

12-14 November 2024 – Neue Landesmesse, Stuttgart, Germany

## SHIPPING & ON-SITE FREIGHT HANDLING INFORMATION

**IMPORTANT: Please read carefully or pass on to the person or forwarder responsible for the shipping of your goods.**

European International (Fairs) Ltd (EIF) are appointed the official freight forwarder & sole on-site handling contractor by the organisers, UKi Media & Events (UKi). The following information will assist you in the preparation, shipping and handling of your exhibits and booth material. If you require further information, please do contact us immediately. The key contacts at EIF is:

**Project Leader/International & Sales**

Niklas Schneck, tel. +49 521 78 79 62 41

E-mail: [aieops@european-intl.com](mailto:aieops@european-intl.com)

Shipping to an event is different to shipping to your customer. An event exists for the time it takes to set-up, take place and break it down. Before this and after this, it's not there. You should NOT therefore, just ship your materials and exhibits addressed to the show, without making proper prior arrangements for it to be received, delivered and, if applicable returned to you. And that is what we do, and why we have prepared comprehensive shipping and handling information. Below please see selected extracts.

### OUR SERVICES

We provide a range of freight & handling services, from taking care of everything from your door to the booth and back again, to just storing your empty boxes. Our services include the following and are offered, where applicable, inwards or outwards or both.

- **All-in Service** – A true door-booth-door round trip freight service, including all the following services from anywhere in the world
- **Port to booth** – From arrival Hamburg or STR, including customs clearance and return shipping to origin port or onward
- **Advanced Warehouse Receiving & Shipping** – Receiving and delivery to your booth and afterwards, shipped back or onward
- **Advance Warehouse Receiving & Stored** – Receiving and delivery to your booth and afterwards, safely stored pending collection
- **Unloading / Reloading (directly to/from your booth)** – From 5kgs to 50,000kgs, inwards and/or outwards
- **Show Hall services only** – Scissor lift / Genie hire. Storage & Handling of empties, excess product and booth-building equipment.

### USE YOUR LOCAL EIF PARTNER

EIF have an experienced official partners network who will take care of all your shipping needs from your door to your booth. We strongly recommend making use of their services. They will take care of all necessary arrangements and will guide you through the whole process. Please choose from our [experienced and reliable partners](#) list, or contact [aieops@european-intl.com](mailto:aieops@european-intl.com) if a partner in your country is not listed.

### SHIPPING BY ANOTHER FORWARDER OR COURIER

If you choose to use your regular forwarder or courier, **please ensure that your materials are consigned to us in accordance with the addresses and documentation provided.** A completed [Service Order Form](#) must be submitted prior to the arrival of your shipment or by the deadline date if stated, whichever is earlier. **If planning to ship by courier (DHL, FedEx, UPS, etc) [click here](#).**

**BEWARE: Instructing your forwarder or courier to deliver your shipment to your booth without engaging us to receive it, is very risky. Especially in the absence of your booth personnel, it is NOT recommended and can have significant consequences.**

### ARRIVAL / DEADLINE DATES

Oceanfreight LCL	Hamburg CFS	Friday, 18 October
Oceanfreight FCL	Hamburg / Bremerhaven	Friday, 18 October
Airfreight	Stuttgart STR airport	Monday, 04 November
Roadfreight or Courier via advance warehouse	Schenker warehouse, Stuttgart	Monday 04 - Friday 8 November
Roadfreight direct to show hall	Stuttgart	Sunday 10 – Monday 11 November

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## PREPARING YOUR SHIPMENT

### SHIPPING WITHIN THE EU

Goods which are in free circulation within the EU do not need to clear customs entering Germany. Norway, Switzerland and the United Kingdom are NOT members of the EU. If shipping from either, please refer to the *SHIPPING FROM OUTSIDE THE EU* section

### RESTRICTED GOODS

Even if being imported from another EU member state, Excise Goods, such as tobacco and alcohol, require customs clearance into Germany. Hazardous materials, such as aerosols, batteries, corrosives, chemicals and compressed gas, must be declared and correctly packed and documented in accordance with worldwide regulations. Request information from your chosen forwarder for details of requirements.

If shipping from outside the EU, certain other products are restricted. Please refer to the *SHIPPING FROM OUTSIDE THE EU* section (page 4) for examples of other restricted items.

### PACKING / PACKING LISTS

Packaging should be designed with internal padding and battens suitable for the nature of the goods and the intended mode of transport, and able to withstand both outward and return journeys (if required). Packaging should also be capable of easy unpacking and repacking. Please use screws or clips for cases, not nails or staples.

We recommend including a packing list with your shipment so that your booth personnel can refer to it when unpacking. Refer to the *SHIPPING FROM OUTSIDE THE EU* section (page 4) for our Combined Commercial Invoice & Packing List.

### MARKING / SHIPPING LABELS

All cases should be clearly marked showing Automotive Interiors Expo 2024, c/o European International Fairs Limited, your exhibiting name, booth number and case number (i.e. 1of3, 2of3 etc). We recommend using our pre-formatted labels:

Roadfreight for direct offloading at the show hall	Airfreight
Roadfreight via warehouse	Ocean
Courier	

Case numbers on the labels should tally with those stated on the shipping documentation.

### INSURANCE

The exhibitor is responsible for ensuring that adequate insurance cover has been arranged for all exhibits and materials whilst in transit, storage and display during the event. Consider extending an existing policy for this or establish a global exhibition policy.

### USE YOUR LOCAL EIF PARTNER

EIF have an experienced official partners network who will take care of all your shipping needs from your door to your booth. We strongly recommend making use of their services. They will take care of all necessary arrangements and will guide you through the whole process. Please choose from our [experienced and reliable partners](#) list, or if a partner in your country is not listed. contact [aieops@european-intl.com](mailto:aieops@european-intl.com)

### SHIPPING BY ANOTHER FORWARDER / COURIER

If you choose to use your regular forwarder or courier, **please ensure that your materials are consigned to us in accordance with the addresses and documentation provided.** A completed [Service Order Form](#) must be submitted prior to the arrival of your shipment or by the deadline date if stated, whichever is earlier.

**BEWARE: Instructing your forwarder or courier to deliver your shipment to your booth without engaging us to receive it, is very risky. Especially in the absence of your booth personnel, it is NOT recommended and can have significant consequences.**

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## SHIPPING FROM OUTSIDE THE EU

### PACKING (ISPM15)

Packaging for shipments originating from outside of the European Union must be 'ISPM15' compliant. Please ensure that any timber or non-processed woods used in the manufacture of your crates, boxes, pallets, etc. comply with [ISPM15 regulations](#), and are branded accordingly.

### RESTRICTED GOODS

Certain products are restricted for import into the European Union and should not be included in your shipment if originating from outside of the EU – excise goods, foodstuffs (incl. sweets and mints), beverages, tobacco, alcohol, medicines, cosmetics, live animals or plants, pharmaceutical products and animal hides. Depending on country of manufacture, some textile products are also restricted.

Please [contact us](#) or your chosen forwarder if it is essential for you to include such prohibited items within your consignment.

### EORI (Economic Operator Registration & Identification) REGISTRATION

**Very Important:** An EORI number is required to permanently import non-EU goods. This includes giveaway items and literature, even if shipped as part of a larger consignment.

This number must be obtained by and supplied by the shipper of the goods. To register and apply, complete an [EORI application form](#), following the [EORI application instructions](#). **Please note that it can take 7 working days** for applications to be processed and an EORI number to be issued, so do not delay in making your application. Shipments arriving without an EORI number cannot be cleared for permanent import and storage charges. \*

\* Please contact us if you do not have time for this before shipment or your shipment. At their discretion, Customs may allow import whilst an application is pending, but the application for an EORI number must already have been made.

### DOCUMENTATION

Goods shipped from outside the EU, or which are not in free circulation within the EU, must be accompanied by a combined commercial invoice and packing list. We strongly recommend using the EIF [Combined Commercial Invoice & Packing List](#) template for this purpose.

Should you wish to use your own format please ensure it complies with the following;

Must be consigned to:

<exhibitor name>,

c/o Automotive Interiors Expo 2024

<hall & booth number>

Neue Landesmesse Stuttgart

D-70629 Stuttgart Germany

- Must indicate the individual weight and dimensions of each package in the shipment and should match the waybill
- Must clearly indicate the content of each package in English, the item values (in EUR), and the applicable HS Tariff code for each individual item.
- Goods for permanent import must be packed separately from goods for temporary import and each should have their own commercial invoice
- Must clearly indicate which items are packed into which boxes (piece numbers mentioned on your commercial invoice should tally up with the piece numbers mentioned on the labels attached to your packages)
- Make, model and serial numbers **must** be listed for any electrical items

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## CUSTOMS CLEARANCE

Goods which are not in free circulation, must clear customs upon arrival in Germany. Please do not hand-carry commercial goods, not in free circulation. Such goods are still liable for Import Duty / VAT and may be detained by customs at the airport terminal, pending customs clearance.

### PERMANENT IMPORT

Appropriate for literature, give-aways and other items to be freely distributed or otherwise consumed during the event or shipped onward within the EU after the event, the permanent (or definitive) import of goods will incur Import Duty and VAT. Import Duties are variable. German Import VAT is currently 19%. Once cleared, such goods are in free circulation and can move around the EU freely without further customs administration.

### TEMPORARY IMPORT UNDER CUSTOMS BOND

Appropriate for importing goods intended for re-export (outside the EU) directly after the show, without the need to pay Import duties and VAT. Goods imported in this way, must be available for examination by German Customs and must not be removed from the show. At the close of the exhibition the goods must be removed to the warehouse, and any agreed sale reported to German customs. Heavy penalties apply for non-compliance with these regulations.

It is possible to ship goods imported in this way on to further destinations within the EU. HOWEVER, as the goods are not in free circulation, further customs administration and formalities will be required at destination, per this and the above type of import.

### ATA CARNET

Appropriate for goods intended for re-export or further demonstration within or without the EU. If using an ATA Carnet, “Any Authorised Representative” must be shown in box B on the front cover. Goods covered by ATA Carnet need only clear customs upon arriving and exiting the EU and can move freely between member states in the interim.

A [Form of Authority](#) must be completed for customs purposes. **Please note that items/goods for permanent import CANNOT be included on the ATA Carnet and MUST be packed and documented separately.**

## DESPATCHING YOUR SHIPMENT

### IF NOT USING YOUR LOCAL EIF PARTNER

If you choose to use your regular forwarder or courier, **please ensure that your materials are consigned to us in accordance with the addresses and documentation provided.** A completed [Service Order Form](#) must be submitted prior to the arrival of your shipment or by the deadline date if stated, whichever is earlier.

**BEWARE:** Instructing your forwarder to deliver your shipment to your booth without engaging us to receive it, is very risky. Especially in the absence of your booth personnel, it is NOT recommended and can have significant consequences.

**Ahead of despatch, remember to complete and submit you're your Services Order Form and include the EIF booking reference received, on the paperwork or booking/instructions to your forwarder / courier.**

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### SHIPPING BY COURIER (DHL, FEDEX, UPS, etc)

This is not recommended due to their inflexibility and unreliability when it comes to delivering to an exhibition. We understand that it is often very convenient to use them, and on occasion necessary, however. We have therefore prepared specific instructions for shipping by courier. [Click here](#) for this information and note that for shipments coming from outside the EU an EORI Number will still be required.

**IMPORTANT: SHIPMENTS FOR DELIVERY BY ROADFREIGHT MUST BE BOOKED IN ADVANCE. SHIPMENTS WILL OTHERWISE NOT BE ACCEPTED/UNLOADED.** Email [aieops@european-intl.com](mailto:aieops@european-intl.com)

**BEFORE DESPATCHING YOUR SHIPMENT PLEASE MAKE SURE THAT YOU HAVE OBTAINED AN EIF BOOKING REFERENCE. THIS WILL BE PROVIDED UPON RECEIPT OF YOUR COMPLETED [ORDER FORM](#)**

### ROADFREIGHT – ADVANCE WAREHOUSE

#### ARRIVAL DEADLINES

Delivery should be made between **Monday 04 November – Friday 08 November**

Deadline for receiving your completed [Service Order Form](#) **1 day prior to arrival at the warehouse**

#### DELIVERY ADDRESS & PAPERWORK

European International Fairs Ltd  
c/o Schenker Deutschland AG  
Neue Landesmesse Stuttgart  
Messeplazza Tor 1/ Gate 1  
Stuttgart D-70629 Germany

**Paperwork** should be made out as above, and include:

Exhibition: Automotive Interiors Expo 2024 / Exhibitor: *<insert name of exhibitor>* / Hall/booth #: *<insert Hall #>* / *<insert booth #>*

**IMPORTANT: We will not receive / release shipments without a valid EIF reference. Drivers / paperwork MUST quote the EIF reference when reporting.**

### ROADFREIGHT –DIRECT UNLOADING / RELOADING AT SHOW HALL

#### ARRIVAL DEADLINES

Delivery should be made on **Sunday 10 – Monday 11 November 2024**

Collection after the show should be made on **Thursday 14 November after show-close and Friday 15 November**

Deadline for receiving your completed [Service Order Form](#) **Friday 8<sup>th</sup> November 2024**

#### DELIVERY ADDRESS & PAPERWORK

European International Fairs Ltd  
Neue Landesmesse Stuttgart  
Messeplazza Tor 1/ Gate 1  
Stuttgart D-70629 Germany

Drivers should report on arrival to the **European International Fairs Hall Service Desk**

**Paperwork** should be made out as above, and include:

Exhibition: Automotive Interiors Expo 2024 / Exhibitor: *<insert name of exhibitor>* / Hall/booth #: *<insert hall #>* / *<insert booth #>*

**IMPORTANT: We will not unload / load shipments without a valid EIF reference. Drivers / paperwork MUST quote the EIF reference when reporting.**

### AIRFREIGHT & OCEANFREIGHT

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PRE-ADVICES / PRE-ALERTS should be sent to [aieops@european-intl.com](mailto:aieops@european-intl.com)

#### ARRIVAL DEADLINE DATES

LCL Oceanfreight shipments should arrive at <b>Hamburg</b> port, no later than	<b>Friday 18 October</b>
FCL Oceanfreight shipments should arrive at <b>Hamburg</b> port, no later than	<b>Friday 18 October</b>
Airfreight shipments should arrive at <b>Stuttgart STR</b> airport, no later than	<b>Monday, 4 November</b>
Deadline for receiving your completed <a href="#">Service Order Form</a>	<b>10 days prior to arrival</b>

#### AWB/BL CONSIGNING INSTRUCTIONS

Do not ship consolidated. Shipments should be shipped “freight prepaid” on Master AWBs/BLs, consigned as follows.

<b>Consignee:</b> Schenker Deutschland AG Neue Landesmesse Stuttgart Messepiazza Tor 1/ Gate 1 Stuttgart D-70629 - Germany	<b>Notify:</b> Automotive Interiors Expo 2024 <Exhibitor Name> / <Hall/booth #> European Intl Fairs / <EIF Ref. #>
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#### MARKS

Packages should be marked as follows or labelled with our pre-formatted [Shipping Labels](#):

Schenker Deutschland AG  
Neue Landesmesse Stuttgart  
Messepiazza Tor 1/ Gate 1  
Stuttgart D-70629  
Germany Event: <Name of Event>  
Exhibitor: <Name of Exhibitor>  
Hall / booth Nr.: <Hall # / booth #>  
No. \_\_\_ of \_\_\_

#### PACKING

Wooden crates should be constructed with screws, NOT nails, and closed with hinges and latches for ease of access on site. Remember, your crates must be repacked and used for the return or onward shipment also.

If palletising multiple smaller packages, remember to mark these with same markings as above, piece count adjusted, in case the shrink-wrapping is damaged or splits. We recommend you include a roll in your shipment for rewrapping your return/onward shipment. Banding the items on the pallet is recommended also. Wrapped pallets are not recommended for LCL ocean freight.

Please do ensure that any timber or non-processed woods used in the manufacture of your crates, boxes, pallets, etc. comply with [ISPM15 regulations](#), and are branded accordingly.

#### COMMENTS

If using an **ATA Carnet**, DO NOT send it with the shipment. Send it immediately it returns from Customs, by express courier to the consignee address above.

**LCL Shipments** – can very often be delayed due to issues or problems relating to a co-loaded shipment. Please ensure that you allow for this by shipping earlier than on the last available vessel. Make sure that your products are packed in a robust crate, capable of withstanding double stacking and movement within the centre.

#### AT THE SHOW (PROCEDURES & STORAGE)

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#### UNPACKING, POSITIONING & EMPTY CASES STORAGE

It is the responsibility of the exhibitor and/ or Booth contractor to unpack exhibits and other booth material. If labour or mechanical assistance is required for this, or the positioning of your exhibits, equipment and crew should be booked with us in advance.

#### EMPTY CASE STORAGE

We can remove empty crates & packaging materials for storage during the exhibition and return them once the exhibition is over. Prior to our collection, empty crates must be re-assembled and small or loose items “packaged” or palletised. Unless booked for “Full” storage all crates are accepted as empty and will be handled accordingly. Crates not re-assembled will incur a special handling surcharge. Empty crates and packaging materials stored by us during the exhibition will be returned automatically after the close of the exhibition.

#### FULL / ACCESSIBLE STORAGE

Crates which are not completely empty and retain valuable or breakable items should be booked for “Full Goods” storage. Full storage and accessible storage, (such as ladders, genies, pallet trucks, toolboxes), are not returned automatically but upon request.

#### DURING THE EXHIBITION

During the exhibition EIF will re-confirm with booth personnel and/ or your forwarder your pre-ordered outward handling and shipping requirements We will also discuss break-down and move-out procedures, as well as timescales for the empty crate return. Irrespective of the weight and size of your shipment, we cannot collect or pick-up from your booth until after the show has closed. Neither can outside couriers or third parties.

#### RETURN OF EMPTIES

The return of empty storage, whilst automatic, is not an immediate process. Commencing with smaller / portable items, the process is not otherwise prioritised. Please be patient during this process. Do not leave items unattended or unpacked, and do not arrange unrealistic travel schedules for those responsible for repacking. If planning to depart that evening, please plan to do so as late as possible or make arrangements for the security and repacking of your materials. We cannot deliver any items stored with us prior to this foregoing procedure commencing.

#### REPACKING

Please book any labour or forklift services required for repacking your exhibits in advance. Assistance with repacking is undertaken on a “first come / first served” basis. Upon arrival of the empty storage, but only then, please notify EIFL when you are ready, and EIFL provide assistance as soon as possible.

#### NO NAILS POLICY – UNPACKING/REPACKING/RE-ASSEMBLY

In line with health and safety policies, we will not undertake the re-assembly and or repacking of crates to be fixed with nails. If you will require unpacking or repacking or the re-assembly of your crates, you must have them manufactured using screws.

#### BEFORE YOU LEAVE – LABELLING

Before leaving your booth for the last time, please ensure all crates & packages are correctly labelled, the piece count is accurate, and is “as booked” with EIF for return / loading out. Any variation may result in EIFL delaying the shipment release until discrepancies are resolved.

**FORKLIFTS / ELECTRIC PALLET TRUCKS / SCISSORLIFTS & PLATFORMS**



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Only EIF and their subcontractor Schenker are permitted to operate forklifts and electric pallet trucks both within the hall and in the loading areas around the hall. Mechanical pallet trucks are permitted. The use of Moffat trucks and alike for unloading are not permitted.

Scissor lifts and Platforms are permitted but can only be operated by someone who has been trained and carries a valid licence. Proof of certification is required. Operators must have this proof with them at all times.

## PAYMENT / LIABILITY / TERMS & CONDITIONS

Payment for services is required upon presentation of our invoice. Unless you have an account with us, all services must be paid for in advance. The receiving or unloading of shipments will only be undertaken upon receipt of a completed [Services Order Form](#).

All work is undertaken by EIF, our contractors and sub-contractors at the owner's risk, and performed subject to, and in accordance with, our [Terms & Conditions](#).

Unless interim storage is booked, or we are otherwise instructed, shipments will be delivered to the booth upon receipt. Any liability ends upon delivery of your exhibition goods to the booth, irrespective of the presence of the exhibitor, their representative or booth contractor, and only resumes with the uplift of the goods from your booth for return. EIF do not assume any liability for any goods left in empty crates, boxes or packaging materials. Any possible damages / shortages should be notified to our on-site office immediately and followed up in writing.

We will not undertake to obtain signatures from booth builders and or exhibitors for services ordered. If support documentation is required to verify work performed or empties stored, then it is the responsibility of the booth builder or exhibitor to come to the EIFL on-site office and obtain such documentation. Any requests for signatures or disputes must be made on-site during the first 2 days of the event.

We are the only company permitted by the organisers to operate forklifts/ electric handling equipment and provide on-site empty case storage at this event. Direct delivery to your booth by "driver & pallet-truck" is permitted, however EIF will not sign for, or be responsible for, deliveries made on this basis.

## SUMMARY OF LINKS, DOCUMENTS & FORMS

Please find select from the links below to download the required form or document.

### Documents & Forms:

[Combined Commercial Invoice & Packing List](#)  
[Service Order Form](#)  
[Shipping by Courier Information](#)  
[Form of Authority](#)

### Shipping Labels:

[Roadfreight direct to show hall](#)  
[Roadfreight via advanced warehouse](#)  
[Airfreight](#)  
[Oceanfreight](#)  
[Courier](#)

### Links

[EORI Number Application Form](#)  
[EORI Application Instructions](#)  
[ISPM15 Regulations \(use of Wood Packaging\)](#)

[Terms & Conditions](#)

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## ON-SITE & INTERNATIONAL FREIGHT HANDLING TARIFF

All services provided by European International Fairs Ltd and our local partner, Schenker Deutschland AG will be invoiced in accordance with this tariff. All charges are per exhibitor, per shipment and stated in Euros. Rates are based on work performed during normal working hours (Monday -Friday, 08.00-16.30hrs), and are applicable to general crated/palletized cargo and individual pieces not exceeding 2000kgs / 300 x 200 x 200cm (LWH). To avoid delays and additional charges, on-site handling services should be booked in advance. Refer section 9 below for surcharges where applicable. All work undertaken by European International Fairs Ltd and our subcontractors is carried out at owner's risk. **T & Cs apply**

### 1. ADMINISTRATION – Applicable to all orders

Service fee per exhibitor per shipment, each way €75.00

### 2. ROADFREIGHT HANDLING

Rounded up to next whole cbm / LDM. 1cbm=333kgs. LDM = Loading metres (ie the length of deck space utilised on the vehicle)

- |  |   |
|--|---|
| a. Shipments via advance warehouse to booth                  |   |
| Shipments in free circulation, inclusive of interim storage  | €130.00 per cbm/200kgs<br>(min 2cbm)        |
| (5 working days free storage inbound)                        |   |
| b. Warehouse storage outside of free period                  | €5.00 per 100kgs/ day                       |
| c. Shipments direct to booth                                 |   |
| Direct unloading to booth / reloading ex booth (3T Forklift) | €95.00 per LDM<br>(min. 2 LDM, max. 10 LDM) |
| 5T Forklift additional                                       | as above + 15%                              |

NB. Shipments arriving "uncleared" will incur Customs Clearance charges and will be handled via the warehouse. Refer section 5.

### 3. AIRFREIGHT HANDLING 1cbm = 333kg

From arrival STR to stand (or stand to STR); inclusive of interim storage  
And handling but excluding airline handling charges (min. 250 kgs)

		€2.35	per kilo / volume kilo
	+300 kgs	€2.00	per kilo / volume kilo
	+500 kgs	€1.85	per kilo / volume kilo
	+1000 kgs	€1.65	per kilo / volume kilo
Transit Fee, applicable in and out (non-EU Cargo only)		€135.00	per exhibitor shipment
ATA Carnet clearance		€195.00	per ATA Carnet
Temporary Import or Re-Export Entry (incl. 1 <sup>st</sup> HTS code/ heading)		€195.00	per entry
Permanent Import Entry (incl. 1 <sup>st</sup> HTS code/ heading)		€165.00	per entry
Additional HTS code/ heading		€18.50	per code/ heading
Customs Security/ Bond Fee, applicable in only (minimum €95.00) @		2.0%	of CIF value
Customs Security/ Bond Fee, applicable out only (minimum €50.00) @		0.5%	of CIF value
Customs Inspection		€135.00	per exhibitor shipment
Customs duties/ taxes (minimum outlay fee €45.00)		-	as per outlay + 15%
Airline storage, release, handover fee (if applicable)		-	as per outlay +15%

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#### 4. OCEANFREIGHT HANDLING

Handling charges available upon request – please contact [niklas.schnecke@european-intl.com](mailto:niklas.schnecke@european-intl.com)

#### 5. CUSTOMS CLEARANCE CHARGES

a. Transit Fee, applicable in and out	€135.00 per exhibitor shipment
b. ATA Carnet clearance	€195.00 per ATA carnet
c. Temporary import or Re-Export Entry (incl. 1 <sup>st</sup> HTS code / heading)	€195.00 per entry
d. Permanent Import Entry (incl. 1 <sup>st</sup> HTS code / heading)	€165.00 per entry
e. Additional HTS code / heading	€18.50 per code/heading
f. Customs Security/ Bond Fee, applicable in only ( <i>minimum €95.00</i> ) @	2% of CIF value
g. Customs Security/ Bond Fee, applicable out only ( <i>minimum €50.00</i> ) @	0.5% of CIF value
h. Customs Inspection Fee – if applicable	€135.00 per exhibitor shipment

#### 6. STORAGE DURING SHOW / ADDITIONAL CHARGES

Removal, storage & return of empty cases (chargeable per piece rounded up)	€78.00 per cbm / min. 2 cbm
“On Demand” full goods/ equipment storage (chargeable per piece rounded up)	€95.00 per cbm / min. 2 cbm
Loading or unloading of empty crates to/from owner’s vehicle	€95.00 per ldm / min 7 ldm
Forklift assistance for empties/ full goods measuring 5.0 cbm and above	€150.00 per 5.0 cbm

#### Notes on Empties

To allow the laying of the aisle carpet all empties must be ready for collection no later than **18.00 hours on 11 November**. Empties collected after this time, or the following day will be subject to a 50% surcharge.

Please be aware individual pieces regardless of size will be charged as 1 m<sup>3</sup>. If you have more than two empty pieces to store it may be cost effective to palletise and shrink wrap as one piece. We can offer a pallet and shrink wrap service at a cost of €65.00 per pallet, plus the storage fee. Pallet size standard Euro 120 cm x 80 cm maximum height 150 cm.

Full goods will be return on request only the following minimums will apply:

Ladder up 2.5 metre	1 m <sup>3</sup>
Ladder over 2.5 metre	1.5 m <sup>3</sup>
Pallet jack standard	1 m <sup>3</sup>
Pallet jack long	1.5 m <sup>3</sup>
Genie/hand lift	3 m <sup>3</sup>
Toolbox, etc.	as per measurement

Individual pallets / cases exceeding 300 cm x 150 cm x 200 cm and or items that require additional manpower and or forklifts to handle will be subject to an additional forklift assistance fee of 1 hour each way

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## 7. SURCHARGES & OUTLAY FEES

a. Late booking surcharge applies to all orders not received by deadline.	As per service + 15%
b. Overtime Surcharge – applicable to services 2.a/c* , 3.0 & 9.0	
Weekdays after 16:30hrs	as per service + 25%
Saturdays, Sundays & Public Holidays	as per service + 50%
c. Late arrival surcharge	As per service + 50%

\* Not applicable to standbuilding material

\*\* due to a recent charge in the regulations at the Neue Landesmesse Stuttgart all empty cases and full goods stored will be rounded up to the nearest cubic metre per piece and charged accordingly.

## 8. MANDATORY LIABILITY INSURANCE CHARGES

a. Warehouse shipments	€6.00 per shipment
b. Storage of empty cases	€3.00 per empty case order
c. Full case storage	€6.00 per full case order
d. All work orders	€6.00 per work order

## 9. EQUIPMENT & LABOUR – WORKING ON / AT STAND ONLY

3.0 Tonne Forklift (Minimum 1 hour)	€225.00 per hour
Labour (Minimum 2 hour)	€75.00 per man hour

## TENANCY DATES & TIMES

- a. Set up / Move-in:  
 Sunday 10<sup>th</sup> Nov – 10.00 – 20.00  
 Monday 11<sup>th</sup> Nov – 08.00 – 20.00
- b. Open Days:  
 Tuesday 12<sup>th</sup> Nov – 09.30 – 17.00  
 Wednesday 13<sup>th</sup> Nov - 09.30 – 17.00  
 Thursday 14<sup>th</sup> Nov – 09.30 – 15.00
- c. Break-down / Move-out:  
 Thursday 14<sup>th</sup> Nov – 15.30 – 22.00  
 Friday 15<sup>th</sup> Dec – 08.00 – 15.00 (All goods must be cleared from the hall by 15.00)