

FREIGHT HANDLING INFORMATION

Dear Exhibitor/Contractor,

We kindly ask you to read these important shipping instructions carefully concerning freight logistics for Industrial Vehicle Technology Expo 2025 in order to avoid any problems with the clearance, handling and transportation of your materials.

INTRODUCTION

European International Fairs Ltd is nominated as the Official Freight Forwarder & On-Site Handling Contractor for Industrial Vehicle Technology Expo 2025. The following information and associated documentation have been prepared to assist you in the preparation, shipment and handling of your exhibits and stand material to and from the event. If you need clarification or further information, then please don't hesitate to contact us. Your key contacts for this event are as follows:

European International Fairs Limited
Units 6&10, Skitts Manor Farm
Edenbridge
Kent TN8 5RA
United Kingdom

Nick Gayle
Tel: +44 1732 860330
E-mail: ivtxops@european-intl.com

Our experienced and reliable partners can take care of all your shipping needs from your door, your supplier's door or from anywhere in the World, to your stand and back again. All are experienced in shipping exhibition materials and work with us on a regular basis. **We strongly recommend you make use of their services.** They will take care of all the necessary arrangements and can guide you through the whole process at a local level. Please [click here](#) for details of our local partner in your Country.

If you wish to use your regular forwarder, **please ensure that your materials are consigned to us in accordance with the addresses and with the documentation provided in these instructions.** We will be happy to work with your preferred forwarder or with you directly. Please visit our [online portal](#) to order services directly with us or to notify us of shipments en-route to the event.

TENANCY SCHEDULE

The build-up, show open and breakdown schedule for Industrial Vehicle Technology Expo 2025 is as follows:

BUILD-UP

Monday 09th June 08:00 – 20:00hrs (Bank holiday
surcharges apply)
Tuesday 10th June 08:00 – 20:00hrs

SHOW OPEN

Wednesday 11th June 10:00 – 17:00hrs
Thursday 12th June 10:00 – 17:00hrs

BREAKDOWN

Thursday 12th June 17:30-22:00hrs
Friday 13th June 08:00 – 15:00hrs

PACKING & CASE MARKING

Packaging should be designed with internal padding and battens as to be suitable for the nature of the goods and the intended mode of transport and to be able to withstand both outward and return journeys (if required). It should be capable of easy unpacking and repacking. For this reason, it is advisable to use screws or clips for cases rather than nails.

Packaging for shipments originating from outside of the European Union must be 'ISPM15' compliant. Please contact your local Government Plant Health Authority for further details.

All cases should be clearly marked showing Industrial Vehicle Technology Expo 2025, c/o European International Fairs Limited, your exhibiting name, stand number and case number (i.e., 1of3, 2of3 etc.). We recommend using our pre-formatted [label template](#).

Case numbers on the labels should tally up with those mentioned on any shipping documentation.

RESTRICTED GOODS

The following products are restricted for import into the European Union and should not be included in your shipment if originating from outside of the EU – 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.

Excise goods such as tobacco and alcohol will require clearance into Germany even if being imported from another EU member state.

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

INSURANCE

Insurance is the responsibility of the exhibitor, and we do not automatically insure goods on your behalf. We strongly recommend that you arrange adequate cover for your goods for the transit to, from and during the exhibition.

CONSIGNEE INSTRUCTIONS & ARRIVAL DEADLINES

All shipments for Industrial Vehicle Technology Expo 2025 should be sent to Cologne, pre-paid, consigned to:

Consignee: Schenker Deutschland AG
Pfaelzischer Ring 105 / Parking Area P22
D-50679 Koeln
Deutschland

Notify: Industrial Vehicle Technology Expo 2025
<exhibitor name>
<hall & stand number>

and should arrive by the following dates. Arrival after these dates incurs a 30% surcharge on handling rates:

Ocean freight (<i>Hamburg / Bremerhaven port</i>)	15 working days prior to the required delivery date
Airfreight international shipments (<i>at Cologne CGN airport</i>)	5 working days prior to the required delivery date
Airfreight EU shipments (<i>at Cologne CGN airport</i>)	5 working days prior to the required delivery date
EU Road freight (<i>at our advance warehouse</i>)	4 working days prior to the required delivery date
Courier shipments (<i>at our advance warehouse</i>)	4 working days prior to the required delivery date
EU Road freight (<i>direct unloading</i>)	10 th June 2025

IMPORTANT: All deliveries made in advance of your arrival must be pre-booked.

Copies of your shipping documents should be sent to us prior to export from origin to ensure that all details are correct. Final pre-alerts should be submitted to us prior to the consignment's arrival via our [online portal](#).

ROADFREIGHT VIA THE ADVANCE RECEIVING WAREHOUSE

Vehicles arriving for delivery / collection from the advance warehouse should arrive at the following address.

Warehouse Address: Schenker Germany AG
Pfaelzischer Ring 105 / Parking Area P22
(Schenker office in first floor)
D-50679 Cologne, Germany
Exhibition: Industrial Vehicle Technology Expo 2025
Exhibitor Name: / Stand #:
* EIF Ref:
(* Generated upon receipt of order)

Shipments will be received against prior booking only. Please complete and submit an order via our [online portal](#) prior to arrival.

ROADFREIGHT FOR DIRECT UNLOADING / RELOADING AT THE SHOW HALL

Construction / Move-in: 10th June, 0800hrs – 2000hrs

Dismantling / Move-out: 12th June, 1730-2200 & 13th June, 0800hrs – 1600hrs

Vehicles arriving outside of these times must either return at the correct time or report to the warehouse for unloading / reloading.
Shipments will only be accepted / released from the warehouse by prior order.

Unloading / reloading Service

The unloading / reloading service is provided exclusively by European International Fairs Ltd, against an unloading / reloading reference.
To obtain your unloading / reloading reference please complete and submit an order via our [online portal](#) no later than Friday, 06th June.

Unloading / reloading service	European International Fairs Ltd
	Hall 4.1, Tor/Gate A
	Koelnmesse, Messeallee Nord
	D-50679 Cologne, Germany
	Exhibition: Industrial Vehicle Technology Expo 2025
	Exhibitor Name: / Stand #:
	* EIF Ref:
	(* Generated upon receipt of order form)

Self-offloading by Exhibitor / Stand Contractor

Unloading / reloading without Forklift: (self-unloading/reloading)	Industrial Vehicle Technology Expo 2025
	Hall 4.1, Tor/Gate A
	Koelnmesse, Messeallee Nord
	D-50679 Cologne, Germany
	Exhibitor Name: / Stand #:

If you have any questions regarding the above, please email ivtxops@european-intl.com.

SHIPPING BY AIR OR OCEAN FREIGHT

Air or Ocean freight should be shipped "freight prepaid" to Cologne (CGN) airport or Hamburg / Bremerhaven port respectively, consigned as follows:

Consignee:	Notify:
Schenker Germany AG	Exhibition: Industrial Vehicle Technology Expo 2025
Pfälzischer Ring 105 / Parking Area P22	Exhibitor Name: / Stand #:
D-50679 Cologne, Germany	* EIF Ref:
Tel. +49 221 98131-0	(* Generated upon receipt of order form)

Please complete and submit an order via our [online portal](#) prior to arrival and upload copy documents.

COURIER SHIPMENTS

DO NOT consign shipments to the show site or stand directly. Neither we nor the organisers will accept or sign for such deliveries. Courier shipments should be consigned to us *on a DDP basis* c/o the Schenker advance warehouse above and pre-booked via our [online portal](#) prior to arrival.

Shipments arriving directly at the show site requiring payment of Customs duty, VAT or any freight charges will be refused by European International Fairs Limited unless pre-arranged. Shipments MUST therefore be sent on a DELIVERED DUTY PAID basis.

CUSTOMS CLEARANCE & DOCUMENTATION

Goods not in free circulation, whether being shipped from within or from outside the EU, must clear customs upon arrival in Cologne.

We recommend that you DO NOT hand-carry commercial goods that are not in free circulation. Such goods are still liable for import duty and tax and may be detained by customs at the airport terminal pending customs clearance.

European International Fairs Limited can provide a temporary import Customs Guarantee to Customs on your behalf for exhibition goods under "Temporary Import" without the need to pay import duty and VAT. The goods must remain under our control throughout and are subject to examinations by Customs. At the close of the exhibition the goods must be removed to our local warehouse for Customs clearance either for re-export or for conversion to a permanent import. Heavy penalties can apply if exhibitors or contractors remove goods under a Customs import Guarantee from the show site.

Temporary importation of goods is solely subject to the final approval of the border customs authorities. If customs reject our application for clearance on a temporary importation basis, the goods will have to be imported permanently and customs duty and tax will be applicable.

Goods for temporary import (including ATA Carnet goods) must bear serial or product codes wherever possible. The same codes should be mentioned on the commercial invoice. German Customs are likely to force permanent import and payment of duties if this information is not available.

Items to be permanently imported into the Germany will attract import duty and tax. Such Customs charges are subject to an outlay fee as mentioned in our tariff.

Shipments requiring customs clearance require a commercial invoice which complies with the following check list (alternatively an ATA Carnet may be used):

- Must be consigned to Schenker Deutschland AG, Pfaelzischer Ring 105, D-50679, Koeln, Deutschland
For: Industrial Vehicle Technology Expo 2025, <exhibitor name>, <hall & stand number>
- 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, with separate values (in EUR€) and HS Tariff codes 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

We recommend that you use our [Combined Commercial Invoice & Packing List template](#).

ON-SITE REPRESENTATIVES

Experienced representatives from European International Fairs Limited will be on-site during the exhibition tenancy to supervise customs clearance and freight handling and to liaise with exhibitors during the course of the event.

PAYMENT

By placing your freight with European International (Fairs) Ltd, or consigning it according to our instructions, you are agreeing to accept our charges for handling, transportation and customs clearance and related services, either quoted or un-quoted.

Invoices are due for immediate settlement in full upon presentation. Any disputes or queries relating to invoices should be notified to us immediately. We reserve the right to demand payment before release of goods.

TERMS & CONDITIONS

All work is undertaken at owner's risk and in accordance with our [terms & conditions](#).

FREIGHT HANDLING TARIFF

Please note all charges are per exhibitor, per shipment, each way, based on work performed during normal working hours and applicable to cargo classified as general crated/palletized goods only. Cargo not to exceed 3 Tonne forklift capacity, individual pieces not to exceed 2000kgs or 300cms in length or 200cms width or height. Special handling or equipment is excluded. Tariff not applicable for loose cargo or goods that arrive after our specified arrival dates. All services are subject to our [terms & conditions](#). Please also note that forklifts and handling services will only be guaranteed to those who book this service in advance.

1. ROAD FREIGHT HANDLING (1cbm = 200kilos whichever is the greater) EU Shipments in Free Circulation

- a. Shipments via warehouse
For free circulation shipments via the warehouse, inclusive of interim storage €65.00 per per 100 kg – min 300 kg
- Free storage periods are 5 working days warehouse storage inbound and 3 working days outbound
- b. Warehouse storage outside free period €15.00 per cbm/200kgs per day, min 3 cbm
- Volume 1 cbm = 200kg, minimum 200 kg, weight will be rounded up to the next 100 kg
- A late booking fee of 30% with a minimum charge of €95.00 applies if not booked in advance of arrival.
- c. Direct unloading or reloading exhibits/groupage shipments €85.00/cbm – min 3 cbm
Direct unloading (or reloading) stand building materials €95.00 per LDM, min 6 LDM, maximim 10 LDM
5 ton forklift if required 15% surcharge
Offloading/Reloading based on maxim of 1 hour/6 LDM, 2 hours 10 LDM
- d. Service fee €65.00 or 12.5%

Overtime surcharges apply for work undertaken on Saturdays (25%), Sundays (100%), Public Holidays (100%) or outside of the published build/break schedule
The above rates are equal for the outbound handling.

2. ROAD FREIGHT HANDLING (1cbm = 200kilos whichever is the greater) Non-EU Shipments

- a. Non EU shipments via the warehouse inclusive of one Customs Clearance, interim storage €455.00 for the first 200kgs
Above 200 kilos to 500 kilos €95.00 per 100 kg or part
Above 500 kilos on request
- Free storage periods are 5 working days warehouse storage inbound and 3 working days outbound
- b. Warehouse storage outside free period €15.00 per cbm/200kgs per day, min 3 cbm
- c. Service fee €65.00 or 12.5%
- Volume 1 cbm = 200kg, minimum 200 kg, weight will be rounded up to the next 100 kg
- A late booking fee of 30% if not booked in advance of arrival.
- d. Customs clearance fee non-EU shipments
Customs clearance, per entry including customs inspection and 1 tariff heading €265.00 per entry
Additional headings above 1 €19.50 per heading
Temporary Import Bond Fee, applicable inbound only 1.75% of CIF value
(incl. customs examination, goods must be re-exported immediately after event) min €95.00
Transit guarantee for re-export (raising a T1 to destination uncleared, outbound only) or export EAD from €95.00
The above rates are equal for the outbound handling.

3. COURIER HANDLING (maximum 40kgs) EU shipments

The following rates are applicable for EU goods, goods that are in free circulation within the EU. Non-EU courier shipments that require Customs clearance please refer to section 3c.

- a. Service fee per exhibitor per shipment, each way €65.00 or 12.5%
- b. Small shipments (max. 40kgs) received by courier at via advance warehouse €85.00 per shipment/exhibitor
(4 working days warehouse storage inbound / 3 working day outbound)
- c. Warehouse storage outside free period €15.00 per shipment/per day
- d. Courier Handover Fee €75.00 per shipment per air waybill (if applicable)

4. AIRFREIGHT HANDLING (1cbm = 167kilos)

From arrival Cologne Airport to delivered stand, inclusive of one Customs Clearance	€675.00 for the first 200kgs
Above 200 kilos to 500 kilos	€95.00 per 100 kg or part
Above 500 kilos	on request
(either temporary or permanent) interim storage (5 days inbound or 3 days outbound)	
Additional customs clearance	€265.00 per entry
Additional headings above 1 per entry	€19.50 per heading
Temporary Import Bond Fee (incl. customs examination, goods must be re-exported immediately after event)	1.75% of CIF Value
	Min €95.00
Port/airport terminals/ storage costs/handover fees/import duty or tax etc	as per outlay +15%
(either temporary or permanent) interim storage (5 days inbound or 3 days outbound)	
Service fee	€65.00 or 12.5%
Overtime surcharges apply for work undertaken on Saturdays (25%), Sundays (50%), Public Holidays (50%) or outside of the published build/break schedule	
Interim storage free period 5 days inbound and 3 days outbound thereafter	€0.25 per kg/vol kg per day, min 200 kilos

5. SEA FREIGHT HANDLING

Please contact us for an individual quotation for sea freight consignments.

6. EMPTY CASE HANDLING

Removal, storage and return of empty packaging per 1m ³ , rounded up to the nearest 1m ³ per piece:	
Empty packing materials stackable	€85.00 per cbm (min. 2 cbm)
Full goods, non stackable materials, pallets, tool box's, ladders etc.,	€95.00 per cbm (min. 2 cbm)
Service fee	€65.00 or 12.5%

Notes on Empty case / Full-goods handling:

Orders placed on the last build-up day after 09.30hrs will be billed with a surcharge of 50 % on above listed charges.

Empties removed after 18.00 hours on the day prior to the opening day will be billed with a surcharge of 50 % on above listed charges.

Notes on Empty case handling:

To allow the laying of the aisle carpet all empty/full cases must be ready for collection no later than 18:00hrs on the last day of build. Cases collected after this time, or the following day, will be subject to a 50% surcharge. Please be aware that individual pieces, regardless of size, will be charged as a minimum per piece. If you have more than two empty cases to store then it may be cost effective to palletise and shrink wrap them. We can offer a pallet and shrink wrap service at a cost of €75.00 per pallet (excluding storage charges.)

7. PLANT AND EQUIPMENT HIRE BOOTH WORK ONLY

3 Tonne Forklift	€225.00 per hour
5 Tonne Forklift	€240.00 per hour
b. Unskilled Labour	€80.00 per man per hour (min 2 hours per man per order)
c. Packing, wrapping, banding	as per labour rate + cost of materials
Overtime surcharge on labour and forklift 50% Saturdays, 100% Sundays and public holidays	
d. Scissor lift 6-8 metres	€225.00 unit per/day
Scissor lift 10-12 metres	€265.00 unit per/day
Delivery to and from the booth (round trip)	€185.00 per unit
e. Service fee	€65.00 or 12.5%

8. SpV- GERMAN FREIGHT FORWARDER COMPUSORY LIABILITY-INSURANCE

SpV-Liability-Insurance is a compulsory charge by the in-house Messe contractor that will apply to all work performed, per service both inward and outward. SpV-Liability-Insurance will be passed on at net cost as per the rate schedule below.

Air and or Seafreight handling chargeable inbound and outbound	@€2.83 per €2500.00 value of the goods
Road (Non EU) via the warehouse chargeable inbound and outbound	@€5.66 per €2500.00 value of the goods
EU via warehouse and or direct deliveries chargeable inbound and outbound	@ €5.65 per 500 kilos
Empty case handling	@ €2.83 per 10.00 cbm
Full goods storage handling	@ €5.65 per order
Forklift work for booth work	@11.31 per order