Schenker Deutschland AG – Berlin Branch Office – has been appointed by EDTNA/ERCA as the exclusive logistic partner for this event. To ensure smooth handling of exhibits, please read carefully all points of these guidelines. Failure to comply with any of these points is likely to create problems and additional expenses. All our services will be invoiced according to our official handling tariff.

Contacts:
Axel Schiek
Schenker Deutschland AG
DB SCHENKERfairs
14055 Berlin
Phone: +49 (0) 30 301 2995 - 451
Fax: +49 (0) 30 301 2995 - 459
axel.schiek@dbschenker.com
Please consider the lift capacity to the 1st and 2nd level at ICE Krakow. The 1st level can also be reached over a ramp - to book a forklift is recommended.

→ Lift Capacity: max. 400 kg / Door dimensions: Width: 80cm x Length 140cm x Height: 200cm

Taller pieces cannot be handled by DB Schenker!

1. CONSIGNING INSTRUCTIONS AND LATEST ARRIVAL DATES

→ All shipments must be shipped “prepaid”.
→ A pre alert with your instructions will be needed 3 working days prior to the shipments arrival.
→ Schenker can not guarantee any performance in time - in case of late arrival / missing prealert (as per point 5.) and incur to additional costs.

a) Air-, Road-, Consolidation or Courier shipments via warehouse:

→ Deadline for arrival at airport / warehouse: NON EU goods: on request
→ Deadline for arrival at warehouse BERLIN: EU goods: 1st Sept. 2017

Consignee: address of advanced warehouse:

Schenker Deutschland AG
Jafféstr. 2
14055 Berlin – GERMANY
Axel Schiek: +49-30-301 2995 451
Notify: EDTNA/ERCA 2017
Exhibitor’s name....; Stand number: ...
Stand delivery on: “dd.mm.2016, time: ….”

ONLY EUROPEAN UNION GOODS!

b) Trailer / full loads: direct arrival at ICE Congress Center Krakow:

Only during official set up and break down times!

ICE Congress Center Krakow
c/o EDTNA/ERCA 2017
30-302 Krakow ul. Marii Konopnickiej 17
Exhibitor’s name....; Stand number: ...

→ Please pre alert any direct truck delivery to us! Forklifts must be booked minimum 5 days in advance!

2. CUSTOMS CLEARANCE OF NON-EU CARGO:

Please ensure that we receive 2 original (air) waybills and 2 original and 3 copies of invoices and packing lists. The invoices and packing lists must be in German language, printed on your company letterhead including the following information:

* invoice number and date
* full description of all items including serial & model number
* harmonized standard code of each customs item
* gross / net weight in kilos, sizes in centimetres of each case
* unit & total CIF values of each case
* declaration “the invoiced goods are of ...(country)... origin and are intended for display purposes only.”
Please also note that for most countries there are restrictions for consumable items such as foodstuffs and alcohol to be imported to Spain. These items will be subject to special procedures and documentation. CE signing needs to be on the goods and on shown on the original/packing when required by European import regulations.

Customs docs must be checked by Schenker Berlin prior to sending out the goods.

Please prepare separate documents for items under temporary and permanent importation. Also the packing of temporary and permanent materials needs to be done separately.

3. MARKING AND PACKING

To minimise the risk of damage which may occur during the transportation, handling, loading, unloading, internm. storage, transport to stand / vice-versa, it is necessary to use solid case or crate packaging.

Foreign cargo is subject to a Customs examination on import and re-export, as well. A highest standard packing method is required with padlocks on the cases, crates, that easily can be opened and re-sealed. Keys of the padlocks must be attached on AWB/CMR, in order to enable the Customs officer to open the padlocks.

Packages like wooden crates, pallets must be marked as per “ISPM No. 15/IPPC” Standards.

In order to secure delivery of exhibition shipment without loss of any packages, All packages have to be clearly marked with the following details:

- EDTNA / ERCA 2017
- Exhibitor’s name
- Hall no. / Stand no.:
- Case No’s

4. PREALERT INSTRUCTIONS

In case you are not shipping with our recommended DB SCHENKER fairs office or agent in your country, please make sure that Schenker Deutschland AG in Berlin (e-mail as a.m.) receives full shipping details, so that your consignment can be monitored in order to avoid delays and additional costs.

Inbound instructions:
- Exhibitors name / standbuilder / stand number
- contact at stand / phone number
- shipment details (AWB, Courier-Tracking number, dimensions, weight, for foreign goods: Combined commercial invoice & packing list (incl. H.S.Codes), copy of CARNET ATA...)
- requested date & time for delivery to stand
- billing address

Outbound instructions: (if service will be required)
- contact at stand / phone number
- for a return transport: full address + contact + tel. from consignee
- billing address
5. **BASIS OF CONTRACT:**

Since all contracts contain the fine print, we would like to point out the most important aspects as follows:

We operate exclusively in accordance with the Allgemeine Deutsche Spediteurbedingungen 2017 - ADSp 2017 - (German Freight Forwarders' General Terms and Conditions 2017) and - if they do not apply for performing logistics services - with the Logistic-AGB (General Terms and Conditions of Logistics-Services Providers), as of March 2006. Note: In clause 23 the ADSp 2017 deviates from the statutory liability limitation in section 431 German Commercial Code (HGB) by limiting the liability for multimodal transportation with the involvement of sea carriage and an unknown damage location to 2 SDR/kg and, for the rest, the customary liability limitation of 8,33 SDR/kg additionally to Euro 1,25 million per damage claim and EUR 2,5 million per damage event, but not less than 2 SDR/kg.

DB Schenker Fairs offers the highest quality with certification in compliance with DIN EN ISO 9001:2008 - convince yourself of the highest standard and quality!

In addition the Fair and Exhibition Conditions are applicable. The "Bundesfachgruppe Schwertransporte und Kranarbeiten (BSK)" terms and conditions are the basis for heavyload orders.

Place of jurisdiction: Berlin

We would like to advise that it is the responsibility of each exhibitor to arrange a transport insurance covering transport to the exhibition, time during the exhibition and the return transport. Ask our branch office in your country or our Berlin office for assistance. An on-site handling insurance policy is provided automatically.

The liability of the forwarding agent ends upon unloading of the goods at the exhibitor’s stand, even if the exhibitor or his representative is not yet in attendance. Delivery is made from the first official assembly day at the designated exhibition stands. In case of return transportation, liability on the part of the forwarding agent does not take effect prior to collection from the stand, even if the transport documents are previously deposited at the office of the forwarding agent.

Furthermore all work is undertaken at owners risk. The exhibitors are liable for damages and additional cost resulting from the incorrect declaration of the weights and measurements of the packages, as well as the description of the content mentioned on the invoice / packing list.

Mode of Payment
All invoices for this exhibition are due immediately without deduction. We will be happy to provide you with our bank details on request. Alternatively you can provide us with your credit card for payment. We accept MasterCard and VISA credit cards.

We hope that you will be more than content with our service. In case you do have a claim or complaint, please contact us in writing latest 2 days after the delivery of your exhibition goods.

We wish you a successful exhibition

Your DB SCHENKER Fairs-TEAM
1. AGENCY FEE / COMMUNICATION CHARGES

per shipment / per trailer / each way  
EURO 60,00

2. GROUPAGE Cargo via freight Terminal Berlin*

➔ Transfer from free arrival our warehouse in Berlin up to delivered exhibition stand, one time placement or vice versa; excluding: customs procedures
➔ rates valid: Mo.-Fr. 8:00-17:00 (surcharges as per no. 7)

<table>
<thead>
<tr>
<th>Per shipment</th>
<th>per 100kg</th>
<th>Minimum 4 cbm</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1 cbm = 333 vol.kgs/ 1 loadingm.=5cbm)</td>
<td></td>
<td>EUROS 62,00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EUROS 248,00</td>
</tr>
</tbody>
</table>

3. DIRECT UNLOADING at ICE Krakow - Only European Union Goods!* 

➔ Including delivery to stand
➔ Please consider the freight lift capacity mentioned on page 2!
➔ rates valid: Mo.-Fr. 8:00-17:00 (surcharges as per no. 7)

<table>
<thead>
<tr>
<th>Lifting from truck by 3 to forklift</th>
<th>per beginning 100kgs</th>
<th>EURO 11,50</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 loading meter truck</td>
<td>lumpsum</td>
<td>EUROS 575,00</td>
</tr>
<tr>
<td>13,6 loading meter truck</td>
<td>lumpsum</td>
<td>EUROS 1.150,00</td>
</tr>
</tbody>
</table>

4. HANDLING OF EMPTIES / FULL GOODS*

<table>
<thead>
<tr>
<th>collection of empty packages, storage and re-delivery after end of the show</th>
<th>per beginning cbm</th>
<th>EURO 48,00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum</td>
<td>3 cbm</td>
</tr>
<tr>
<td>collection of full goods, storage and re-delivery after end of the show</td>
<td>per beginning cbm</td>
<td>EURO 58,00</td>
</tr>
<tr>
<td></td>
<td>Minimum</td>
<td>3 cbm</td>
</tr>
</tbody>
</table>

5. AIRFREIGHT

➔ Upon request

6. CUSTOMS CLEARANCE

➔ Upon request

7. SURCHARGES / OTHER SERVICES

* Surcharge: Mo.–Fr. 17:00–20:00  
+ 25 %
* Surcharge: Mo.–Fr. 20:00–07:00  
+ 50 %
* Surcharge: Saturday  
+ 50 %
* Surcharge: Sunday & Bank Holiday  
+ 100 %
Forwarding agency insurance  
on request
3rd party charges  
as per outlay + 10% outlay fee

➔ Rates apply vice versa!