



## SHIPPING INSTRUCTIONS

### Markings

All materials must be marked clearly with labels containing the following information:

**EWMA 2016 / "Exhibitor Name / Stand number" – *please replace with relevant information***

### Customs clearance formalities (Non EU countries)

For shipments from outside the EU we require the following documents for customs clearance:

- 3 originals of proforma invoice / packing list in English, showing weights, values, sizes, values, description of content and Harmonized codes.
- Separate invoices for temporary importation (exhibits, standfittings etc.) and final importation (consumables, advertising materials etc.)
- If necessary: Certificate of Origin (Form A / EUR 1) / Special certificates (Health / Veterinary)

### Road Freight – GROUPAGE (deadline for arrival 5/5 2016)

All consignments should be sent on a freight prepaid basis to the following address:

DSV Solutions A/S  
c/o Fairexx Logistics / Schimmler  
EWMA 2016 / Exhibitor Name / Stand Number – *please replace with relevant information*  
Kap Horn Strasse 10A  
28267 Bremen  
Germany

Pre-advise should be sent to us via email at [expo@dk.dsv.com](mailto:expo@dk.dsv.com) providing transport company / vehicle details, and confirmation of required delivery date / time to stand.

### Road Freight – DIRECT, part- and full-load trailer (arrival 9-10/5 2016 – re-collection 13/5)

All consignments should be sent on a freight prepaid basis to the following address:

DSV Solutions A/S  
c/o Messe Bremen  
Exhibitor Name / Stand Number – *please replace with relevant information*  
Theodor–Heuss-Allee  
Einfahrt an Tor H / Entrance Gate H  
28215 Bremen  
Germany

Pre-advise should be sent to us via email at [expo@dk.dsv.com](mailto:expo@dk.dsv.com) providing transport company / vehicle details, and requested time slot for unloading.

**IMPORTANT NOTICE – due to limited access, stands at CCB must book timeslot for unloading whether they need assistance or not!**

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***If you require transportation of your exhibition materials to and/or from EWMA 2016 please contact us for a quotation: tel: +45 43 20 38 53 · e-mail: [expo@dk.dsv.com](mailto:expo@dk.dsv.com)***

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## **Courier Transports**

To avoid failed delivery attempts courier shipments arriving on site prior to your staff must be sent to our warehouse. Please note that our handling charges for receiving the goods and delivering it to your stand will be invoiced separately. Consignments being sent via courier should be sent on a **freight prepaid basis (incl. German duties & taxes)** to the following address:

DSV Solutions A/S  
c/o Fairexx Logistics / Schimmler  
EWMA 2016 / Exhibitor Name / Stand Number – *please replace with relevant information*  
Kap Horn Strasse 10A  
28267 Bremen  
Germany

Courier consignments should not be addressed directly to your stand, as if there is no representative present to sign for the consignment, the goods will not be delivered to an empty stand.

All documentation (courier waybill, invoices and any other associated paperwork) **MUST** be sent via email as soon as goods are despatched and should indicate if goods are for permanent or temporary importation (if arriving from outside the EU)

**Please note that we may still be required to provide assistance in clearing the consignment through German customs and if so the applicable cost will be applied to your file.**

## **Airfreight (deadline for arrival 5/5 2016)**

All consignments should be sent on a freight prepaid basis to Bremen Airport (BRE) and consigned to:

Fairexx Logistics GmbH  
c/o Carl Hartmann GmbH & Co. KG  
Oehlmuehlenstrasse 11/13  
29195 Bremen, Germany

Notify:

Fairexx, phone +49 30 44 03 470

For Exhibition EWMA 2016, Exhibitor / Stand Number – *please replace with relevant information*

All documentation (airwaybill, invoices and any other associated paperwork) **MUST** be sent via email prior to arrival of goods at Bremen Airport and should indicate if goods are for permanent or temporary importation into Germany.

## **Seafreight (deadline for arrival at port 29/4 2016)**

All consignments should be sent on a freight prepaid basis to the port of Bremerhaven and consigned to:

Fairexx Logistics GmbH  
c/o Carl Hartmann GmbH & Co. KG  
Oehlmuehlenstrasse 11/13  
29195 Bremen, Germany

Notify:

Fairexx, phone +49 30 44 03 470

For Exhibition EWMA 2016, Exhibitor / Stand Number – *please replace with relevant information*

All documentation (bill of lading, invoices and any other associated paperwork) **MUST** be sent via email prior to arrival of goods port and should indicate if goods are for permanent or temporary importation. If original bill of lading issued then this **MUST** be sent via courier to Fairexx at least 7 days prior to vessel arrival at port.

### **Pre-advice of shipments**

Please pre-advice shipments and forward copies of the documents - containing minimum the following information: tracking number, transport company, name of the relevant exhibitions and stand number and contact details of on-site personnel.

Please advise via e-mail to [expo@dk.dsv.com](mailto:expo@dk.dsv.com)

### **Standbuilders / Freight Forwarders / Logistics Companies**

If you are going to transport your shipments with your constructor or with another transport company, please give them our contact information so they can inform us about the deliveries before the arrival.

### **On site contacts**

Henrik Glendorf	+45 40403989
Peter Kristian Pors	+45 41891475

### **Prices and conditions**

Please see the attached documents. All on-site costs to be prepaid by credit card prior to delivery to stand.

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All services rendered are subject to the General Conditions of the Nordic Association of Freight Forwarders (NSAB 2015). Under these conditions our liability for loss of, deterioration of or damage to goods is limited to SDR 8.33 per kg and our liability for delay is limited to the amount of the freight, but not exceeding SDR 50,000 per order. In connection with storage, the freight forwarder's total liability for damage is limited to SDR 500,000 for any incident of damage occurred (clause 27). Special attention is directed to the stipulations that claims against the freight forwarder are statute-barred after one year (clause 30) and that the lien on goods (clause 14) applies to both current and previous claims. Claims for freight etc. must be honoured regardless of the terms of delivery under the contract of sale or freight agreement (clause 10).

Orders undertaken as carrier of overseas carriage are subject to DSV A/S Ocean Transport Bill of Lading/Way Bill conditions, which limits our liability for loss of or damage to the goods to SDR 2 per kg (clause 10.3) and in respect of delay and other damage to maximum the freight but never exceeding the value of the goods, whichever the lesser (clause 12). Special attention is drawn to the fact that claims become time-barred after 9 months (clause 1.4) and that lien can be exercised for any claim (clause 21). The freight shall be deemed earned on our receipt of the goods and shall be paid, regardless of the goods being lost (clause 20.1)