

**Forwarding Services:**  
**Agility Fairs & Events**  
 Official Forwarding Agent of Messe Berlin

Hall:	Stand No.:
Exhibitor:	

**Order Form 2013**

**Service:** Fax: +49(0)30/3069-2849  
**Mailing address:** Agility Fairs & Events GmbH, Jafféstraße 2, Service Building South, Access 25, 14055 Berlin, Germany  
**For queries:** Phone: +49(0)30/3069-280; **E-Mail:** expoberlin@agilitylogistics.com

- We place an order for the below marked services:
- We kindly ask for an quotation for the below marked services:

**Transport to Messe Berlin**

**Transport after the event**

from (place): .....  
 Date of delivery (fair ground): .....  
 Time: .....  
 Shipping details: .....  
 .....  
 Dimensions: .....  
 Weight: .....

to (place): .....  
 Date of collection (fair ground): .....  
 Time: .....  
 Shipping details: .....  
 .....  
 Dimensions: .....  
 Weight: .....

**Order of technical equipment**

Please note: A charge will be made if you are using your own transport and loading equipment on the Exhibition Grounds, and official approval is also required 800.00 EUR plus VAT per event (incl. construction/dismantling).

- Forklift with driver** weight: ..... t Date: ..... Time: .....
- Packer** Date: ..... Time: .....
- Supply of a 20" container**  Store  Office  Chill Date: ..... Time: .....
- Miscellaneous:** ..... Date: ..... Time: .....

**Handling of empty containers**

Volume approx.: ..... m<sup>3</sup> Collection on: .....

**Customs clearance for import/export**

- Temporary customs clearance
- Final customs clearance

Business is undertaken subject to the German Forwarders' Standard Terms and Conditions (ADSp) latest edition. Forwarders liability insurance has been signed by us. The conditions are available on request. In addition the Fair and Exhibition Conditions are applicable. Court of law is Berlin. The required dates for loading or transport are only binding after confirmation by the forwarding agent.

Customer/Invoicing address:	Customer No.:
Street:	VAT Reg No.:
Postal code/City/Country:	We hereby confirm that we have noted the conditions. We accept them as binding and agree to their application.
Contact at the stand:	Legally binding signature and company stamp:
Telephone:	Date: Name of customer (in block letters):
Telefax:	
E-Mail:	

As of: July 2012 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

**Forwarding Services:**  
**Schenker Deutschland AG**  
 Official Forwarding Agent of Messe Berlin

Hall:	Stand No.:
Exhibitor:	

## Order Form 2013

**Service:** Fax: +49(0)30/3012995-429  
**Mailing address:** Schenker Deutschland AG, DB Schenkerfairs, Jafféstr.2, Service Bldg. South, Access 25, 14055 Berlin, Germany  
**For queries:** Phone: +49(0)30/3012995420; **E-Mail:** fairs.berlin@dbschenker.com

- We place an order for the below marked services:
- We kindly ask for an quotation for the below marked services:

### Transport to Messe Berlin

from (place): .....  
 Date of delivery (fair ground): .....  
 Time: .....  
 Shipping details: .....  
 .....  
 Dimensions: .....  
 Weight: .....

### Transport after the event

to (place): .....  
 Date of collection (fair ground): .....  
 Time: .....  
 Shipping details: .....  
 .....  
 Dimensions: .....  
 Weight: .....

### Order of technical equipment

Please note: A charge will be made if you are using your own transport and loading equipment on the Exhibition Grounds, and official approval is also required 800.00 EUR plus VAT per event (incl. construction/dismantling).

- Forklift with weight: ..... t Date: ..... Time: .....
- Packer Date: ..... Time: .....
- Supply of a 20" container  Store  Office  Chill Date: ..... Time: .....
- Miscellaneous: ..... Date: ..... Time: .....

### Handling of empty containers

Volume approx.: ..... m<sup>3</sup> Collection on: .....

### Customs clearance for import/export

- Temporary customs clearance
- Final customs clearance

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Customer/Invoicing address:	Customer No.:
Street:	VAT Reg No.:
Postal code/City/Country:	We hereby confirm that we have noted the conditions. We accept them as binding and agree to their application.
Contact at the stand:	Legally binding signature and company stamp:
Telephone:	Date: Name of customer (in block letters):
Telefax:	
E-Mail:	

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# Official Exhibition Freight Handling Tariff - Messe Berlin GmbH

## ON-SITE- TARIFF 1

Unloading / loading of general cargo, part- and complete trailer loads, container and accessible goods

1 cbm = 333 kg / per beginning 100 kg

1.1	Unloading at forwarder's warehouse or directly to exhibition booth, or vice versa, each way	11,00 EUR
1.2	Transfer from warehouse to the exhibition booth or vice versa	15,00 EUR
1.3	Storage charges per exhibition, starting with the official build up, ending with the official end of dismantling / further on request Surcharges as per tariff 4.1, 4.2, 4.3, 4.4, 4.5, 4.6	10,00 EUR

## ON-SITE TARIFF 2

Handling of empties / exhibition goods

2.1	Collection of the empty packing materials from exhibition booth, marking, storage including warehouse handling and return to exhibition booth, per piece and cbm – minimum 2 cbm from 50 cbm total volume, per booth – each cbm over 100 cbm total volume, per hall – each cbm	40,50 EUR 37,00 EUR 32,50 EUR
2.4	Collection of exhibition goods from the booth, marking, storage including warehouse handling and return to the booth per piece and cbm – minimum 2 cbm	57,50 EUR

Surcharges as per tariff 4.1, 4.5 and 4.6 – no further surcharges, no forklift assistance

## ON-SITE TARIFF 3

Supply of equipment and manpower, per beginning hour

3.1	Manpower	Rates in EUR	Mo – Fr	Saturday*	Sunday*	Holiday*
	Transport worker / forklift driver		38,00	45,50	54,50	72,50
	Supervisor / packer		40,00	48,00	57,50	76,50

Minimum working time 1 hour / surcharges as per tariff 4.1, 4.5, 4.6

3.2	Forklift including driver for loading / unloading / movement / assembling **	Rates in EUR	Mo – Fr	Saturday*	Sunday*	Holiday*
	up to 3 t		96,00	105,50	115,00	133,50
	up to 4 t		108,50	117,50	127,00	146,00
	up to 5 t		113,50	123,00	132,50	151,00

Minimum working time 1 hour / surcharges as per tariff 4.1, 4.5, 4.6

\* hourly rates including the partial surcharges for weekend and holidays

\*\* Excluding special equipment e.g. lifting height over 5,50m; ropes / shackles

3.2.1	loading / unloading of empties, without storage by the official forwarders of the Messe Berlin GmbH each cbm and way	15,00 EUR
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3.3	Mobile cranes including driver	Rates in EUR	Mo – Fr	Saturday*	Sunday*	Holiday*
	up to 20 t		157,00	166,50	176,50	196,50
	up to 50 t		177,00	187,50	197,00	217,00

Surcharges as per tariff 4.5, 4.6

Minimum working time 1 hour additional 1,5 hours travelling time

Set up time is working time

\* hourly rates including the partial surcharges for weekend and holidays

3.4	Container	
	Storage container	620,00 EUR
	Office container	800,00 EUR
	Reefer container	1.600,00 EUR
	All rates per exhibition including placing and removal	

3.5	Other Equipment	
	Pallet truck per day	52,00 EUR
	Sack barrow per day	26,00 EUR
	Ladder up to 2m, each day	25,00 EUR

All charges of tariff 3.5 are additional deposit of 100,00 EUR minimum.

## ON-SITE TARIFF 4

Surcharges for tariff 1, 2 and 3

4.1	Handling surcharge for the ICC	25%
4.2	Saturday surcharge	25%
4.3	Sunday surcharge	50%
4.4	Holiday surcharge	100%
4.5	Late booking surcharge – for services booked later than 24 hours before requested operation time – related to manpower, forklifts, cranes, general cargo, handling of empties and exhibition goods – on the order value	10%
4.6	forwarders insurance / BSK	per tariff

## **ON-SITE TARIFF 5**

Customs clearance of exhibition goods at the on-site customs office

5.1	Cancellation of transit documents, clearance for temporary or permanent import – per shipment and clearance including one customs tariff item	99,00 EUR
	Each additional customs tariff item	10,00 EUR
5.2	Customs import / export bond fee based on CIF value each way / per month, minimum 21,00 EUR	1%
5.3	Transit customs clearance on T-Form per shipment and clearance	99,00 EUR
5.4	Customs examination fee per examination and shipment	46,50 EUR
5.5	Customs officer fee	per outlay

All above mentioned charges are excluding VAT.

### **General condition**

#### **§ 1**

The exhibition freight handling tariff is valid for all operations and services undertaken on the Berlin exhibition ground and the ICC-Berlin by the official forwarding agents of Messe Berlin GmbH. This includes all on-site handling of freight and carrying out of all necessary formalities for both domestic and foreign shipments.

#### **§ 2**

The official tariff will form the basis for all invoices by the official forwarders. Prices shown are maximum rates, Calculations 1cbm = 333kg, and exclude German VAT.

The administration charges cover planning and supervisory work carried out by the official forwarders (i.e. arranging and holding available sufficient labour and equipment, handling of empties / exhibition goods, etc.). Commission will be levied for non-pre-booked orders percental on the order value.

#### **§ 3**

In addition to the fairs and exhibition tariff all orders are undertaken strictly as per the "German Forwarders Terms and Conditions" (ADSp) latest issue. All orders of cranes and heavy load orders are undertaken as per the "BSK" – terms and conditions latest issue, copies of both terms are available on request.

#### **§ 4**

Shipments can only be accepted on a Freight Prepaid basis up to "free arrival exhibition ground Berlin." In order to ensure prompt delivery to stand it is imperative each individual package marked with exhibitor's name, the name of the exhibition together with the hall and stand number.

#### **§ 5**

Official Forwarding Agents Contractual Responsibilities and Liabilities.

The responsibility and liability for the freight ends once the goods have been delivered to the exhibitors stand, whether the exhibitor is present or not. In the absence of written instructions to the contrary, goods may be delivered to the stand commencing on the first day of the official build-up period.

The responsibility and liability for storage during the exhibition of empty packing materials and / or freight commence with collection of same from the exhibitors stand and ends when the material has been returned at the close of the exhibition. Under no circumstances are goods to be left in cases labelled for empty case storage. In such instances no liability can be accepted for such goods. Goods which are required to be storage during the exhibition are to be separately declared and labelled as such.

The responsibility and liability for freight at the close of the exhibition commences with its collection from the stand during the official dismantling period whether the exhibitor is present or not.

The surrendering of documents by the exhibitor at the Forwarders office and the acceptance of same does not constitute any admission responsibility or liability for freight which has not yet been collected from the stand.

Exhibitors are recommended to take out transport and storage insurance for their goods, details of such insurance can be obtained from the official forwarders. Insurance cover over the storage of empty packing materials can only be obtained on special request from the official forwarder.

The official forwarder cannot be held responsible for any verbal order or instructions given by the exhibitors directly to the labour force.

#### **§ 6**

The collection and storage of empty packing material is carried out by the official forwarder following receipt of a written order. The Building and Fire authorities do not allow the storage of empty packing materials in the exhibition halls. Should such materials be discovered following the end of the official build-up period, it will be removed by the official forwarders of the Messe Berlin GmbH at the exhibitors cost even in absence of an official order.

Empty cases are to be clearly labelled and suitably secured for removal before being handed over to the official forwarder for storage.

#### **§ 7**

All claims of whatever nature must be made in writing at the forwarders office immediately. Verbal claims alone cannot be accepted.

#### **§ 8**

Forwarder invoices are payable upon receipt. The customer is deemed to be default (without warning or other preliminary action being required) at the latest 10 days after receipt of invoice. In case of such default the forwarder is entitled to charge interest as per the German Forwarders Terms and Conditions (ADSp).

#### **§ 9**

The sole place of performance for all contractual obligations is Berlin. The sole place of jurisdiction for the both parties in any lawsuit arising from such contracts is Berlin.

#### **§ 10**

This tariff takes effect as from March 1<sup>st</sup> 2010, at which date all previous tariffs are deemed to be invalid.

02/2010

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