 Change in European customs law / EORI No. mandatory

From the beginning of 2011 each company that wants to import goods permanently into European Union needs a registration number, so called

EORI (Economic Operators' Registration and Identification System)

This number must be submitted only once and can be used for all future imports into European Union. To apply for this number, please use following link:

<https://www.formulare-bfinv.de/ffw/form/display.do?%24context=0>

Please add this number to your order. Without this number we are not able to start the customs clearance process

5 Import Restrictions

Because of strict import regulations in Germany, no food, beverages (especially alcoholic products), tobacco products, some silicon photovoltaic modules or products made of animal skins should be packed by, otherwise it can cause a delay or complete customs stop of the whole shipment.

Important for all types of electric devices, machinery, medical devices, USB-Stick etc. A “CE sign” incl. the following information is mandatory on device:

- non removable CE Sign
- German manual
- EC-Declaration of Conformity
- European Representative incl. address
- ID number

All these products can only be imported under special circumstances and will cause additional charges. For further inquiries or specific information, please do not hesitate to contact us.

Import of **Dangerous Goods** to an exhibition is also restricted. Therefore it is essential to contact us beforehand, if you are planning to ship Dangerous Goods as per ADR / RID / IMO or per IMDG-Codes or per IATA-DGR or other applicable DGR.



6 Packing

It is essential that each exhibitor ensures, the cases utilized to transport their exhibits and displays, are of sufficient strength and are waterproof.

Cases should be constructed with sturdy bases, have pre-fabricated sections and have been built as a bolted returnable container.

For heavy goods, the exhibits must be fixed on a base plate, to position it with a forklift on the booth.

The risk of damages and losing cartons is very high in case of sending single cartons on a pallet without proper packing. Therefore we suggest to send only closed and sturdy cases.

The approved treatments for solid wood packaging material are

- 1) heat treatment to a minimum wood core temperature of 56°C for a minimum of 30 minutes or
- 2) fumigation with methyl bromide.

To certify treatment, the WPM must be marked with the International Plant Protection Convention (IPPC) logo.



XX represents the ISO country code.
000 represents the unique number assigned by the national plant protection organization.
YY represents either HT for heat treatment or MB for methyl bromide fumigation.

7 Transport Insurance

We would like to mention that all work, which is undertaken by us, will be done at the owner's risk. We can offer an insurance upon request. Please do not hesitate to contact us.

8 Bank Information

Inbound and outbound charges, including customs duty deposit and other charges as per tariff or agreement, have to be paid by bank transfer or via credit card prior arrival of the cargo at the foreign destination.

Name of Bank:	Deutsche Bank AG, Frankfurt
IBAN:	DE03 5007 0010 0313 1331 00
BIC:	DEUTDEFF

9 Exemption from liability

Our commitment will end after the physical delivery of the exhibition goods to the booth, with no advertence if someone is there or not and will begin after the pick up of the goods after the end of exhibition.

We operate exclusively in accordance with the 2017 version of the Allgemeinen Deutschen Spediteurbedingungen – ADSp - (German Freight Forwarders' General Terms and Conditions). Particularly, we expressly refer to the deviating statutory liability limitations in clause 23 and 24 ADSp.

Therefore we can recommend you to cover an transport insurance.