



DHL Trade Fairs & Events GmbH

Order Form for  
**Airfreight / Seafreight /  
Roadfreight**

Exhibition name:  
Halle \_\_\_\_\_ Stand \_\_\_\_\_  
Exhibitor \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
VAT-ID No.: \_\_\_\_\_  
EORI-No.: \_\_\_\_\_

Contact person: \_\_\_\_\_  
Phone/ Mobil: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Shipment registration**

AWB / B/L / CMR: \_\_\_\_\_ Date and time of delivery \_\_\_\_\_  
Date and time of pick up \_\_\_\_\_

**Details of shipment**

Quantity	Content	dims	gross weight	net weight	taric code
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Service request** (Please cross where applicable)

Customs clearance	<input type="checkbox"/>
Handling at Airport / Seaport incl. transportation to fairground	<input type="checkbox"/>
Delivery on booth	<input type="checkbox"/>
Pick up of the shipment from booth	<input type="checkbox"/>
Transportation to Airport / Seaport incl. Outbound handling and return freight to final destination	<input type="checkbox"/>
Logistics assistance for unloading / loading	<input type="checkbox"/>
Storage of empties / full crates	<input type="checkbox"/>
Packing of exhibits	<input type="checkbox"/>
Transportation to and from show-site through DHL Trade Fairs & Events GmbH	<input type="checkbox"/>

Other requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ENCLOSE AIRWAYBILL / B/L / CMR AND PROFORMA INVOICE/PACKING LIST!!!**

\_\_\_\_\_  
City, date

\_\_\_\_\_  
Signature and company stamp