



Global Transport and Logistics

SHIPPING INSTRUCTIONS

ENLIT EUROPE 2022 – Frankfurt, Germany



DSV
Official Freight & On-site Handling
Contractor





Introduction

Contact Details

Exhibition Timetable

Introduction

DSV have been appointed as the official freight and on-site handling contractor for exhibitors at ENLIT Europe 2022.

The following instructions are designed to assist you with the movement of exhibits and stand building materials.

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

Contact Details

Before the event, all enquiries should be routed via:

Steve Devereaux
Steve.devereaux@dsv.com

Tel: +44 (0) 121 780 2627

During the event:

DSV will be contactable during the build-up, show open & break-down periods.

Exhibition Timetable

Build up date(s):	26-28 November 2022
Show date(s):	29 November – 1 December 2022
Break down date(s):	1-2 December 2022
<i>*Halls must be cleared by 18:00hrs on 2 December 2022</i>	



Consignee Instructions



Road Freight Consignee

DSV Solutions GmbH - Fairs & Events
Messegelände Frankfurt
Cargo Center, 3rd Floor
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main

Notify Party:

ENLIT Europe 2022
Exhibitor Name / Hall & Stand No.

Ctc: Sascha Laddach / Vinzenz Graf
Email: Sascha.laddach@dsv.com / Vinzenz.graf@dsv.com
Tel: +49 69 870071-222/213

For road freight shipments that require customs clearance, the T1 should be consigned as above.
Customs office: Zollamt Osthafen/Messe
NCTS code: DE003358



Air Freight Consignee

MAWB

DSV Solutions GmbH - Fairs & Events
Messegelände Frankfurt
Cargo Center, 3rd Floor
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main

Notify Party (MAWB & HAWB)

DSV Solutions GmbH, Fairs & Events
Ctc: Sascha Laddach / Vinzenz Graf
Email: Sascha.laddach@dsv.com / Vinzenz.graf@dsv.com
Tel: +49 69 870071-222/213

HAWB

Exhibitor Name
ENLIT Europe 2022
Hall & Stand Number
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main



Sea Freight Consignee

MBL

DSV Solutions GmbH - Fairs & Events
Messegelände Frankfurt
Cargo Center, 3rd Floor
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main

Notify Party (MBL & HBL)

DSV Solutions GmbH, Fairs & Events
Ctc: Sascha Laddach / Vinzenz Graf
Email: Sascha.laddach@dsv.com / Vinzenz.graf@dsv.com
Tel: +49 69 870071-222/213

HBL

Exhibitor Name
ENLIT Europe 2022
Hall & Stand Number
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main

Deadline Dates and Pre-alerts



Road Freight Arrival at Messe Frankfurt

Via warehouse: 3 days prior to stand delivery date
Direct unload: On stand delivery date
Pre-alert: 4 working days prior to vehicle arrival to steve.devereaux@dsv.com

Road freight arriving from non EU countries should allow 3-4 hours for Customs clearance and cannot unload until cleared.



Air Freight Arrival at Frankfurt Airport

Frankfurt (FRA): 6 days prior to stand delivery date
Pre-alert: 4 working days prior to flight arrival to steve.devereaux@dsv.com

* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.



Sea Freight Arrival at Hamburg Port

LCL: 19 days prior to stand delivery date
FCL: 13 days prior to stand delivery date
Pre-alert: 12 working days prior to vessel arrival to steve.devereaux@dsv.com

* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.



Preshow / Post show Warehouse Handling

If you wish to use our preshow / post show warehouse handling service, please contact our show manager for further details and instructions.





Customs Documentation

All shipments from outside of the European Union must be accompanied by customs documents. Please see below requirements.

EORI Number

IMPORTANT: Any exhibitor from outside the European Union sending goods for FINAL import into Germany will require a **German EORI number**. This includes international companies not registered in the EU.

You can apply for a German EORI number online here by completing form 0870a – <https://www.zoll.de/EN/Businesses/Movement-of-goods/Import/Duties-and-taxes/EORI-number/Requesting-EORI-number-amending-operator-particulars/requesting-eori-number-amending-operator-particulars.html>

This process can take 2-4 weeks so please apply as early as possible

Temporary Import Items

Goods intended for display at **ENLIT Europe 2022** which will be re-exported at the close of event, should be documented using:

ATA Carnet

Please contact your local Chamber of Commerce to obtain instructions for obtaining and completing an ATA Carnet. If using an ATA Carnet we will need Power of Attorney for DSV Solutions GmbH, Fairs & Events, Frankfurt

OR

Combined Commercial Invoice / Packing List

This should be completed on your company letterhead addressed as follows:

Consignee:

ENLIT Europe 2022
Exhibitor Name
Hall & Stand Number
Exhibitor EORI Number
Messegelände
Luwig-Erhard-Anlage 1
60327 Frankfurt am Main

Notify:

DSV Solutions GmbH
Fairs & Events
Ctc: Sascha Laddach / Vinzenz Graf
Tel: +49 69 870071-222/213

The invoice should include the following information;

- Full description of all items with individual quantities and values in USD, EUR or GBP
- Total value CIF or C&F
- HS code for each item (8 digit)
- Serial numbers if applicable
- Country of Origin
- Gross weight and dimensions of each case / package

Please remember the description will need to be understood by people that are not familiar with your goods. The invoice should clearly state that the shipment is a 'Temporary Import' and based on fair market values.

Please be advised that all goods entered under our bond / guarantee, remain under our control. At the end of the show, they should either be re-exported or subsequently permanently imported, by DSV only. Goods imported on DSV bond cannot be handed over to third parties to export from Germany.

Final Import Items

Goods that will not be returning after the event, should be documented using a Combined Commercial Invoice / Packing List as above clearly stating that the shipment is a 'Final Import' or intended as 'Giveaways'.

Important Information & POA Instructions

Important Information regarding new regulations for **all overseas** and **customs bonded shipments**

Please do not move any shipments to Frankfurt/Germany, without our approval, in advance.

All shipments requiring customs clearance will need to follow the procedures below.

Single DSV Power of Attorney (POA's), for each shipment

We will send you a specific POA form once we know your requirements
Without the signed POA, we are **not able** to arrange any customs formalities
The original signed POA, will also be required in Frankfurt

Value of goods, each shipment, greater than 25.000,00 EUR, will require DSV management approval

If you are shipping any customs bonded cargo, please contact us immediately and in advance

German EORI (Economic Operator's Registration and Identification Number) required, for all customs formalities

For all single exhibitors/shippers, a German EORI number will be required and must be valid

If your customer doesn't have any German EORI number, you can apply for this below:

<https://www.zoll.de/EN/Businesses/Movement-of-goods/Import/Duties-and-taxes/EORI-number/Requesting-EORI-number-amending-operator-particulars/requesting-eori-number-amending-operator-particulars.html>



Case Markings

Courier Shipments

Case Markings

We suggest that your goods are well packed and labelled for easy identification, all packages should be marked as follows:

ENLIT Europe 2022

Frankfurt Messe

c/o DSV Solutions GmbH, Fairs & Events

Name of Exhibitor: _____

Hall & Stand Number: _____

Case Numbers: _____

Gross Weight/Net Weight: _____

Dimensions: _____

If your goods are from outside the EU, they may be examined by customs. Please attach a packing list to the outside of your case to assist customs in locating items within your shipment.

Courier Shipments

Courier companies cannot arrange temporary import customs and will not deliver to your Hall / Stand unless you are there to receive the shipment. We strongly advise against using them but should you wish to do so please consign the shipment as below; we will receive the courier shipment and deliver to your stand on the date required.

DSV Solutions GmbH
Fairs & Events
Messegelände Frankfurt
Cargo Center, 3rd Floor
Ludwig-Erhard-Anlage 1
60327 Frankfurt am Main
Tel. +49 69 870071-200

Goods should be marked with ENLIT Europe 2022, name of exhibitor and stand number.

IMPORTANT: Any courier shipment from outside the European Union will require a German or EU EORI number – please see previous section for details.

Courier shipments should arrive customs cleared and with duties / taxes charged back to sender (DDP). DSV Solutions GmbH will not accept shipments with charges outstanding.



Special Requirements

Foodstuffs and Alcohol

The Import of foodstuffs or Alcohol into Germany are subject to additional screening by German Authorities. We recommend that you contact our show manager before shipping such items as they may be subject to health checks and may require additional health documents / certificates.

Restricted items

The following items commonly require additional documentation, Certification and may not be possible to import for the exhibition.

- Tobacco Products
- Mineral Water
- Plants / Seeds
- Items containing leather or animal parts (including ivory)
- Certain electronic / communication equipment
- Textiles
- Pharmaceutical Products
- Weapons / ammunition or other Defence related products

We recommend that you contact our show manager before shipping such items as they may be subject to health checks and may require additional health documents / certificates.

Wooden Packing Materials

All wood packing materials must confirm with the International Phytosanitary Standard (ISPM-15).

This means that only wood, free of bark, correctly treated and showing the IPPC will be accepted.

Insurance – Payment Terms



Insurance

All work is covered under our General Trading Conditions. It is recommended that all exhibitors should arrange a comprehensive cover for their goods. This should cover the shipment to the show site, the period of display and the return to the country of origin, or an, appropriate disposal period at the conclusion of the exhibition.

Unless specifically insured, DSV is not responsible for any loss, pilferage, or damage whilst goods are left unattended on the stand. Although we will aim to make delivery to and collection from the stand, at the specified time requested, we cannot always guarantee this. Therefore, please ensure that goods are fully insured to cover all risks.

DSV can offer a competitive insurance quotation. Please contact your show manager for further details.



Terms of Payment

Please note that credit will only be offered if you have an active credit account with **DSV / Agility** or are shipping through an agent with such an account.

Bank details of DSV / Agility Logistics Ltd:- Barclays Bank Plc., Level 28, 1 Churchill Place, Canary Wharf, London E14 5HP

Account name	GBP General Freight
Sort code	20 - 19 – 90
A/C No.	30904813
Swift Code	BARCGB22
IBAN:	GB63BARC20199030904813

Cheques should be payable to **Agility Logistics Ltd**

Please send all cheque payments to: **AGILITY LOGISTICS, New Potter Grange Road, Goole, DN14 6BZ**

All business is transacted only in accordance with our General Trading Conditions, a copy of these conditions are available via this [LINK](#)

