



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

DB SCHENKER *fairs* **Shipping Instructions**

For Womex 2023, Palexco, A Coruna / Spain
October 25th – 29th , 2023

Schenker Deutschland AG – Hannover Branch Office – has been appointed by WOMEX organizer 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@dbschenker.com
Internet: www.dbschenker.com

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

Please address your shipments as following:

European Union Shipments via Schenker Warehouse:

DB Schenker/ WOMEX 2023
Att.: Fairs & Exhibitions Dpt.
Exhibitor Name: / Hall N°: / Stand N°:
Parque Tecnológico y Logístico de Vigo
Calle 1, Parc.3 Nave 3.1
E-36315 Vigo

Non European Union Shipments: Upon request

1.3 Latest arrival Deadlines:

- | | |
|---|--|
| - pre-alert with customs docs to Schenker: | 10 working days prior to departure origin |
| - arrival via Airfreight at Madrid Airport: | 09.10.2023 (NON-EU)
13.10.2023 (EU-Goods) |
| - arrival via Roadfreight at w/h Vigo: | 12.10.2023 (NON-EU)
13.10.2023 (EU-Goods) |

Please inform us about all your shipments prior to their arrival in Spain / Vigo/Madrid.

IMPORTANT!:

→If your shipment arrives after the above-mentioned deadlines it will incur a 50% 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.

1.4 Required documents for bonded / Non-EU goods

Shipments from outside the European Union are subject to customs clearance formalities, please read carefully the following information. Please send the following documents to Schenker Deutschland AG, Hannover BEFORE sending your shipment:

Documentation Dates:

- Copy 10 working days before shipment departure from origin
- Original 5 working days before shipment arrival

- Airway bill (for airfreights)
- CMR (for road shipments)
- Carnet ATA (strongly recommended for temporary goods)
- Proforma invoice and packing list (English) only for definitive entry.

Temporary & permanent materials must be packed separately, in different boxes.

Temporary Entries – ATA CARNET

We strongly recommend using the ATA Carnet for temporary entries, with this document you will save extra costs and will make the customs procedures faster.

All exhibits / material entered under temporary importation are subject to control and examination by Spanish Customs. Goods under temporary entry cannot be sold during the show and any sale operation must be reported to Spanish Customs Authorities, otherwise heavy penalties might incur. Please contact DB SCHENKER in case you may sell any temporary goods. The ATA CARNET must be provided along with a Power of Attorney.

Temporary Entries – Commercial Invoice & packing list

The proforma invoice need to be consigned to the Passport Owner Name, Exhibition Name, Hall Stand Number must show the following information:

number of units per each item / values / full description of items in English, (including serial number for electronic devices), model and Harmonised System Code (Brussels nomenclature), total number of boxes/pallets, weight and sizes. All items must have a declared value, which must be approved by Spanish Customs.

These forms must be typed, stamped and signed in original. Hand-written forms are not accepted by Spanish Customs.

Permanent Entries:

Permanent entries can be done only for goods to be consumed during the show, such as: consumables, office material, giveaways, catalogues, etc.

Any permanently entry is subject to payment of import duties and taxes, which will be calculated from the CIF value of the goods (CIF value = declared value + freight costs+ insurance).

- Passport copy of your customer
- Power of Attorney,
- Commercial Invoice & Packing List
- Other relevant documents that could be requested by Spanish Customs

Documents Instructions

- Passport copy of your customer: we need the passport copy of the Exhibitor's contact person at the booth, in order we can clear the shipment in his/her name due this company is not Spanish and we cannot due the customs clearance in the name of the company, we have to do it in the name of the person that will be at the exhibition.
- Power of Attorney: It needs to be filled and signed by the Passport owner with all her/his details like:

D/D.^a ... full name of the Passport owner

N.I.F. passport number con domicilio fiscal en (municipio) The address where the Customer will stay during the congress or exhibition (Hotel address) (vía pública)

La Entidad (razón social) full name of the Passport owner n.^o

N.I.F. passport number con domicilio fiscal en (municipio) vía pública full address where the Customer will stay during the congress or exhibition (Hotel address) y, en su nombre

D./D.^a passport number con domicilio fiscal en (municipio) The address where the Customer will stay during the congress or exhibition (Hotel address)

como representante según documento justificativo que se adjunta¹, con N.I.F. passport number y domicilio fiscal en (municipio)

(vía pública) full address where the Customer will stay during the congress or exhibition (Hotel address)

RESTRICTED PRODUCTS

The following products are restricted by Spanish Customs and some of them has special restriction depending on the county of origin others cannot be shipped to the exhibitions in any case: foodstuff, beverage, medicines, cosmetics, textiles, life animals or plants, pharmaceutical products, protected species, electrical equipments, others.

Do not include any of these items to avoid having your shipment stopped at customs.

Before you send your shipment, you should contact our office and send us complete information and documentation in order we can check with local customs office and confirm you if your shipment can be sent, otherwise we will not responsible if your shipment is stopped at customs.

1.5 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 2023	Hall no. / Stand no.:	
Exhibitor's name:	c/o standbuilder (if relevant)	Case No.: ... of ...
Weight per Case:	Total weight of all Cases:	

1.6 Pre-advice 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 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

1.7 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 25.10.2023 – 12:00h

1.8 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 and are subject to prepayment before delivery to the exhibition. Payments have to be effected via online payment through Schenker Payment Manager.

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 24 hours after the delivery of your exhibition goods.

We wish you a successful exhibition
Your DB SCHENKER Fairs-TEAM

3 Shipping Notification / WOMEX 2023, A Coruna

→ 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 (please advise name)	
	Tracking Number	
Shipment Details	Country of Origin	
	Number of packages	
	Total weight (kg)	
	Dimensions	
Date & Time for Delivery to Stand:		
SHIPMENT CONTAINS BAG INSERTS ONLY	YES	NO
Pick up from stand after Womex and intern. Storage required:	YES	NO

For the handling via Schenker charges as per our official WOMEX 2023 tariff will apply.

For any further questions please contact:

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30519 Hannover
Germany

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HANDLING TARIFF

WOMEX 2023 A CORUÑA

1. ROADFREIGHT

Groupage Via Vigo warehouse, short warehousing, transfer and delivery at the booth

€ 75,00 per cbm (min. 3cbm)
Conversion factor 1 ldm = 4 cbm / 1 cbm = 300 kg

Rounding up per started cbm
Shipment handle by fork-lift up to 1.500 kg

2. AIRFREIGHT

Collection from Madrid airport, transfer and delivery at the booth

€ 1,90 per kg (min. 250 kg)
Conversion factor 1 cbm = 167 kg

Rounding up to 10 kgs.
Minimum per Shipment or Exhibitor
Not included: shipping line arrival charges, airport storage charges, courier or agent fee; as per agent invoice + 10% (min. 50€)

3. LABOUR

Worker

€ 69,00 per hour (min. 6 hour)

Rounding up per started hour
All material handling equipment & labour has to be booked at least 5 labour days in advance

4. STORAGE

Pick up storage and delivery empties up to 3 cbm

€ 69,00 beginning cbm and piece (min. 3 cbm)

Pick up , storage and delivery full goods

€ 82,50 beginning cbm and piece (min. 3 cbm)

Rounding up per started cbm

5. CUSTOMS CLEARANCE

ATA Carnet Import or Export

€ 219,00 clearance

Transit Cancellation Fee

€ 94,00 transit

Temporary Clearance under commercial invoice (import or re-export)

€ 237,50 clearance

Bond fee - non refundable 1,5% over CIF value

€ 156,50 minimum charge

International T-Form / DAE for export up to CIF Value 24000€

€ 250,00 transit

Conversion from temporary to permanent clearance (on top of permanent import charge)

€ 106,50 clearance

Export Custom Clearance on Commercial Invoice

€ 175,00 clearance

Passport registration fee for definitive imports

€ 112,50 per document

Permanent Import on Commercial Invoice up to 12000 CIF Value

€ 175,00 clearance

Permanent Import on Commercial Invoice up to 18000 CIF Value

€ 331,50 clearance

Permanent Import on Commercial Invoice up to 24000 CIF Value

€ 369,00 clearance

Permanent Import on Commercial Invoice up to 36000 CIF Value

€ 456,50 clearance

Duties and tax, as per outlay + 10%

€ 37,50 minimum charge

Customs inspection if any (Physical)

€ 219,00 inspection

Customs Services as RX fee / Sanitary / CITEX / S.O.I.V.R.E / Pharmacy or other

€ 112,50 inspection

6. SURCHARGES

Normal working time Monday to Friday from 08:00 to 18:00

Monday to Friday from 18:00 up to 20:00

50%

Monday to Friday from 20:00 up to 08:00

75%

Weekend and Bank Holidays

100%

Late arrival surcharges, arrival after deadline

50%

Extra charges for express delivery on the same day of arrival

(In additional the charges **point 1**)

€ 187,50 shipment

7. GENERAL TERMS

Communications / Service fee

€ 69,50 per way/shipment/service

Outbound prices same as inbound

Our prices are expressed in EUR, Excluded VAT