



November 12<sup>th</sup> & 13<sup>th</sup> 2025, Koelnmesse, Cologne, Germany

## FREIGHT HANDLING INFORMATION

Dear Exhibitor/Contractor,

We kindly ask you to read these important shipping instructions carefully concerning freight logistics for PMW 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 PMW 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

Mark Bartucci  
Tel: +44 1732 860330  
E-mail: [pmwxops@european-intl.com](mailto:pmwxops@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 [customer 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 PMW Expo 2025 is as follows:

#### BUILD-UP

Monday 10<sup>th</sup> November 08:00 – 20:00hrs  
Tuesday 11<sup>th</sup> November 08:00 – 20:00hrs

#### SHOW OPEN

Wednesday 12<sup>th</sup> November 10:00 – 18:30hrs  
Thursday 13<sup>th</sup> November 10:00 – 17:00hrs

#### BREAKDOWN

Thursday 13<sup>th</sup> November 17:30 – 22:00hrs  
Friday 14<sup>th</sup> November 08:00 – 16:00hrs

#### EMPTY CASES

Thursday 13<sup>th</sup> November, Delivery of empty cases will start around 18:00 and will take around 2 hours

## 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 PMW 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 also during the exhibition.

## CONSIGNEE ARRIVAL DEADLINES

All shipments for PMW Expo 2025 should arrive by the following dates. Arrival after these dates incurs a 30% surcharge on handling rates:

LCL Ocean freight ( <i>Hamburg / Bremerhaven port</i> )	15 working days prior to the required delivery date
Ocean freight ( <i>Hamburg / Bremerhaven port</i> )	8 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> )	5 working days prior to the required delivery date
Courier shipments ( <i>at our advance warehouse</i> )	5 working days prior to the required delivery date
EU Road freight ( <i>direct unloading</i> )	10 <sup>th</sup> and 11 <sup>th</sup> November

Weekends not included

**IMPORTANT: All deliveries made in advance of your arrival must be pre-booked a minimum of 10 days in advance of the show, late booking fees will apply.**

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 [customer 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  
 Pfälzischer Ring 105 / Parking Area P22  
**(Schenker office in first floor)**  
 D-50679 Cologne, Germany  
 Exhibition: PMW 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 [customer portal](#) prior to arrival.

## ROADFREIGHT FOR DIRECT UNLOADING / RELOADING AT THE SHOW HALL

Vehicles should enter the Messe via Gate (Tor) A on Messeallee Nord. [Click here](#) for the route plan. Admission to the Messe for direct unloading / reloading is only possible during the published construction and dismantling periods, as mentioned in the tenancy section of these instructions.

Vehicles arriving outside of the tenancy 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 [customer portal](#) no later than Friday 8<sup>th</sup> November.

<b>Unloading / reloading service</b>	European International Fairs Ltd Hall 10.1, Tor/Gate A Koelnmesse, Messeallee Nord D-50679 Cologne, Germany Exhibition: PMW Expo 2025 Exhibitor Name: ..... / Stand #: ..... * EIF Ref: ..... (* Generated upon receipt of order form)
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### Self-offloading by Exhibitor / Stand Contractor

<b>Unloading / reloading without Forklift: (self-unloading/reloading)</b>	PMW Expo 2025 Hall 10.1, Tor/Gate A Koelnmesse, Messeallee Nord D-50679 Cologne, Germany Exhibitor Name: ..... / Stand #: .....
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If you have any questions regarding the above, please [contact us](#).

## 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:

<b>Consignee:</b>	<b>Notify:</b>
Schenker Germany AG	Exhibition: PMW 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 [customer 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 [customer 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: PMW 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 unquoted.

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](#).

# ITEMS NOT PERMITTED

Please see below items/ mechanical equipment that is not permitted on-site, only European International Fairs Ltd or its contractors are allowed to bring, operate and or hire out the below mechanical equipment. 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.

## FORKLIFTS

The below images show examples of mechanical lifting equipment that is not permitted for customers to bring on-site to use in the unloading areas or inside the halls. Any equipment required should be hired through European International Fairs Ltd.

