

24nd IKA/Culinary Olympics & INOGA
22th - 25th October 2016

Dear Sirs,

Schenker has been advised that you are planning to attend the above-mentioned event at Erfurt fairground. We would like to assist with our experience and know-how in order to make your planning's more comfortable and easy. Please find below our transport guidelines including all necessary information to get your exhibition material to your exhibition stand just in time.

Transport guidelines
Address information

Attention to detail often has benefits. Therefore, we kindly ask that you comply exactly with our addressing regulations and show the hall and stand number on your consignment, accompanying documentation and on all other correspondence.

Official fairground forwarding agent:

Schenker Deutschland AG
Binderslebener Landstraße 100
D-99092 Erfurt

Address / Marks:

IKA/Culinary Olympics & INOGA

Exhibitor: _____
Hall No./Stand No: _____
Gross weight/kgs: _____
Net weight/kgs: _____
Dimensions: _____ (L X W X H in cms)

**Delivery / direction to the warehouse of
Schenker Deutschland AG:**

via Binderslebener Landstrasse 100
DE - 99092 Erfurt

Assembly and dismantling:

Important information concerning delivery of exhibition goods to the fairground and to the exhibition stand:

Please understand that we only can accept deliveries with term of delivery "free arrival". We kindly ask you to use the above-mentioned address for your consignment documentation and the marks on your outer packaging of your exhibition goods.

Starting from the first official assembly day, which is fixed by the organiser of the exhibition, we are allowed to deliver consignments into the exhibition halls and to the various exhibition stands. You will find all necessary information about assembly and dismantling times in the exhibitor's manual you have received from the organiser.

The liability of the forwarding agent at the fairground ends with delivering the exhibition goods to the exhibition stands, regardless of whether your representative is present or not. We strongly recommend that the representative of the exhibiting company should be at the exhibition stand to take delivery of the consignment and to sign an official receipt.

Assembly:

Organisation of deliveries from the Schenker warehouse to your exhibition booth:

- Delivery upon request
Give us a call when you arrived at Erfurt fairground and at your exhibition booth. Delivery procedure will be started right after receiving your call. Waiting times are depending on the quantity of deliveries to be handled on request at this time.
- Agreement before your arrival at fairground / fix date and time:
Prior to your arrival at Erfurt fairground and at your exhibition booth we can agree that we are delivering the consignment at an agreed date and an agreed time. But a representative of your company should be present at this time to receive the consignment, because we will proceed with the delivery of the cargo to the booth at the agreed time in any case and we will definitively leave the goods there. Our responsibility ends with placing the consignment at your exhibition booth.

Dismantling:

Please be aware of the risk to leave your consignment at your exhibition booth unattended. In this case Schenker will not take over any responsibility and also the insurance will not cover damages or thefts.

Consolidated cargo can be stored at our warehouse at the fairground until the representative of the exhibiting company will be available at the exhibition stand to receive the consignment. You can inform us either in written form (e-mail, fax) prior to the exhibition or shortly by phone upon your arrival at fairground to advise what time you want Schenker to deliver your consignment to the exhibition stand. But please be aware of the fact, that there possibly might be waiting times, because of late delivery instructions from your side.

You can send us the necessary information for delivery of your consignment to your exhibition stand by fax, e-mail or letter, or just return form number 12/S3.30 out of the exhibitor's manual to us. Handling charges for consignments, which have been sent by forwarding companies other than the Schenker organisation or its partners, have to be paid before delivery to the exhibition stand. For payment, please visit our office, which is located in the main building at the fairground.

Delivery deadlines

Your business success at the exhibition is, beside much other point's dependant on the punctual arrival of your exhibition goods at the fairground and at your exhibition stand. We recommend you contact our office or one of our worldwide networks of offices and partners in advance to receive the relevant cargo shipping deadlines, to ensure timely delivery to your stand area.

Please find below our arrival deadlines for cargo, please ensure that your shipping company / freight forwarder is notified of these well in advance.

- **SEA- / OCEANFREIGHT**

We can provide full service from free arrival seaport up to delivered exhibition stand at the Erfurt fairground, including all necessary customs formalities.

Port of arrival (mentioned on the Bill of Lading) should be either Seaport BREMEN or seaport HAMBURG, the vessel may not arrive there later than

FCL (=full container) September 30, 2016

(from that point taking the container from the shipping line until arrival at Erfurt fairground we need approx. 4 work days bay railway and 3 work days by truck)

LCL (=less container) September 26, 2016.

But we also arrange clearance and on forwarding from other European ports.

To organise the clearance and delivery of your consignment, we need the following documents:

- Ocean Bill of Lading (or copy of Sea waybill)
- Written confirmation/order for taking the exhibition goods from the seaport, clear them through customs and deliver them to the fairground
- 2 sets of commercial invoices (original signed) in English or German language, stating country of origin/quantity/value and description of products
- Packing list in English language including the specification of the content of each package. Please number your packages for example like 1 / 2; 2 / 2.

- **AIRFREIGHT**

We can also provide a reliable and efficient service from free arrival Frankfurt airport up to delivered exhibition booth at the Erfurt fairground, including all necessary customs formalities.

Airport of destination (mentioned in the Airwaybill) has to be Airport FRANKFURT and consignment may not arrive there later than October 09, 2016.

To organise the clearance and delivery of your consignment within time frame, we need the following documents correctly issued:

- 2 sets of commercial invoices (original signed) in English or German language, stating country of origin/quantity/value and exact description of products
- Packing list in English language including the specification of the content of each package. Please number your packages for example like 1 / 2; 2 / 2.

To enable us to process your consignment as quickly as possible please ensure timely arrival of your consignment, we need a copy of the shipping documentation to include a Master Airwaybill, shipping invoice(s) and any other necessary documentation / certificates required to clear your goods through customs. We ask you to contact our office for advice on any additional documentation that may be needed.

Important: Wednesday 3rd October 2016 is our national Holiday and the office will be closed.

Late arrival surcharges for air-/oceanfreight:

You surely understand that especially the customs procedures are taking time. Furthermore the on forwarding from seaport/airport needs an amount of time. Therefore it is very important, that your consignment catches the deadlines.

Please note that we will bill you late arrival fees if cargo arrives later than stated in the airfreight/oceanfreight deadlines or if there will be delays because of incomplete documentation:

Euro 5,00 per day and per 100 kg
Maximum Euro 150,00 per shipment

- **Consolidated cargo by truck**

Consolidated cargo, which will be delivered early before the exhibition or which will be delivered before the representative of the exhibitor will arrive at the fairground, can be stored in our warehouse at the fairground (for our delivery address, please refer to the first page). This might secure against loss or theft of your consignment and makes your time schedule easier.

- **Complete loading / complete trucks**

We are not allowed to unload trucks and deliver consignments directly to the exhibition stand before. Please note that a representative of the exhibiting company has to be present at the exhibition stand during the unloading procedure to sign the documentation and work sheets for our company. Forklift bookings and reservations have to be made early before the exhibition starts (if possible 5 weeks prior to the show).

- **Personnel and equipment for unloading/working at your exhibition booth**

We kindly ask you to make your schedule as early as possible; please let us have the details of needed personnel and equipment at least 2 weeks prior begin of the exhibition.

GERMAN CUSTOMS FORMALITIES AND INFORMATION

We are fully aware of the Customs requirements and clearance cannot be affected without the correct documentation.

1. IMPORT OF EXHIBITION GOODS

The Customs Law of the European Community distinguishes between the following methods of import customs clearance of exhibition goods:

a) Temporary Customs Clearance

If you are not sure as to what will be happening to your exhibition goods after the end of the exhibition (if you are able to sell it, if it's going back etc.?), you have the possibility to import them on a temporary basis first.

In this case a special customs document will be issued by us. It states that the products mentioned in this temporary import document are under bond and therefore under supervision/registration of the German Customs Authorities, your company is allowed to show the products at the exhibition, but you are not allowed to take them away from the fairground without further customs clearance.

Therefore we kindly ask you to contact us as soon as you have made a decision.

Necessary documentation for temporary import:

- 2 sets of the commercial invoice in German or English language with following details: quantity of products, description of products, value per item and total value.
- if there is the possibility to get a certificate of origin from your chamber of commerce for this kind of product, we will need the original. At least, please mention the country of origin for each product on the commercial invoice

b) Customs Clearance of give-aways, leaflets and low value goods

This way of customs clearance means that you do not have to pay duty or German import turnover tax and that the merchandise is **not in bond**.

But we are only allowed to do this way of customs clearance if the following terms are met:

- Invoice value not higher as Euro 22,00.
The customs clearance of low value goods is mostly used for literature, leaflets, data sheets, catalogues, office supplies, samples as give-aways while the exhibition. List these items on a **separate** commercial invoice and fill in a unit value per piece and the total value of Euro 22,00 per shipment. This way of customs clearance means that you do not have to pay duty and German import turnover tax.
- Invoice value between Euro 22,00 and Euro 150,00.
The customs clearance of low value goods is mostly used for literature, leaflets, data sheets, catalogues, office supplies, samples as give-aways while the exhibition. List these items on a **separate** commercial invoice and fill in a unit value per piece and the total value between Euro 22,00 and Euro 150,00 per shipment. This way of customs clearance means that you do not have to pay duty but German import turnover tax.

c) Permanent/definitive Customs Clearance

This way of customs clearance means that you have to pay the duty and German v.a.t. (=19 %), but afterwards the merchandise can be in free circulation within the EC. In this case the products are for your free disposal.

Necessary documentation for definitive import:

- *Your written order for definitive customs clearance including the information on which name we should clear it (buyer, distributor, your company)*
- 2 sets of the commercial invoice/pro-forma invoice in German or English language issued to the name of the importer
- packing list
- If there is the possibility to get a certificate of origin from your chamber of commerce for this kind of product, we will need the original. At least, please mention the country of origin for each product on the commercial invoice

IMPORTANT: Please do not send any beverages, food, vegetables, spice, alcoholic drinks and tobacco - of all kinds to Germany !

2. EXPORT OF EXHIBITION GOODS

a) Return transport of temporary imported exhibition goods

If your products are under bond, this means temporary customs cleared, we have to do a further customs clearance to re-export your goods to the country of export or another country. The re-export is not possible without a transit declaration (=T-1 document).

If you decide to send your cargo back by another forwarder other than SCHENKER, please instruct your forwarding agent to get in contact with us. In this case we also need written instructions from your company to release your consignment to your forwarding agent. Please also send us their contact information, such as full address, person in charge and telephone number.

It is very important for the export customs declaration to have an original commercial invoice with the following details:

- Consignee address
- Country of origin
- Commercial value per item and total value

b) Export of goods in free circulation or products with German origin

In case you want to forward your goods to a non EU Member or EFTA State we can assist you with the Export documentation and preparing for you the customs export declaration.

Please note following:

Value of goods up to 1000 EUR:	No separate export customs declaration is necessary, if the total weight of the goods under 1000 kg <u>and</u> total invoice value is under 1000 EUR
Value of goods 1001 - 3000 EUR:	Customs export declaration is needed
Value of goods over 3000 EUR:	Customs export declaration is needed and an inspection by German Customs authorities is necessary

Necessary documents:

- Commercial invoice / pro-forma invoice in German or English language
- Your written order for customs clearance
- Distributor or delivery explanation (if the goods are not of German origin)

Should you have any questions please do not hesitate to contact our office.

We are looking forward to welcome you in Erfurt and we would be appreciate to serve to you our services.

Sincerely yours,

Schenker Deutschland AG
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