

**Contact and invoicing:**  
Schenker Deutschland AG  
Lilienthalallee 40 | 80939 München | Germany  
Tel. +49 89 3241125  
www.dbschenker.com/de | fairs.muenchen@dbschenker.com

Exhibitor	Hall / Stand no.
VAT no.	Contact
Street / P.O. Box	E-mail
Country / Town / Postcode	Tel. with area code and ext. Fax with area code and ext.

Please pass on our order to the official forwarding agent of Messe München GmbH:

We require the following lifting gear as marked for the indicated lifting weights for loading / unloading or installing / dismantling our exhibits and exhibition objects:

		Max. unit weight	Date of use	Starting time of use	Duration of use
Fork lift truck	Lifting capacity t				
Mobile crane	Lifting capacity t				
Others					

The above-mentioned trade fair forwarding agent has the sole forwarding rights at the MOC Veranstaltungszentrum München. This applies in particular to the use of fork lift trucks and mobile cranes. We are aware that we must expect considerable delay and higher costs for stand construction / dismantling if application for delivery / collection is submitted late.

## Storage of goods / products

	Collection date	Time	Number of packages/m <sup>3</sup>
Empties storage (see explanations on page 2)			
Full load storage (see explanations on page 2)			

An extract from the list of charges raised by forwarding agents can be found on page 2.

## Office hours

DB Schenker is available during standard office hours  
Monday–Thursday from 08:00–16:00 and Friday from 08:00–14:00  
Appointments outside these hours must be agreed with DB Schenker.

- ☐ I am an entrepreneur as defined by the UStG (Law on value-added tax) – see VAT no. in address field.
- ☐ I am not an entrepreneur as defined by the UStG.
- ☐ Invoice address deviating from that above

Any contract agreed is concluded directly between the exhibitor and the official forwarding agent of Messe München GmbH designated above.  
We are familiar with the conditions of the Messe München GmbH's accredited forwarding agent set out on page 2.

Ordering party (if deviating from the exhibitor) Street / P.O. Box

Postcode / Town / Country

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Conditions of trade fair forwarding agent

a) The German General Conditions for Forwarders (ADSp) (latest version) shall apply for all orders to the official trade fair forwarding agents. The forwarding rates for trade fairs and exhibitions are available from the official forwarding agents listed and will be sent on request. German law shall prevail. Place of jurisdiction shall be Munich.

When ordering cranes and fork lift trucks it must be noted that the trade fair forwarding agents only assume liability within the scope of the ADSp. Exhibitors are therefore strongly advised to take out transport and installation insurance.

**The exhibitor shall have sole liability for all damage and consequential damage resulting from the incorrect specification of weights (individual weights).**

b) After award of the order, the official forwarding agents can in urgent cases act according to their discretion, while safeguarding the interests of the exhibitor, if there is no representative of the exhibitor on the stand. This shall also apply in the case of use of the cranes and fork lift trucks. This unordered work must be paid for in exceptional cases according to the forwarding rates if the intervention was necessary in the interest of the goods.

c) The liability of the official trade fair forwarding agents shall end with the placing of the exhibition goods in the exhibitor's stand, even if the exhibitor or his representative is not present. In the case of return transport this shall not commence until the goods are actually collected from the stand, even if the shipping documents have been issued previously at the office of the official forwarding agent. Storage will be undertaken by the official forwarding agent only if specially ordered and against payment.

d) Forwarding agent invoices are payable without deduction and immediately within ten days of the invoicing date. Since the invoices are usually for cash expenses, this payment deadline must be observed without fail.

Messe München GmbH's accredited forwarding agents are entitled to collect payment of expenses and charges during the trade fair, at least in the form of a down payment.

## ■ Explanations

1. Only packages that are actually empty can be designated and charged as **empties**. Packaging material must be made available on the stand, of suitable type for transport and if necessary bundled together. The price applies only for empties. No liability is accepted for full goods left with empties.
2. All empties / packaging must be marked with the address of the company, hall and stand number, otherwise correct return cannot be guaranteed.
3. The use of lifting vehicles and rental cranes is permitted only in connection with the official trade fair forwarding agents. In special cases, an additional agreement with the Department Events MOC is required.
4. **The information on page 1 of this form is absolutely essential for the proper processing of your order. Please fill this in carefully.**
5. Separate order by fax is required if the above-mentioned lifting devices are to be used on several days.

## ■ Extract

Extract from the official list of charges raised by forwarding agents applicable to Munich Trade Fair Center		EUR
3.0 t fork-lift truck	per hour	120.00
5.0 t fork-lift truck	per hour	130.00
30 t telescopic boom crane	per hour	200.00
40 t telescopic boom crane	per hour	215.00
Empties storage	per package and m <sup>3</sup> or part thereof	47.50
Full load storage	per package and m <sup>3</sup> or part thereof	66.50

Parts of half-hour periods of use will be rounded up to the full half hour and charged as such; travel time to and from the customer's site and the set-up time for telescopic cranes count towards the duration of use and are charged as such. For equipment a minimum period of use of one hour will be charged; for empties and full load storage a minimum of 2 m<sup>3</sup>.

## ■ Delivery of goods consignments

When you address goods consignments for delivery to your stand, we would ask you to include the following data on the consignment and / or inform your forwarding agent accordingly:

- Name of the event
- Hall (designation of hall: 1–4 or Atrium 3–4)
- Stand number of your exhibition stand
- Name of exhibitor
- MOC, Lilienthalallee 40, 80939 Munich, Germany

**Please note that Messe München GmbH staff will not accept receipt of goods consignments intended for exhibition stands / third parties. This may only occur via the exhibitor himself or staff authorized by the exhibitor for this purpose.**

## ■ Overtime surcharges for staff

Period	%
Overtime surcharge, from 17:00 to 20:00	25
Nighttime surcharge, from 20:00 to 06:00	50
Saturday surcharge, 06:00 to 20:00	25
Sunday surcharge, 06:00 to 20:00	50
Sunday night surcharge, from 20:00 to 00:00	100
Public holiday surcharge	100

All prices plus forwarding insurance / hook load insurance and statutory VAT.

**The full list of charges raised for the Munich Exhibition Facilities are available from our service partners via the contact data stated page 3.**

## ■ Our trade fair forwarding agent offers you the following consignment services:

- Acceptance of receipt and storage of goods consignments until such time as the staff setting up the stand arrive
- Delivery service to the stand
- Storage of full and empty packaging and delivery of same for stand dismantling purposes
- Storage of goods at close of event until shipping date

Further information on the services provided by the forwarding agents approved by Messe München GmbH are detailed on page 1 of this service form.

We advise our exhibitors not to deposit goods consignments in the halls or outdoor exhibition area unsecured during the set-up / dismantling periods. Security staff can be ordered via order form 9.1 if required.

## ■ Important information concerning the transport and handling of your exhibits

Schenker Deutschland AG is the official trade fair forwarding agent at the MOC Veranstaltungscenter München and offers you the following services for your trade fair presence.

### Transport to event

Transport organization as per instructions to event venue.

### Parcel consignments to trade fair—without handling by DB Schenker

Direct delivery of your goods to the exhibition stand by your own forwarding agent / courier, without handling by DB Schenker.

Please address consignment as follows:

MOC Veranstaltungscenter München

"Name of trade fair" c/o "exhibitor's name"

"Your hall" + "your stand no."

Lilienthalallee 40, 80939 München, Germany

**Important!** Please ensure in your own interest in the case of this option that you have a contact on site at the trade fair who is able to accept receipt of the consignment. If the deliverer fails to find someone on your stand who is entitled to accept receipt, the parcels will be returned to the sender or further instructions from you will be awaited. An unwelcome delay will be the result. We assume no liability for deliveries that are not received or accepted.

### Alternatively:

### Parcel consignments to trade fair – with handling by DB Schenker

Delivery of your goods to the address below by your own forwarding agent / courier. Delivery to the exhibition stand is carried out by DB Schenker.

Please address consignment as follows:

Schenker Deutschland AG

c/o "Trade fair name" + "exhibitor's name"

"Your hall" + "your stand no."

Lilienthalallee 40, 80939 München, Germany

Please note: for deliveries via DB Schenker, charges are raised for warehousing and stand delivery.

### Provision of technical equipment

Provision of fork-lift trucks, motor cranes, manual pallet trucks for unloading & loading goods vehicles, as well as transport units with tools.

### Storage of empty packaging

Storage of empty goods (packaging materials) incl. collection from and return to exhibition stand. The packaging is returned automatically on the last day of the trade fair in the course of the evening.

### Storage of full goods

Storage of full goods (e.g. tool kits, ladders) incl. collection from and return to exhibition stand. Goods are returned exclusively after request / demand to this effect.

### Outgoing consignments

Collection of part-load consignments after the event, interim storage and forwarding / transfer as per instructions.

### Return transport

Organization of transport as per the customer's instructions to the destination.

### Customs formalities

Handling of customs formalities incl. deposit of any customs security required.

At the MOC Veranstaltungscenter München there is no possibility of customs clearance. Please contact us for delivery address details for goods requiring customs clearance.

### Order processes

Your orders can be placed via the order form 10.1 and by e-mail to the following contact addresses.

## ■ Your DB Schenker team at MOC

### Contact – handling on site

Mr. Siegfried Stöger

siegfried.stoeger@dbschenker.com

Tel. + 49 89 3241125

Fax + 49 89 3241102

### Customs formalities / International consignments

Mr. Hüseyin Güneruz

hueseyin.gueneruz@dbschenker.com

Tel. + 49 89 94924327

Mr. Andreas Stanglmair

andreas.stanglmair@dbschenker.com

Tel. + 49 89 94924351

Fax + 49 89 94924339

## ■ You can find us here

