

20 – 22 May 2025 - Halls 8, 9 & 10 / Messe Stuttgart, Stuttgart, Germany

## FREIGHT HANDLING INFORMATION

### INTRODUCTION

European International Fairs Ltd have been appointed as the official international freight forwarder, customs broker and on-site materials handling contractor for Automotive Testing Expo / ADAS 2025. Please note that no other agent or contractor will be allowed to operate forklifts and or supply electrical lifting devices including scissor lifts, moffet forklifts, hiabs or crane attachments inside or around the loading areas of the venue as specified by the organiser.

Your key contact for this event is:

**Steven Maddock**

European International Fairs Limited  
Unit 6, Skitts Manor Farm  
Moor Lane, Edenbridge, Kent, TN8 5RA  
United Kingdom  
Tel: +44 (0) 1732 860330  
[txeops@european-intl.com](mailto:txeops@european-intl.com)

### WORLDWIDE PARTNER NETWORK

We strongly recommend using our approved network of Worldwide agents and partners for shipping goods to the event. All specialise in shipping exhibition materials. Please click [here](#) to view our network of overseas agents for Automotive Testing Expo / ADAS 2025. Should you prefer to use another, please ensure that they have experience of shipping exhibition materials and that they will consign your shipment in accordance with these instructions.

### AIRFREIGHT

Airfreight shipments should be sent pre-paid to arrival Stuttgart (STR) airport, **arriving by Monday 12<sup>th</sup> May 2025** consigned as follows:

Consignee:	Schenker Deutschland AG	Notify:	Automotive Testing Expo /
	Neue Landesmesse Stuttgart		Autonomous Vehicle Technology Expo 2025
	Messeplazza		<name of exhibitor>
	Tor 1/ Gate 1		<hall and booth number>
	Stuttgart D-70629 - Germany		European Intl Fairs / <EIF Ref. #>

Details of your consignment should be submitted to us via our [online portal](#) prior to the consignment's arrival. Shipments arriving without an order will be subject to a late order fee of 30% applicable to all services.

Please refer to the customs clearance and documentation section below if you are shipping goods from outside the European Union.

### SEA FREIGHT

Sea freight shipments should be sent pre-paid to arrival Hamburg port, **arriving by Monday 5<sup>th</sup> May 2025**, consigned as follows:

Consignee:	Schenker Deutschland AG	Notify:	Automotive Testing Expo /
	Neue Landesmesse Stuttgart		Autonomous Vehicle Technology Expo 2025
	Messeplazza		<name of exhibitor>
	Tor 1/ Gate 1		<hall and booth number>
	Stuttgart D-70629 - Germany		European Intl Fairs / <EIF Ref. #>

Details of your consignment should be submitted to us via our [online portal](#) prior to the consignment's arrival. Shipments arriving without an order will be subject to a late order fee of 30% applicable to all services.

Please refer to the customs clearance and documentation section below if you are shipping goods from outside the European Union.

## ADVANCE DELIVERIES

No companies have access to the exhibition areas before the official build up period unless they have express approval from the event organiser.

For deliveries prior to the official show build up period, European International have an advance local warehouse facility in Stuttgart:

Delivery address:	European International Fairs Ltd Schenker Deutschland AG Neue Landesmesse Stuttgart Messeplatz Tor 1/ Gate 1 Stuttgart D-70629 Germany	Notify:	<i>Automotive Testing Expo / Autonomous Vehicle Technology Expo 2025 &lt;name of exhibitor&gt; &lt;hall and booth number&gt; European Intl Fairs / &lt;EIF Ref. #&gt;</i>
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Advance deliveries should be received at our warehouse by Friday 16<sup>th</sup> May 2025.

Details of your consignment should be submitted to us via our [online portal](#) prior to the consignment's arrival. Shipments arriving without an order will be subject to a late order fee of 30% applicable to all services.

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

## COURIER SHIPMENTS

We recommend that all courier shipments are sent to our advance warehouse (*as mentioned above*) as sending courier shipments directly to the show site attracts a high risk of Customs complications. Additionally, some courier companies will allow anyone within the venue to sign for the consignment (i.e. a cleaner, visitor, and car park attendant) and the goods may not make their way to your stand with no possibility to locate them within the venue. For that reason, European International Fairs Limited are not responsible for courier shipments until received at our on-site office regardless of whether they are addressed to us or not.

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 (DDP) basis.

Details of your consignment should be submitted to us via our [online portal](#) prior to the consignment's arrival. Shipments arriving without an order will be subject to a late order fee of 30% applicable to all services.

## DIRECT DELIVERIES

Road freight shipments delivering directly to Automotive Testing Expo / ADAS 2025 must arrive within the official published build-up schedule for the event, unless customs clearance is required. Vehicles requiring a forklift for unloading/reloading must report to our service desk with the correct unloading/reloading reference number, failure to do so will result in delays in the service being provided.

All vehicles requiring entry to Messe Stuttgart during official build up and breakdown periods must book access using [visifair](#). If you require a forklift for unloading reloading please ensure you have a corresponding booking via our [online portal](#).

Delivery should be made on Sunday, 18<sup>th</sup> May – Monday, 19<sup>th</sup> May  
Unloading on Saturday 17<sup>th</sup> May requires early build permission

Delivery and CMR's should be consigned as follows.....

Automotive Testing Expo /  
Autonomous Vehicle Technology Expo 2025  
c/o European International Fairs Limited  
Service Desk, Halls 8, 9 & 10  
Neue Landesmesse Stuttgart  
Stuttgart D-70629, Germany

Paperwork should include Exhibition: Automotive Testing Expo / ADAS 2025 / Exhibitor: <insert name of exhibitor> / Hall/booth #: <insert hall #> / <insert booth #>

Details of your unloading or reloading requirements should be submitted to us via our [online portal](#). We will provide you with unloading (and/or reloading) references and further instructions regarding the delivery. Shipments arriving without an order form will be subject to a late order fee of 30% applicable to all services.

## CUSTOMS CLEARANCE & DOCUMENTATION

### GENERAL INFORMATION

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

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.

A German EORI Number is required for all customs-applications, regardless of if the goods are intended for permanent or temporary importation into Germany. [Apply for an EORI number here](#). (Scroll down the list to the right to find the Heading "Relevant Forms" and click on "0870en"). In case of necessity, European International Fair Ltd can apply on your behalf. Service Chargeable as per our Tariff.

### COMMERCIAL INVOICE

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

- 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)
- Must have an signature (preferably in blue ink)
- Make, model and serial numbers must be listed for any electrical items

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

### TRANSIT DOCUMENTS (T1)

If you are sending a road freight consignment to Messe Stuttgart that requires customs clearance, please consign the transit document (T1) as follows....

Schenker Deutschland AG  
Messepiazza, Lager L3  
70629 Stuttgart

Custom office: DE009589

Direct unload shipments requiring customs clearance must be cleared before the goods can be unloaded from the vehicle. Please note the customs office open hours are 0800 to 1600hrs Monday through Thursday and 0800 – 1200hrs Fridays.

## 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 Automotive Testing Expo / ADAS 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.

European International Fairs Limited can remove and store any empty packaging materials or full goods (such as ladders and toolboxes etc) from your stand during the event. Please refer to our tariff for charges. Such services can be booked via our [online portal](#).

## RESTRICTED GOODS

Please do not include any of the following items with your shipment: pharmaceuticals, tobacco and alcohol, hazardous materials (incl. aerosols, corrosives and batteries). Please [contact us](#) if it is essential for you to include such prohibited items within your consignment.

## HEAVY ITEMS & MACHINERY

Exhibitors with large machinery or other heavy exhibits should advise their requirements well in advance to ensure that the on-site logistics schedule and can be planned accordingly and the relevant lifting equipment sourced.

Under no circumstances may the weight of any equipment or exhibit material exceed the hall's maximum floor loading. Exhibitors are liable for the cost of making good any damage they cause to the exhibition hall.

Exhibitors or their representatives must be present during the unloading and positioning of machines on the stand.

## 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.

## 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.

Bank details will be present on our invoices. We can also accept credit card payments via our [online portal](#).

## TERMS & CONDITIONS

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

# 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	€80.00
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## 2. ROADFREIGHT HANDLING (1cbm = 333kg)

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<br>(min 2cbm)     |
| <i>(5 working days free storage inbound)</i>                 |                                   |
| b. Warehouse storage outside of free period                  | €10.00 per 100kgs/ kgs vol. / Day |
| c. Shipments direct to booth                                 |                                   |
| Direct unloading to booth / reloading ex booth (3T Forklift) | €85.00 per LDM (min 2ldm)*        |
| 5T Forklift additional                                       | as above + 15%                    |
| *Unloading capped at 12 LDM                                  |                                   |

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 Stuttgart airport to or from booth; inclusive of transport, handling, and interim storage (minimum 200kgs/kgs. Vol.

0kgs – 200kgs.vol	€2.50 per kg/kg. vol
+300 kgs/kgs. vol	€2.15 per kg/kg. vol
+500 kgs/kgs. vol	€2.00 per kg/kg. vol
+1000 kgs/kgs. vol	€1.85 per kg/kg. vol

## 4. OCEANFREIGHT HANDLING

Upon request

## 5. CUSTOMS CLEARANCE CHARGES

- |  |                         |
|--|-------------------------|
| a. Transit Fee, applicable in and out shipment                                   | €145.00 per exhibitor   |
| b. ATA Carnet clearance  | €205.00 per ATA carnet  |
| c. Temporary import or Re-Export Entry (incl 1 <sup>st</sup> HTS code / heading) | €205.00 per entry       |
| d. Permanent Import Entry (incl. 1 <sup>st</sup> HTS code / heading)             | €175.00 per entry       |
| e. Additional HTS code / heading   | €20.00 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 shipment                               | €150.00 per exhibitor   |

## 6. STORAGE DURING SHOW

a. Removal, storage and return of empty packaging, charges per package, per 1cbm, rounded up to the nearest 1cbm per piece:

Stackable cases	€80.00 per cbm (min 2cbm)
Cases unsuitable for stacking and full cases	€95.00 per cbm (min 2cbm)
Forklift assistance for empties/ full goods measuring 5.0 cbm and above	€135.00 per cbm

b. Full goods & Accessible goods will be returned on request only; the following minimums will apply:

Ladder / Standard Pallet Jack	2cbm
Ladder / Long Pallet Jack	3cbm
Long Pallet jack electric, genie/hand lift, Tool box, scissor, etc	as per measurement

Notes on Empty case handling:

To allow the laying of the aisle carpet all empty cases must be ready for collection no later than 1800hrs on Monday, 19 May. Empties/Full Goods collected after this time/the following day, will be subject to a 25%/50% surcharge. Be aware that individual pieces, are subject to a minimum per piece. If you have multiple empty cases to store, it may be cost effective to palletise and shrink wrap them. We can offer a pallet and shrink wrap service at a cost of €48.00 per pallet (excluding storage charges).

## 7. SURCHARGES & OUTLAY FEES

a. Late booking surcharge applies to all orders not received by deadline.	As per service + 15%
b. Overtime Surcharge	
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 stand building 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

## TENANCY DATES & TIMES

a. Early Build:

Sat 17 May 07:00 - 22:00 (**BY PRIOR ARRANGEMENT ONLY WITH THE ORGANISER**)

b. Set up / Move-in:

Sun 18 May 07:00 - 22:00

Mon 19 May 07:00 - 18:00

Mon 19 May 18:00 – 22:00 Final decoration only, aisles must be clear by 18:00, forklifts no longer permitted.

c. Open Days:

Tue 20 May 09:00 - 17:00

Wed 21 May 09:00 - 17:00

Thu 22 May 09:00 - 15:00

d. Break-down / Move-out:

Thu 22 May 15:30 - 24:00

Fri 23 May 07:00 - 17:00