Schenker Deutschland AG – Berlin Branch Office – has been appointed as the sole official / 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.
1 General Information

1.1 Contacts:

Schenker Deutschland AG
Berlin - Messe
14055 Berlin

Phone: +49 (0) 30 301 2995 - XXX
Fax: +49 (0) 30 301 2995 - 459
Email: fairs-abroad.berlin@dbschenker.com

Contacts: Direct dial: Email
Karina Wäsche - 455 Karina.Waesche@dbschenker.com

1.2 Delivery addresses / Deadlines

→ groupage/courier cargo

Consignee: Schenker Italiana S.p.A.
Fairs And Exhibition W/house – PB8
Via Spinelli – Porta 155
Rif. Maurizio Deplano
20068 Peschiera Borromeo Mi

Notify: <EDTNA/ERCA 2018, Genoa> <Hall & Booth-Nr.>

Description: Exhibition Goods for EDTNA/ERCA 2018

→ air freight

Consignee: Upon request
Notify: <EDTNA/ERCA 2018, Genoa> <Hall & Booth-Nr.>

Description: Exhibition Goods for EDTNA/ERCA 2018

→ sea freight upon request

Deadlines:
- pre alert to Schenker: min. 10 working days prior to arrival
- arrival via international - NON EU freight: upon request
- arrival via groupage cargo / courier (EU): 11th September 2018

IMPORTANT! For not pre-alerted shipments arriving at our warehouse or shipments arriving after above mentioned deadlines, a late arrival surcharge is applicable. Also we cannot guarantee the delivery to your stand on time. All shipments must be sent „PREPAID“. For the clear identification of your shipment we kindly ask you to mark all your packages according to our „Notify“-data. All our services will be invoiced according to our official handling tariff.

Please note that global express courier companies (DHL, UPS, FEDEX) do not enter exhibition halls for direct delivery of materials to your stand. For this reason we offer our courier shipment service that includes the receipt, registration and stand delivery of your shipment. We are only able to accept courier shipments if they have been pre alerted/consigned to our DB Schenker office in Berlin and contain correct consignment details.
1.3 Delivery address for part and full truck loads (direct delivery to stand)

Only during official set up and dismantling times!

Set Up dates and times:

13th September: 12:00-20:00
14th September: 08:00-20:00
15th September: 08:00 – 16:00 // 12:00 – 16:00 Decoration only

Break Down dates and times:

17th September: 17:30 - 22:00

Dimensions of Freight Lift

Please solely use the following delivery address:

Porto Antico di Genova – Centro Congressi
Calata Molo Vecchio, 15/ Magazzini del Cotone – Modulo 5
16128 Genova

Notify:
Exhibitor’s name....;   Stand number: ...  Standbuilder: ...
All direct arriving trucks must be pre alerted to Schenker Berlin at least 10 working days prior unloading. To avoid long waiting time of your truck, we will confirm off-loading / re-loading timeslot to you in advance. We will reserve the timeslots according to first-come-first serve method.

1.4 Marking & Packing

To minimise the risk of damage which may occur during the transportation, handling, loading, unloading, interm. 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 2018
- Exhibitor’s name
- Hall no. / Stand no.: c/o Stand builder (if relevant)
- Case No.: … of …

1.5 Pre-advice Instructions

In case you are not shipping with our recommended DB SCHENKERSAIRS 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
2 Handling at the Exhibition

2.1 Storage

We will be happy to take your empty packaging material into temporary storage during the show. Please let us know timely if you require this service. For items, which were left in the empty packaging materials – on purpose or by accident – we cannot be held liable. We suggest storing those materials as full goods. All empties will be measured during the collection of the materials. Please check the noted dimensions on the work receipts you will receive immediately. Later complaints will not be accepted.

The storage of exhibits, full goods or accessible storage is not possible.

2.2 Technical Equipment

The use of own forklifts, electrical pallet trucks, scissor lifts is prohibited. Technical equipment will solely provided by Schenker. We will be happy to provide you with our rates for this on request.

2.3 Return shipments

Since the dismantling schedule is usually very tight, we kindly ask you to check and book with us the recollection from your stand and the return transport prior to the show or at least 24 hours before the end of the show. If changes or additional shipments arise you can let us know later as well.
3 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
4 On-Site handling tariff

4.1 Agency Fee / Communication Charges

| Agency Fee Per order/Per way | Minimum | EURO 55,00 |

4.2 Handling of Courier- and Groupage Shipments via advanced warehouse

- Transfer from free arrival advanced warehouse in Milano up to delivered exhibition stand, one time placement or vice versa; excluding: customs procedures; (1cbm=333 vol.kg)

| Per Shipment | per beginning 100 kg Minimum | EURO 84,00 |

4.3 Direct lifting from truck and delivery to stand

- 3to forklift with driver for direct lifting from truck and deliver to exhibition booth

<table>
<thead>
<tr>
<th>Lifting from truck by 3to forklift</th>
<th>Per beginning cbm. Minimum</th>
<th>EURO 42,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 loading meter truck</td>
<td>lumpsum</td>
<td>EURO 294,00</td>
</tr>
<tr>
<td>13,6 loading meter truck</td>
<td>lumpsum</td>
<td>EURO 580,00</td>
</tr>
</tbody>
</table>

4.5 Storage of empties and full goods

- Collection from booth, storage and re-delivery within the begin of the dismantling period

| Handling of empties (empty packaging) | Per beginning cbm/colli Minimum | EURO 66,00 |

4.6 Airfreight via

- upon request

4.7 Customs clearance

- upon request

4.8 Surcharges and additional costs

<table>
<thead>
<tr>
<th>Late/unknown booking/arrival surcharge</th>
<th>Arrival after deadlines</th>
<th>% 30,00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime surcharge</td>
<td>Mon.-Fri. 17:00 – 22:00 H</td>
<td>% 50,00</td>
</tr>
<tr>
<td>Saturday surcharge</td>
<td></td>
<td>% 75,00</td>
</tr>
<tr>
<td>Sunday &amp; Bank Holidays surcharge</td>
<td></td>
<td>% 100,00</td>
</tr>
<tr>
<td>Forwarders insurance</td>
<td></td>
<td>As per Outlay</td>
</tr>
</tbody>
</table>