



Delivering solutions.



# Official Shipping Instructions

## for Air, Sea & Road Shipments


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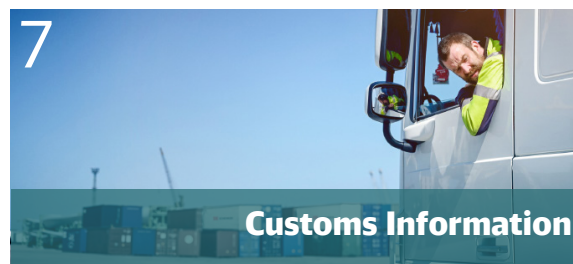
DB Schenker are the **Official Logistics Provider** for event shipping, customs clearance and on-site handling at IGTM being held at Feira Internacional de Lisboa from 19th to 21st October 2023.



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# Contact & Booking Information

For all enquiries at **IGTM 2023**, please contact DB Schenker UK via the below:

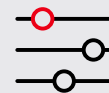
## DB Schenker UK - Fairs and Events

Project Manager: Victor Kimura

Email: [victor.kimura-extern@dbschenker.com](mailto:victor.kimura-extern@dbschenker.com)

## Booking Your Services

For this exhibition we will quote each shipment, please contact [victor.kimura-extern@dbschenker.com](mailto:victor.kimura-extern@dbschenker.com) for shipment quotations



# Event Timeline\*



<b>Build-up</b>			
<b>Sunday</b>	<b>17/09/2023</b>	08:00-22:00	Space only contractors
		09:00-18:00	InfoHub Desk
<b>Monday</b>	<b>18/09/2023</b>	08:00-22:00	Space only contractors
		08:00-22:00	Exhibitors
		14:00-22:00	Shell scheme exhibitors
		08:00-20:00	InfoHub Desk




<b>Exhibition</b>			
<b>Tuesday</b>	<b>19/09/2023</b>	10:00-17:00	Show open hours
		08:00-17:30	Exhibitor access
		08:00-17:30	InfoHub Desk
<b>Wednesday</b>	<b>20/09/2023</b>	10:00-17:00	Show open hours
		08:00-17:30	Exhibitor access
		09:00-17:30	InfoHub Desk
<b>Thursday</b>	<b>21/09/2023</b>	10:00-17:00	Show open hours
		09:00-19:00	Exhibitor access
		09:00-19:00	InfoHub Desk

<b>Breakdown</b>			
<b>Thursday</b>	<b>21/09/2023</b>	17:30-19:00	Shell scheme exhibitors
		17:30-21:00	Space only contractors

- No exhibits or stand material are to be removed before the start of breakdown has been publicly announced by the organiser
- Exhibits cannot be removed or dismantled before the close of show, or until the halls are clear of ALL visitors.
- Access for Space Only Contractors is approximate; they will be held at the marshalling gate until Venue rigging services, aisle carpet removal and empty boxes / crates have been delivered to stands.
- Exhibitors are advised not to leave their stand unattended at any time during breakdown.
- It is the Exhibitor's responsibility to remove all stand materials, carpet tape, packaging, and waste from the halls. Please note that charges will be levied for the removal of any discarded items.
- The Organisers and the Venue are not held responsible for any items left in the halls or loading bays overnight or beyond 21:00 on Thursday 21 September 2023.



# Document & Arrival Deadlines

	 Air Freight	 Sea Freight	 Road Freight
<b>Documents:</b>	TBC	TBC	TBC
<b>Arrival:</b>	TBC	TBC	TBC

All shipping documents must be sent to [victor.kimura-extern@dbschenker.com](mailto:victor.kimura-extern@dbschenker.com) before your shipment is sent. Failure to do so may result in delays to your shipment.

Late pre-advice surcharges apply for bookings made on or after 9th September 2023. DB Schenker cannot be held liable for late-submitted pre-advices.

**Shipments arriving after the deadlines will incur a 30% surcharge on all handling rates. The requested delivery date to stand may also be affected.**

DB Schenker will make all reasonable efforts to ensure late shipments arrive prior to show opening but cannot guarantee this.



# Freight Instructions



## Shipping Instructions

Freight Mode	Consignee Instructions	Notify Party
Air	TBC	
Sea	TBC	
Road - via warehouse	TBC	
Road - direct to site	TBC	



# Freight Instructions



## Air Freight

**All shipments must arrive pre-paid at airport**, on own Master Airwaybill, addressed to the consignee detailed on page 4.

Please observe arrival deadlines.

**Exhibition Goods** must be mentioned on the AWB.

Additional charges (storage, handover fee, etc.) will apply to shipments sent via consolidation.

Batteries must be removed from shipments before returning via air freight.



## Sea Freight

Upon request



## Road Freight

Upon Request



# Courier Shipments



# On-Site Storage Services



- Upon Request

Upon request



# Customs Clearance - Documentation



- Copies of all documentation **must** be sent to [DB Schenker](#) prior to the shipment's departure from origin. This is to ensure all details are accurate and to **avoid customs delays**.
- Dimensions, weight and volume of each piece must correspond **exactly** to the shipment documentation.
- Some commodities may require **additional documentation**, such as a health certificate or import license. Please send [DB Schenker](#) a **pro-forma invoice** prior to export for approval and so that we can check for specific regulations.

The following documentation is required for **all shipments**:

- 1 Copy of Bill of Lading, Air Waybill or CMR (Road Waybill)
- Copies of combined pro-forma invoices and packing list OR an
- ATA Carnet (recommended for high value goods)
- 1 Copy of Power of Attorney



Telex release: Bill of Lading must be surrendered prior to arrival of goods (sea freight shipments).

[Contact us](#) for a Commercial Invoice template.

Please note that charges will apply for DB Schenker to process ATA Carnets. This applies for both inbound and outbound shipments.

The combined commercial invoices and packing list (CIPL) **must include**:

- An exact description of each item and their material (made from wood, steel, plastic) **in English**
- Exact number of items
- Price per unit/item (value "0" will not be accepted)
- Total invoice amount including freight charges (CPT Stuttgart)
- A clear indication of customs procedure for each item (temporary/permanent)
- Net and gross weights for each item
- HS codes for each item
- Incoterms
- Hall & stand number
- Serial numbers for machines, audio and video equipment, computers, etc.



**Please note that a separate CIPL is required for temporary and permanent items.**



## Customs Clearance - Important Note

TBC



## Case Marking & Packaging

**DB** SCHENKER



### Case Packing

The sender is responsible for ensuring shipments are packaged appropriately. Crate packaging should have internal padding and battens suitable for the goods and method of transportation. Packaging must be able to withstand the outward and return journey (if applicable). We recommend screws/ clips rather than nails to ensure more efficient unpacking/repacking.

Cases should be clearly marked on at least 2 sides as follows:

*Exhibition name:*

*Exhibitor name:*

*Hall & stand no.:*

*Contact name & number:*

*Dimensions:*

*Case no. (1 of 1 etc): X of X*

*Gross weight (kgs):*

*Net weight (kgs):*

### Case Phytosanitary Measures

Cases imported from outside of the EU made or partially made from 'raw' wood should be fumigated/treated by a packing company registered with their national government plant health authority prior to export.

All officially treated cases will bear an 'ISPM15' mark.

Raw wooden packaging originating from outside of the EU that does not bear this mark may be fumigated, destroyed or re-exported at the responsible party's expense.

Supporting documents to confirm treatment are not required.

These regulations apply to coniferous and non-coniferous wood. Manufactured wood packaging (hardboard, plywood, chipboard, etc.) are not classed as 'raw.'

DB Schenker cannot be held responsible for delays to your consignment caused by non-compliance with these requirements.





# Important Information

## Covid-19

DB Schenker's onsite team, workforce and manual handling equipment (MHE) adhere to all rules and guidelines set by the local government, the venue and the event organiser to ensure everyone's health and safety.

DB Schenker cannot be held liable for delays, service disruptions and rate increases caused by any event of force majeure. Any increase in costs incurred by Schenker for resources and/or activities supporting the client's services in relation to Covid-19, such as but not limited to, delays, changes, reductions in capacity, cancellations or any other supply chain disruption will be passed on.

## Cargo Insurance

It is the exhibitor's responsibility to ensure they have adequate insurance for their goods while in transit to and from the exhibition, during the event and any onwards transport destinations.

DB Schenker can provide competitive cargo insurance upon written request.

## Trading Conditions

All work and services provided by Schenker Ltd will be undertaken in accordance with BIFA 2021 standard trading conditions. A copy can be found [here](#).



# Payment Details



## Schenker UK offers two types of payment terms:

**Credit account:** If you have an existing credit account with Schenker UK Ltd, please verify with us that this is still valid and that you have sufficient credit agreement to cover the value of your required services. To set up a credit account, please [contact us](#) for an application form. Applications should be submitted at least one month in advance of the date your services are required.

**COD:** If you do not have an agreed credit account with Schenker UK Ltd, all services must be paid in advance by card or bank transfer.

The deadline for bank transfers is **8th September 2023**. Only card payments will be accepted thereafter. Please note that card payments will incur additional fees, please see official tariff.

### GBP Sterling (£)

Deutsche Bank AG London  
Global Transaction Banking  
Winchester House  
1 Great Winchester Street  
London, EC2N 2DB

Account Name: Schenker Limited  
Account number: 13757700  
Sort code: 40-50-81  
IBAN number: GB82DEUT40508113757700  
Swift Code: DEUTGB2L

### Euro (€)

Deutsche Bank AG London  
Global Transaction Banking  
Winchester House  
1 Great Winchester Street  
London, EC2N 2DB

Account name: Schenker Limited  
Account number: 13757701  
ort code: 40-50-81  
IBAN number: GB55DEUT40508113757701  
Swift Code: DEUTGB2L

### US Dollar (\$)

Deutsche Bank AG London  
Global Transaction Banking  
Winchester House  
1 Great Winchester Street  
London, EC2N 2DB

Account name: Schenker Limited  
Account number: 13757702  
Sort Code: 40-50-81  
IBAN number: GB28DEUT40508113757702  
Swift Code: DEUTGB2L