

**Service makes the
Difference**

Since 1836



Shipping Instructions

for

FILTECH

March 13 – 15, 2018
Cologne – Germany

The Filtration Event

www.Filtech.de

| | | |
|---------------------|------------------------|-----------------|
| Venue: | Koeln Messe, hall 11.1 | |
| Build-up: | 10.03.2018 | 7.00-21.00 hrs |
| | 11.03.2018 | 7.00-21.00 hrs |
| | 12.03.2018 | 7.00-21.00 hrs |
| Duration: | 13.03.2018 | 9.00-18.00 hrs |
| | 14.03.2018 | 9.00-18.00 hrs |
| | 15.03.2018 | 9.00-17.00 hrs |
| Dismantling: | 15.03.2018 | 17.00-23.00 hrs |
| | 16.03.2018 | 8.00-23.00 hrs |

Cretschmar MesseCargo GmbH

Sommerfelder Strasse 73

D-04316 Leipzig

Tel.: +49 / (0)341 / 52 04 30 0

Fax: +49 / (0)341 / 52 04 30 10

Email: fairs.lej@cretschmar.de

Service makes the Difference

Since 1836



Dear exhibitor,

thank you for choosing Cretschmar MesseCargo GmbH as logistics-partner for your project. Through our long-term experience, we know that organizing an exhibition can be nerve rubbing and we would therefore like to make the logistics as smooth as possible for you. We have developed this shipping manual exactly for this reason.

The comments have been kept as brief and also as precise as possible. Should you however have any questions please do not hesitate to contact us under:

Contact: Annett Kreutzmann
Phone.: +49 (0)341 52 04 30-13
Fax: +49 (0)341 52 04 30-10
E-mail: Annett.Kreutzmann@cretschmar.de

Our services include transport of exhibits from your premises onto stand in Cologne. In Cologne we personally attend to be of assistance for your requirements.

We are going to meet you at your booth during the show to obtain your order regarding re-transportation of your goods or on-forwarding to any other destination.

Of course, we also provide any other logistics-services, e.g.: customs-clearance, storage-service, forklift-operation, rental-services (genies, scissor-lifts, cherry-pickers, etc.).

Service makes the Difference

Since 1836



1. Transport information and deadlines for arrival

1.1 Deadlines

Seafreight - LCL Cargo

latest 20th February 2018 – Hamburg, Antwerp, Rotterdam

Seafreight - FCL Cargo

latest 23rd February 2018 – Hamburg, Antwerp, Rotterdam

Sea freight must be shipped prepaid. The original Bill of Lading has to be consigned and dispatched in accordance with above mentioned addresses.

(Please sign B/L Duesseldorf - door)

Airfreight – airport DUS

latest 4th March 2018

Air cargo must be shipped prepaid.

Invoices and documentation must be attached to the Airwaybill.

Truck – Transport

pick-up from your premises – upon request

Part/Full-Truck-Load

during official build-up time

Cretschmar MesseCargo GmbH

FILTECH 2018 / „exhibitor“, hall ___ / stand ___

Deutz-Mülheimer Strasse

D-50679 Cologne

Deliveries to Cretschmar – Warehouse

consignments from Germany/EU upto 8th March 2018

customs bonded goods upto 5th March 2018

Cretschmar MesseCargo GmbH

FILTECH 2018 / „exhibitor“, hall ___ / stand ___

Nuernberger Strasse, BASEMENT

D-40599 Duesseldorf

Notify

Cretschmar MesseCargo GmbH

Annett Kreuzmann

+49 (0)341 52 04 30-13

Service makes the Difference

Since 1836



2. Courier - shipments

Arrival in Cologne: 12.03. – 15.03.2018
(we only accept shipments in free circulation / customs cleared → please send DDP!)

Please consign to: **Cretschmar MesseCargo GmbH**
FILTECH 2018 / „exhibitor“, hall ____ / stand ____
Deutz-Mülheimer Strasse
D-50679 Cologne

Notify: Annett Kreutzmann
+49 (0)341 52 04 30-13

3. Pre-advise

We highly recommend to use the service of our agent in your country. If you don't, you need to make sure that Cretschmar MesseCargo receives all relevant shipment details to enable us to handle your exhibits without delay and additional costs.

Sea freight: Please send us a pre-advise which includes all relevant shipping information. Apart from this we require all relevant shipping documents (incl. B/L) per courier prior to arrival.

Airfreight: Please send us Airwaybill-Number, flight number and all other relevant shipping details.

Truck: Please send us the name of the haulier, departure and arrival dates, number of pieces, weights and truck registration number in advance.

Courier: Please advise the name of courier company and provide tracking- / AWB-no.
(terms of delivery: DDP)

Pre-advise to: Annett.Kreutzmann@cretschmar.de
or Fax +49 (0)341 52 04 30-10

Service makes the Difference

Since 1836



4. Packaging

Please choose packaging material for your exhibits that is adequate for transporting. Also bear in mind that your packaging material might be necessary for returning your freight.

Your staff should perform repacking after the show. We will only repack if we have your written order.

5. Markings

All packages must be marked on two opposite sides as per following sample:

Cretschmar MesseCargo GmbH

c/o FILTECH 2018 / „exhibitor“

Hall _____ / Stand Nr. _____

Deutz-Mülheimer Strasse

D-50679 Cologne

Contact-Person: _____

Mobil number: _____ (if possible)

6. Customs documentation

Please issue **three** invoices and packing lists on your company letterhead, containing the following information:

- full description of all items with individual quantities
- for technical equipment please name serial-numbers
- harmonized standard code of each customs item
- name of exhibition, location, hall & stand no.
- gross / net weight in kilos, sizes in centimetres of each case
- unit & total values of each case
- delivery terms: c+f Duesseldorf
- exhibitors name and address with contacts & VAT number
- EORI-Number of consignee/exhibitor or a copy of application for an EORI-No.
(Economic Operators´ Registration and Identification number)

Please prepare your documents in English or German language and ensure separate documents are issued for items under temporary and permanent importation.

Please also note that for some countries there are strict restrictions for consumable items such as Foodstuff and alcohol to be imported to Germany. These items will be subject to special customs-procedures, documentation and taxes. We are pleased to assist, therefore please indicate full details of the shipment you intend to send to enable us to provide all necessary information.

Service makes the Difference

Since 1836



7. Insurance certificate (1 Original & 1 Copy)

It is recommended that exhibitors provide insurance coverage for their goods from point of departure through to final destination, including transit period and while on-site (build-up, duration and dismantling period) and also against third parties risks. The organizer and CRETSCHMAR MESSECARGO are not liable for partial or total loss or damage.

All services provided through CRETSCHMAR MESSECARGO are executed in your name and liability. Transport insurance can be covered by CRETSCHMAR MESSECARGO upon written order.

8. Further conditions

We act only as forwarding company and not as Land-, Sea- or Air-carrier. Please note that all activities of Cretschmar MesseCargo in the course of business, are undertaken subject to the "German forwarders standard terms and conditions 2017" (ADSp 2017).

The liability for loss or damage of exhibits that were shipped via CRETSCHMAR MESSECARGO in customers name is limited to the liability of the carriers involved (as per their tariffs and conditions).

9. Terms of payment

All inbound handling charges have to be paid before arrival of your goods resp. before delivery of the exhibits to your exhibition booth.

Outbound handling charges and return freight charges must be paid prior of return of your shipment.

This is only applicable for exhibition goods arriving at our warehouse or at the exhibition-site through unknown forwarders and also for exhibitors we don't have a business-relationship with.

We accept all major credit cards:
(American Express, Visa, MasterCard and EC).

We recommend to use our agent in your country.
He will be pleased to agree individual payment-solutions with you.