



Worldwide fairs and exhibitions logistics -
all from one **single source**.



Shipping instructions and tariff for
transport, customs and on-site handling

DB SCHENKER*fairs*

Shipping - Instructions and Tariff

Womex 2022, Altice Arena, Lisbon

October 19th – 23rd , 2022

Schenker Deutschland AG – Hannover Branch Office – has been appointed by WOMEX as the sole official / exclusive logistics 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.

Schenker Deutschland AG

Fairs, Events and Special Logistics

Karlsruher Str. 10

30519 Hannover
Germany

1 General Information

1.1 Your Contact:

Schenker Deutschland AG
Hannover Branch Office
Fairs, Events and Special Logistics
Karlsruher Straße 10
30519 Hannover
Germany

Phone: +49 511 87005-410
E-Mail: holger.kapitza@dbshenker.com
Internet: www.dbshenker.com

1.2 Delivery addresses / Deadlines for groupage cargo, courier shipments, Airfreight, Seafreight

Please solely use the following delivery address:

Schenker Transitários S.A.
WOMEX 2022 / Exhibitor name / booth number
Rua Florbela Espanca, nº 4 - Casal Novo
2660-364 São Julião do Tojal
Portugal

Notify:

c/o: "WOMEX 2022"; Exhibitor name / Booth number

Latest Deadlines arrival advanced warehouse Lisbon:

- pre-alert and customs documents to Schenker:	8 working days prior to arrival
- arrival via Seafreight/Airfreight at Lisbon Port/Airport:	06.10.2022
- arrival via groupage cargo / courier (Non-EU):	28.09.2022
- arrival via groupage cargo / courier (EU):	05.10.2022
- arrival deadline for bag inserts at warehouse:	05.10.2022

Please inform us about all your shipments prior to their arrival in Lisbon.

IMPORTANT!:

→ If your shipment arrives after the above-mentioned deadlines it will incur a 30% surcharge on all handling rates. 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 Point 1.5.

→ Please do not address your consignments sent by COURIER, directly to stand/ booth. It is prohibited to all courier companies to enter the exhibition area. Please note that customs clearance in most cases won't be done by courier companies. Handling incl. customs clearance will be done by Schenker only according to prior agreement.

1.3 Required documents for bonded / Non-EU goods

Please provide us with the b.m. docs. for your non-EU shipments minimum **6 working days prior departure from origin:**

- Copy of AWB, CMR, courier waybill
- Copy of Carnet ATA (strongly recommended for temporary goods) or
- Proforma invoice and packing list (English) including following information:

- consignee: Schenker Transitários S.A.
WOMEX 2022 / Exhibitor name / booth number
Rua Florbela Espanca, nº 4 - Casal Novo
2660-364 São Julião do Tojal
Portugal

Notify:
c/o: "WOMEX 2022"; Exhibitor / Booth number- Invoice no. / Date

- Detailed description of the goods (for technical equipment also serial & model numbers)
- unit and total value for each class of group
- Number of packages, quantity per class of group, single and total weights
- HS codes / BTN codes per Position
- Country of origin
- Kind of requested customs clearance (temporary / permanent)
- Declaration at invoice for temporary import:
"No commercial value! Value for customs purposes only"
- Declaration at invoice for permanent import:
"The Goods are for the named exhibition, will be used for promotional purposes and will be distributed free under the visitors of the event and will not be sold".

The following products are restricted and need special requirements and health certificates:

Pharmaceutical products, any kind of food stuff and beverage (candies for giveaways are also considered foodstuffs by customs) and creams for skin use. Please send us the documentation in advance with the products description in order we can double check with customs authorities to avoid have your shipment stopped by customs.

We can clear on a definitive basis consumable material such as brochures, giveaways and other promotional materials. All customs duty assessments are solely up to the discretion of Portugal customs. Duty is charged in accordance with their valuations.

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:**

WOMEX 2022	Hall no. / Stand no.:	
Exhibitor's name:	c/o standbuilder (if relevant)	Case No.: ... of ...
Weight per Case:	Total weight of all Cases:	

1.5 Pre-advice Instructions

In case you are not shipping with our recommended DB SCHENKER*airs* office or agent in your country, please make sure that Schenker Deutschland AG in Hannover (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 / outbound instructions:

- Exhibitors name / standbuilder / hall / stand number
- Contact at stand / phone number
- Shipment details (CMR/AWB/Courier-Tracking number/for bonded goods: please see point 1.4.)
- Requested date & time for delivery to stand
- additional required service (storage of empties etc.)
- Return delivery address + contact + tel. from consignee

➔ 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.

- billing address

1.6 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. Please make sure, that Schenker can take over all your empties until 20.10.2022 - 12:00h

1.7 Technical Equipment

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

2 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 2019.

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 SCHENKERfairs offers the highest quality with certification in compliance with DIN EN ISO 9001:2015

In addition, the Fair and Exhibition Conditions are applicable. The “Bundesfachgruppe Schwertransporte und Kranarbeiten (BSK)” terms and conditions are the basis for heavy load orders.

Place of jurisdiction: Hannover

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 Hannover 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

3 On-Site handling tariff

3.1 Handling of Courier- and Groupage Shipments via advanced warehouse Lisbon

→ Receiving cargo at warehouse Lisbon, handling and transfer to venue or vice versa (excluding customs formalities)

1 cbm = 333kg

Minimum	Lumpsum / shipment	EURO 138,00
001 - 100 kgs	lumpsum / shipment	Minimum + EURO 18,00
101 - 200 kgs	lumpsum / shipment	Minimum + EURO 36,00
201 - 300 kgs	lumpsum / shipment	Minimum + EURO 54,00
301 - 400 kgs	lumpsum / shipment	Minimum + EURO 70,00
401 - 500 kgs	lumpsum / shipment	Minimum + EURO 86,00
501 - 600 kgs	lumpsum / shipment	Minimum + EURO 102,00

Special transport and extra waiting EURO 65,00 / 1 hour (min. 2 h)

Land transport - Terminal Handling costs in-out at

Shipment up to 100kg Min. per shipment

EURO 40,00

Shipment over 100kg Min. + per 100kg

EURO 5,80

Sea freight terminal handling

at cost + 15% outlay

Air freight terminal handling

at cost + 15% outlay

3.2 Supply of personnel and equipment & additional

Stretch foil	Per roll -> enough for ca. 10 pallets	EURO 9,00
Bubble foil	Per roll -> enough for ca. 50m	EURO 55,00
Adhesive tape	Per roll	EURO 4,00
Manpower	per hour (Minimum 3 hours)	EURO 48,00
Coordination & administration fee	Per shipment / per way	EURO 52,00

3.3 Handling of empties

→ collection from booth, storage and re-delivery

Empty case storage	per beginning cbm and piece	EURO 65,00 Minimum 3 cbm
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3.4 Customs clearance Import & Re-export

Temporary import clearance, Final import clearance, Carnet ATA clearance, Export Clear- ance / Cancellation of tempo- rary bond including Transit document	Per clearance incl. 1 tariff no. + each additional tariff no.	EURO 195,00 EURO 12,50
Customs examination	If applicable	EURO 85,00
Bond fee on temporary clear- ance & Transit document (non-reunfable)	On CIF Value Minimum	% 4,0 EURO 85,00
Pre-financing fee	On paid duties and Taxes Minimum	% 15,00 EURO 45,00

3.5 Surcharges and additional costs

Late arrival surcharge (on 3.1)	Arrival after deadlines	% 30
Overtime surcharge (3.1 - 3.3)	Mon.-Fri. 16:00 - 21:00 H Saturday Sunday, public holidays and nights 21 - 08:00 H	% 50 % 75 % 100
Forwarders liability insurance/ Non liability fee		as per list
Third party charges such as Storage at airport/port Carrier Import release costs Financing fee		As per outlay + 10% outlay fee
Administration Fee	per Shipment / per way	EURO 52,00

4 Shipping Notification / WOMEX 2022, Lisbon

→ Please complete the following details and email to holger.kapitza@dbschenker.com

Sender	Company	
	Street	
	City Code + Country	
	Contact Person	
	Phone number	
	Email	
Exhibitor	Company	
	Hall/ Stand No.	
	Contact Person	
	Phone Number	
Invoice address	Company	
	Street	
	City Code + Country	
	Contact Person	
	VAT-ID Number (EU)	
Transport Company	FEDEX	
	UPS	
	DHL	
	Others	
	Tracking Number	
Shipment Details	Country of Origin	
	Number of packages	
	Total weight (kg)	
	Dimensions	
Date & Time for Delivery to Stand:		
Pick up from stand after Womex and interm. Storage required:	YES	NO

For the handling via Schenker charges as per our official WOMEX 2022 tariff will apply.

For any further questions please contact:

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