

12-14 November 2024

OFFICIAL FORWARDER & HANDLING CONTRACTOR

## COURIER SHIPPING INFORMATION & ORDER FORM

The following shipping information and charges apply to small shipments, such as literature and marketing material of low value and is **not** suitable for exhibits or stand displays that require a temporary import into Germany. If you have a consignment over **50kgs**, require temporary importation or would like us to provide a complete door-to-stand quotation please contact [aieops@european-intl.com](mailto:aieops@european-intl.com).

Courier shipments **up to 50kgs** should be sent to the below address (Mo-Fr 08:00-16:00)

### "SHIP TO" ADDRESS & LABELLING

#### SHIP TO:

SCHENKER DEUTSCHLAND AG  
Neue Landesmesse Stuttgart  
Tor 1/ Gate 1  
D-70629 Stuttgart Germany

[Click here for Formatted Shipping Labels](#)

#### PACKAGE MARKING:

SCHENKER DEUTSCHLAND AG  
Neue Landesmesse Stuttgart  
Tor 1/ Gate 1  
D-70629 Stuttgart Germany  
Event: **<Name of Event>**  
Exhibitor: **<Name of Exhibitor>**  
Stand Nr.: **<Hall # / Stand #>**  
EIF Ref.: **<EIF Ref. #>**

### BOOKING COURIER SHIPPING

Courier shipments must be sent "pre-paid" to the above address. In order to avoid additional charges, you must instruct your courier company to deliver to the above address on a door-to-door DDP basis (Deliver Duty Paid).

If you are shipping from outside the EU be sure to apply for an EORI number which the courier company require in order to arrange customs clearance. Please complete the [EORI application form](#) by following the [EORI instructions](#). Please note it can take 7 working days for applications to be processed and an EORI number issued. Please supply this number to the courier company and clearly show the number on the commercial invoice.

Please check with your courier in order that the shipment arrives in Stuttgart no later than **Friday 08 November 2024**.

Shipments **MUST** be sent "pre-paid" on a DDP basis (Delivered Duty Paid).

**COMMERCIAL INVOICE / PACKING LIST** - Please make use of our [Combined Commercial Invoice & Packing List](#). Once completed, please print and sign and forward a copy with your pre-advice (see below).

**PRE-ADVICE OF SHIPMENT – VERY IMPORTANT** - Notify [aieops@european-intl.com](mailto:aieops@european-intl.com) of the details of your shipment **prior to its arrival**. This must include a copy of the commercial invoice and this form, duly completed with all details. Include also, a copy of the Air Waybill – if applicable. **Delivery cannot be made without this order form completed in full.** Shipments arriving without prior notice will be subject to a 50% surcharge or even refused.

**NEED HELP** - We can provide a complete door-to-door shipping service - from your premises (or your supplier's) through to your stand. For details, please contact: Niklas Schnecke, tel. +49 521 78796241 / [niklas.schnecke@european-intl.com](mailto:niklas.schnecke@european-intl.com)

### SHIPPING DATES AND PAYMENT & TERMS

All shipments must be sent pre-paid on a DDP basis only. The following charges for handling from our warehouse to the show site will apply.

Up to 50 kgs/vol	€95.00 per shipment per air waybill
Service Fee	€75.00 per shipment/ per air waybill
Courier Handover Fee	€75.00 per shipment/ per air waybill (if applicable)
Liability Insurance	€6.00 per shipment

**NB.** The above rates apply to pre-advised shipments, delivered duty paid. If your chosen carrier or courier fails to customs clear your shipment and we're asked to intervene, charges per the [full exhibition tariff](#) will apply.

Above rates not applicable to outbound shipments by courier, charges per the [full exhibition tariff](#) will apply.

\* Note courier freight charges based on 1 cubic metre = 333 kilos. Rate includes overtime on-site handling charges and 5 days free storage at our facility.

### ORDER & PAYMENT

All handling and customs clearance fees must be paid prior to delivery. Please complete the order form [here](#) and send it back to [aieops@european-intl.com](mailto:aieops@european-intl.com).