

# **International Suppliers Fair 2018 (I Z B)**

## **Shipping Guide**



**16<sup>th</sup> – 18<sup>th</sup> October  
Wolfsburg, Allerpark  
Germany**

**Official logistics provider:**

**Schenker Deutschland AG  
Hannover  
Germany**



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## 1 Preface

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Schenker Deutschland AG has been appointed by the organiser as the **sole official worldwide Logistics and Customs Provider** for all exhibitors participating at the International Suppliers Fair (IZB) in Wolfsburg.

With more than 50 years of experience in the fairs and exhibitions logistics sector, Schenker is the leading official logistics provider on the most important fairgrounds all over Germany. With 91 offices in 39 countries Schenker has implemented a world-wide fairs and logistics network.

We are happy to provide you with our important transportation and shipping guidelines, in order to ensure a timely and secure handling of your goods.

Please check the following guides carefully and contact any of the persons listed below, should you require more detailed information or instructions.

## 2 Contacts

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The following contacts will advise and help you with any questions you might have. We are available for you at any time.

Schenker Deutschland AG  
Fairs & Events, Hannover

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(Time Slot Bookings) 📞: +49 160 9740 4068

Telefax                              +49 511 87005 450  
General email address      [izb.logistik@dbschenker.com](mailto:izb.logistik@dbschenker.com)

**Schenker will be available at all times for your convenience.  
We will have a fully experienced team operating throughout the setup, duration and dismantling of the show to ensure smooth operation.  
Onsite you will find us at the Logistics Center next to the entrance gate 3 in front of Hall 2.**



### 3 Dates and Deadlines

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#### Official dates

- Exhibition: 16<sup>th</sup> – 18<sup>th</sup> October 2018
- Exhibition Start: Tuesday, October 16<sup>th</sup> 10:00 AM  
End: Thursday, October 18<sup>th</sup> 06:00 PM
- MOVE IN/Delivery of material: 08<sup>th</sup>– 14<sup>th</sup> October 2018  
daily 08:00 AM to 08:00 PM  
and: Monday, 15<sup>th</sup> October 08:00 AM – 11:00 AM
- MOVE OUT/Dismantling: Thursday, 18<sup>th</sup> October 08:00 PM – 10:00 PM  
and: 19<sup>th</sup> – 23<sup>rd</sup> October 2018  
daily 08:00 AM – 08:00 PM

#### Deadlines

To ensure a **timely delivery** to the booth please maintain the following deadlines:

- **Notification of the shipping requirements by using the logistics order form: 21<sup>st</sup> September 2018**

#### SEAFREIGHT:

- **LCL: latest arrival at German port 28<sup>th</sup> September 2018**
- **FCL: latest arrival at German port 05<sup>th</sup> October 2018**

#### AIRFREIGHT:

- **Latest arrival at airport HAJ or at the warehouse 08<sup>th</sup> October 2018**

#### ROADFREIGHT & COURIER SHIPMENTS (upto 1.500 kg):

- **Latest arrival at the warehouse, if NOT customs cleared: 09<sup>th</sup> October 2018**
- **Latest arrival at the warehouse, if customs cleared: 10<sup>th</sup> October 2018**

All documentation has to be sent to your a.m. contact (see section 2) or to:

By email to: [izb.logistik@dbschenker.com](mailto:izb.logistik@dbschenker.com)

By Fax to: +49 511 87 005 450

Arrivals after the mentioned dates may incur extra charges on service rates and delayed delivery to the booth.

The a.m. dates are the latest possible arrival deadlines. Shipments can generally be accepted in our warehouse as of now.



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## 4 Delivery Address/Destination Port: shipments via warehouse

(roadfreight & courier shipments upto 1.500 kg and air- / seafreight consignments)

**At IZB in all exhibition halls the max.floor loading is at 500 kg per sqm. Heavier items need to be unpacked in front of the exhibition halls or the transport way to the booth and the booth itself need to be strengthened with special floor boards.**

**Please note that neither the venue nor the organiser will accept any responsibility or liability for your shipments.**

Exhibitors are at liberty to arrange the shipping of their goods through any forwarder of their choice. However, Schenker is happy to take care of the entire logistics from your premises to your booth and back.

Which ever way you organise your logistics, please use in any case the following delivery/ AWB / B/L consignment address:

**Schenker Deutschland AG  
c/o Internationale Zuliefererbörse (IZB) 2018  
Karlsruher Str. 10  
30519 Hannover  
Germany**

**Notify: Name of the Exhibitor  
Hall / booth number: \_\_\_\_\_**

**Destination Airport: Hannover / HAJ**

**Destination Seaport: Hamburg or Bremerhaven**

## 5 Courier Shipments

**At IZB in all exhibition halls the max.floor loading is at 500 kg per sqm. Heavier items need to be unpacked in front of the exhibition halls or the transport way to the booth and the booth itself need to be strengthened with special floor boards.**

We discourage the use of couriers and suggest not to entrust your shipment to courier companies. However should you have no other option please notify us and consign the shipment in accordance to our instructions

→ during the move in / move out to the address as above mentioned in section 4 - warehouse delivery address

→ during the exhibition to the address as mentioned below in section 6 – direct delivery address.

Attention / Exception: customs bonded goods can not be handled in Wolfsburg!!!

Please use our logistics order form to notify us of your courier shipment – courier shipments arriving without notification can not be accepted and will be stored in the courier company's warehouse till further instructions will follow. This may cause delays in delivering them to your booth. All courier shipments have to be sent on prepaid basis.

Direct courier deliveries to Wolfsburg can not be handled if the shipments are in customs bond (e.g. shipment coming from outside the European Union, Norway or Switzerland). These shipments have to be sent to the warehouse address as mentioned in section 4 at all times.



## 6 Direct vehicle's delivery address

### Time-slot Bookings / Security Guarantee

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**At IZB in all exhibition halls the max.floor loading is at 500 kg per sqm. Heavier items need to be unpacked in front of the exhibition halls or the transport way to the booth and the booth itself need to be strengthened with special floor boards.**

Partial and full truck loads with consignments that are heavier than 1.500 kg and small vehicles that you plan to hand unload, can deliver directly to the show-site.

For this option it is mandatory that you book a time-slot for any size vehicle that needs to enter the show-site by using our online internet platform ([link to website to follow, activation scheduled for August 20<sup>th</sup> 2018](#)). Should you require assistance with this tool please see our instructions sheet or contact us at any time.

Only vehicles that have a valid time slot and a confirmed forklift booking (if un- / reloading assistance is required) will get access to the show-site. There are no exceptions and this procedure is valid for all types and sizes of vehicle that wish to access the show-site.

Long term parking within the venue is not permitted.

Additionally each vehicle that will enter the show-site will have to pay a EUR 100,00 Security Guarantee that is refunded if the vehicle leaves the site within the booked time slot.

The lengths of the time slots per vehicle-type are pre-defined as follows:

- a) Cars / caddys / vans: 1 hour
- b) Trucks upto 7,5 to: 1 hour
- c) Trucks over 7,5 to: 2 hours

Delivery address (only for direct vehicles with valid time slot):

**Internationale Zuliefererbörse (IZB)**  
**Allerpark (Schützenplatz)**  
**38448 Wolfsburg**  
**c/o Name of Exhibitor**  
**Hall / Stand number: \_\_\_\_\_**

**Please use our logistics order form for the notification or order confirmation.**

## 7 Packaging

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In order to decrease the risk of damage and for re-use purposes after the event, we advise the use of solid and waterproof packaging/wrapping material. All packaging must be adequately labelled and explicitly identifiable. Please use strong adhesive and waterproof labels.

## 8 Labelling

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Please note that neither the venue nor the organiser will accept or take any responsibility or liability for your shipments.

Therefore it is crucial to ship all your materials to the address mentioned below, or (for very last minute-shipments) to a specific address given upon request and need.

Please label your goods as recommended below:



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**Shipments via warehouse:**

**Schenker Deutschland AG**  
c/o Internationale Zuliefererbörse (IZB) 2018  
Karlsruher Str. 10  
30519 Hannover  
Germany  
Notify: Name of the Exhibitor  
Hall / booth number: \_\_\_\_\_

**Direct shipments:**

**Internationale Zuliefererbörse IZB**  
Allerpark / Schützenplatz  
38448 Wolfsburg  
Germany  
c/o Name of Exhibitor  
Hall / Booth number: \_\_\_\_\_

Schenker is happy to generate your labels for you. Please advise if required.

In the IZB Service Manual you find a label template that is also available upon request from [izb.logistik@dbschenker.com](mailto:izb.logistik@dbschenker.com).

## 9 Storage

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### Empties & goods storage during the show

Schenker is offering an empty case & goods storage service which includes a pick up from your booth before the show, off-site storage during the show and re-delivery after the show closes on Thursday, 18<sup>th</sup> October. The re-deliveries will start after the release by the technical organiser on-site and will take several hours.

Please note that empties and storage goods will not be accessible once handed over. We will take the dimensions of the empty cases / packing material upon collection and you will receive a copy of the pick up order. Kindly double check the dimensions on the order form – later claims can not be accepted.

### Accessible storage (for brochures, give-aways, others)

Upon request we keep your 'Back-up material/equipment' and will arrange the delivery of the desired amount of material to your booth at any time you wish.

Schenker is happy to make arrangements for all your storage requirements. There is no availability for storage of any material directly through the organiser.

## 10 Insurance Cover

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We recommend to issue a transport insurance for fairs and exhibitions, which covers the full range of risks for the outgoing transport, the on-site stay and handling, as well as the return transport.

Upon request we are happy to provide rates for a transport insurance which will only be covered upon specific order from you.

## 11 Return Shipping

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Of course we look after your return transport or the on-forwarding of your goods to any destination worldwide.

We plan to visit you at your booth for a personal consultation during the IZB 2018. Alternatively you can come to see us at anytime at the Logistics Point by the entrance gate 3 in front of Hall 2 or contact your Schenker representative at the contact details mentioned in section 2.

## 12 Enclosures and References

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On the official IZB website you will find the following forms / information in English and German language:

- Logistics Order Form
- Shipping Guide
- Sample Label
- Traffic Guide
- Instruction Sheet for Time Slot Bookings
- Official Tariff

Kindly make use of our logistics order form when placing an order, or just send all your requirements by email to the mentioned contact details (section 2).

## 13 Customs & transport documentation

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### 13.1 **Transports from Germany and Europe (EU)**

For transports from Germany and the European Union, there are no specific regulations concerning the transportation.

In case of own transport arrangements, kindly send us a full pre-alert with the arrival details for your truck (you may use our logistics order form for this purpose) and kindly make sure to book a time slot in our online tool.

### 13.2 **Transports from overseas (customs clearance necessary)**

For transports coming from outside of the EU a customs clearance needs to be done and the freight needs to be released by customs before delivery. Basically the following types of customs clearance are common:

#### 13.2.1 **Definitive or permanent importation** (payment of import duties):

For marketing material, consumable goods, as well as goods meant to remain in Germany, a definitive import clearance has to be completed. Indispensable for the process are commercial invoices and packing lists. Depending on the country of exportation, there may be additional regulations which have to be respected.

#### 13.2.2 **Temporary customs clearance:**

For exhibition material, which is scheduled to be re-exported from Germany, a so called temporary import customs clearance is suggested. Here, generally no payment of import duties & taxes will occur, provided that the customs clearance of exports will equally be arranged by Schenker after the event. Depending on the country of exportation, there may be additional regulations which have to be followed.

#### 13.2.3 **Customs clearance on ATA Carnet**

For exhibition material and stand building material, which definitively will be re-exported from Germany, a so called ATA Carnet, which is only designed for fairs and exhibition material, can be completed by the exporter. The ATA Carnet has to be approved by the chamber of commerce in the country of exportation and additionally needs to be dealt with by the customs authorities.





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Schenker will arrange all customs formalities as needed. In order to do that we will require the following documentation along with your shipment pre-alert / notification:

- Transport document (CMR , AWB , B/L, courier connote)
- Commercial invoice / packing list (in German or English) with date and invoice number and incl. a detailed description of the goods, individual prices per kind of item, serial numbers per item and terms of delivery. Alternatively a Carnet ATA is accepted.
- Harmonised Tariff code numbers
- Certificate of origin (if applicable – e.g. for textiles)
- Customs clearance authority (especially for permanent import) incl. EORI number
- Brochure / photos of product if available

### **Important:**

1. As Wolfsburg does not have a customs office for exhibition goods, it is mandatory that all customs bonded goods are exclusively delivered to / picked up from the Hannover warehouse!
2. **NEW:** Please note that requirements of German customs have intensified. Therefore all **commercial invoices and Carnet ATA need to be approved by us prior to the shipment departing from origin!**
3. **NEW:** As of April 01st 2016 lithium-ion batteries (single or as part of your equipment) are considered as **dangerous goods** as per the IATA DGR 57th edition 2016! They can only be sent by international airfreight if **strict regulations regarding the packing and labelling** will be adhered to. Furthermore batteries can not be shipped as part of a consol airfreight, but must be sent as an individual shipment.

As every airline currently works by its own rules please contact us for assistance if you are shipping batteries – we will then communicate the latest requirements depending on the airline you plan to use.

We are at your disposal for help, assistance and advise at any time.

## **14 Conditions, Insurance, Liability & General Information**

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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.

The liability of the forwarding agent ceases with the delivery of the goods to the booth of the exhibitor, even if the exhibitor is not present. Claims have to be reported in writing immediately after they happen, verbal claims or delayed claims are not sufficient. The liability on the return transport commences with the pick-up of the packed goods from the exhibition booth.



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Liability Insurance for non-SpV payers:

- For groupage shipment nationally per transport way and for empties work orders: € 2,50.
- For storage work orders, forklift work orders, complete dedicated trucks and for groupage-shipments land / air / ocean for Europe and overseas per transport way: € 5,00.

All work will be done as per the instructions and under the risk of the customer / exhibitor. The customer / exhibitor is liable for damages and extra charges caused by incorrect or incomplete information regarding weights and dimensions of the freight / exhibits as well as for wrong or missing details regarding the contents on the commercial invoices and packing lists.

Mode of payment: our invoices are due immediately and without deduction. We accept payment by bank transfer and by certain credit cards.

DB Schenker Fairs is offering audited quality as per the certificate DIN EN ISO 9001:2008 – do not settle for less!

All on-site services provided are subject to the IZB logistics rates by Schenker Hannover.

Should you require any further information and/or documentation, please do not hesitate to contact us!

We wish you a successful IZB and look forward to meet you onsite!

Your DB Schenker Fairs Team