

## Important information for the transport & handling of your exhibits

Schenker Deutschland AG  
Fairs/Special Transports  
Paul-Henri-Spaak-Straße 8  
81829 Munich  
Germany

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Telefon: +49 89 949-24300

### Addressing by truck,

#### **DIRECT UNLOADING AT THE EXHIBITION STAND:**

“Customer Name“ (exhibitor or stand builder)  
MOC Convention Center  
Lilienthalallee 40  
80939 MUNICH

fair: High End 2024  
hall /atrium #: -----  
stand /room #: -----

### Addressing by airfreight, truck, rail, sea and express mail, starting May 3<sup>rd</sup> 2024 (first day for delivery direct to warehouse MOC)

#### **ONLY FOR DELIVERY TO WAREHOUSE STARTING MAY 3<sup>rd</sup> 2024**

Schenker Deutschland AG  
Lilienthalallee 40 (MOC)  
80939 MUNICH

c/o  
fair: High End 2024  
customer: -----  
hall /atrium #: -----  
stand /room #: -----

...



Schenker Deutschland AG  
Sitz: Frankfurt am Main  
Registergericht:  
Frankfurt am Main  
HRB 51435  
USt-IdNr.: DE811228366

Vorsitzender des  
Aufsichtsrates:  
Helmut Schweighofer

Vorstand:  
Roland Dressler (Vors.)  
Michael Meyer

**Notification:**

Please send us by e-mail all dates of the transport (i.e.: AWB, B/L, Consignment) in advance, before shipping.

In order to provide the optimal service to you, it is essential to preadvise your consignments at least **5 days prior to the following deadlines** for shipments to [fairs.muenchen@dbschenker.com](mailto:fairs.muenchen@dbschenker.com) with data of

- number of packages, dimensions and weight of the consignment
- shipping number and freight forwarder
- preferred time and date for delivery to your booth

**Deadlines:**

Airfreight	10 days prior to booth delivery
Seafreight LCL	30 days prior to booth delivery
Seafreight FCL	20 days prior to booth delivery
Courier (DHL, FedEx, TNT, UPS,...)	5 days prior to booth delivery
Truck-freight <sup>*)</sup>	- acc. to the instructions of the exhibitor –

<sup>\*)</sup> please note that **ALL** trucks have to go via truck-check-in with cash-deposit of 100,- €

**Exhibition dates:**

set up	06.05. to 08.05.2024
showtime:	09.05. to 12.05.2024
dismantle	13.05.2024

**Opening dates of our warehouse at the MOC convention center**

- delivery possible from May 3<sup>rd</sup> 2024
- last day for collection at the warehouse Mai 17<sup>th</sup> 2024

Before or after this timeline please get in contact with the below mentioned team to confirm address for delivery or collection of goods

**Forklift trucks, empties and full good storage**

For order of onsite services at the convention center i.e.

- forklift trucks, pallet trucks
- storage of empties during the event
- storage of full goods (i.e. ladders, toolboxes etc.) during the event

you can also use our online order service at <https://fairs.dbschenker.com>  
Please ensure to place your order 5 days prior to date of need at least

**Customs and other important documents:**

(onsite customs office: **Garching-Hochbrück - exhibitions office** / NCTS-no. **DE007602**)

- commercial invoices, in **triplicate**, in **German or English**, with invoice date and number, separate prices and terms of delivery. Please keep value for give aways, samples and brochures low !
- harmonised customs goods number (HS - code)
- certificate of origin (especially for textiles)
- wood packing declaration (if applicable)
- customs authorisation
- brochures and pictures

**NEW** (since 1<sup>st</sup> of November 2009):

Exhibitors who have import-shipments to Germany, need an EORI-number.

You can get this number free of charge from German customs.

For further information please contact: [info.eori@zoll.de](mailto:info.eori@zoll.de) .

Without an EORI-number we can't make any kind of customs clearance.

The customs clearance will be executed at customs in name of exhibitor - directly represented.

**Packing:**

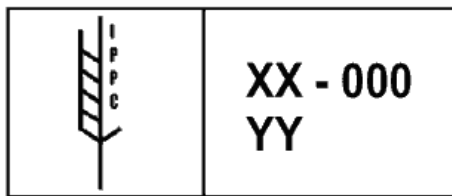
All packing should have the highest possible standard. If the exhibits are intended to be reshipped, the cases must be re-useable.

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 Munich - 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.



1. IPPC Logo
2. ISO country code (= xx)
3. unique number assigned to the company that has carried out the fumigation, namely a national plant protection organization (= 000)
4. method of fumigation (=YY)  
HT: heat treatment / MB: Methyl Bromide

**DGR goods:**

Transportation of Dangerous goods shipments must be marked and need all relevant documents and declarations must be available (UN Number or identification Number / Class or Division - subsidiary hazard / Packing Group) This also counts for lithium batteries / cell phones / laptops and Liquids that fall within the hazard classification.

**Empty packing:**

We will pick up empty crates, boxes and every other sort of packing material and will deliver it back automatically after the end of the fair.

**Payments:**

Our invoices are raised to the forwarding agent charges, which are approved by Messe Munich and calculated on a net basis. Schenker reserves the right to carry out a credit assessment of each individual order. If the creditworthiness is assessed negatively by Schenker, Schenker has the right to invoice the ordered services in advance by online payment.

**Your SCHENKER team at Munich fairground + MOC:****On - site handling (trucks and forklifts)**

Mr. Achilleas Stefanis      ++ 49 / 89 / 3241125

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[fairs.muenchen@dbschenker.com](mailto:fairs.muenchen@dbschenker.com)

**Customs formalities / International transports**

Ms. Lina Wagenzink      ++ 49 / 89 / 949 24 351

Mr. Hueseyin Gueneruz      ++ 49 / 89 / 949 24 327

Mr. Oguzhan Turgut      ++ 49 / 89 / 949 24 349

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