

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

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

fairs.muenchen@dbschenker.com  
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 2025  
hall /atrium #: \_\_\_\_\_  
stand /room #: \_\_\_\_\_

**Addressing by airfreight, truck, rail, sea and express mail,  
starting May 8th of 2025 (first day for delivery direct to warehouse  
MOC) ONLY FOR DELIVERY TO WAREHOUSE STARTING**

#### **MAY the 8th of 2025**

Schenker Deutschland AG  
Lilienthalallee 40 (MOC)  
80939 MUNICH

c/o  
fair: High End 2025  
customer: \_\_\_\_\_  
hall /atrium #: \_\_\_\_\_  
stand /room #: \_\_\_\_\_

### **Notification:**

**Please send us pre-alert with the necessary documents before shipping the goods!  
For international shipments: waybill + commercial invoice/ packing list incl. international  
HS-codes for each materials/Position on the invoice. For Shipments without pre-alert  
surcharges apply.**

...



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

Wir arbeiten ausschließlich auf Grundlage der Allgemeinen Deutschen Spediteurbedingungen 2017 - ADSp 2017 - und - soweit diese für die Erbringung logistischer Leistungen nicht gelten - nach den Logistik-AGB 2019.  
Hinweis: Die ADSp 2017 weichen in Ziffer 23 hinsichtlich des Haftungshöchstbetrages für Güterschäden (§ 431 HGB) vom Gesetz ab, indem sie die Haftung bei multimodalen Transporten unter Einschluss einer Seebeförderung und bei unbekanntem Schadenort auf 2 SZR/kg und im Übrigen die Regelhaftung von 8,33 SZR/kg zusätzlich auf 1,25 Millionen Euro je Schadenfall sowie 2,5 Millionen Euro je Schadenereignis, mindestens aber 2 SZR/kg, beschränken.  
Informationen zum Umgang mit Ihren personenbezogenen Daten bei uns entnehmen Sie den Datenschutzhinweisen unter [www.dbschenker.com/de/datenschutz](http://www.dbschenker.com/de/datenschutz)  
Die Zertifizierungen unseres Unternehmens finden Sie auf unserer Website unter [www.dbschenker.com/de/zertifizierungen](http://www.dbschenker.com/de/zertifizierungen)

**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@dbshenker.com](mailto:fairs.muenchen@dbshenker.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 200,- €

**Exhibition dates:**

set up	12.05. to 14.05.2025
showtime	15.05. to 18.05.2025
dismantle	18.05. to 19.05.2025

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

- delivery possible from May 8<sup>th</sup> 2025
- last day for collection at the warehouse May 23<sup>th</sup> 2025

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.dbshenker.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.

**Dual Use goods:**

The Client assures and warrants compliance with all export control regulations to which they are subject, including anti-boycott provisions, sanctions requirements and sanction list screening in relation to import, export, customs clearance and national transactions, in the performance of their duties as per this Agreement at present and in future. He is responsible for obtaining all necessary licenses, approvals, permits and/or exemptions. Particular care must be taken when exporting dual-use goods (in accordance with Annex I of the EU Dual-Use Regulation), goods listed in Part 1 Section A or B of the German Export List and with regard to applicable embargo regulations.

**CE Marking Obligation:**

A marking obligation exists only if your product is subject to relevant EU regulations that mandate CE marking. Please ensure that you are informed about these regulations

Technical Documentation: All technical documentation must be prepared to demonstrate the conformity of your product. As the manufacturer, you are solely responsible for declaring compliance with all applicable regulations.

Prohibition of Non-Compliant Products: Products falling under specific directives may not be placed on the market without the CE mark. If the importer fails to comply with the relevant directives, this violation may result in fines and withdrawal of goods from the market.

Compliance Checks: Checks will be performed on products based on the following criteria:

- Is the CE mark present and correctly applied?
- Is the product identifiable, and are the manufacturer details accurate?
- Is a German user manual included, along with necessary usage and warning instructions
- Is there a correct declaration of conformity available?
- Could the product cause radio interference?

For further information, please refer to the European Commission's website on trade:

[European Commission - Trade](https://ec.europa.eu).

<https://ec.europa.eu>

**Packing:**

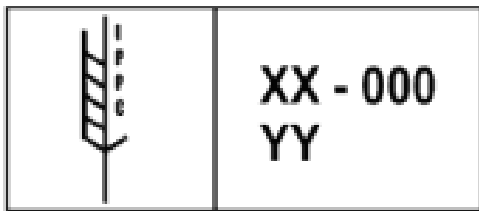
All packing should have the highest possible standard. If the exhibits are intended to be reshipped, the cases must be re-useable.

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

[achilleas.stefanis@dbschenker.com](mailto:achilleas.stefanis@dbschenker.com)

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

**Customs formalities / International transports**

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

[lina.wagenzink@dbschenker.com](mailto:lina.wagenzink@dbschenker.com)