



# GENERAL SHIPPING GUIDELINES FOR

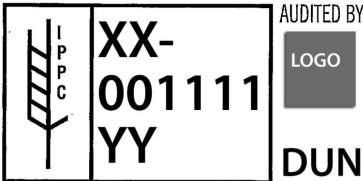
## JCI World Congress 2014

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	<b>GENERAL</b>
	<p>We are pleased to announce that DHL Trade Fairs &amp; Events GmbH has been appointed as the official freight forwarder and onsite handling contractor for shows and exhibitions at the fairground in Leipzig.</p> <p>DHL offers all logistical services to, during and after the event as well as transport services who needs assistance in this area.</p> <p><b>Please read this relevant information carefully in order to ensure a smooth delivery of your items to your stands.</b></p>
	<b>SHIPPING DEADLINES</b>
	<p>Airfreight : 5 days prior to the desired delivery date to the stand at Leipzig airport. Seafreight : 8 days prior to the desired delivery date to the stand at German seaport. DHL Express Shipments : 3 days prior to the desired delivery date to the stand at Leipzig warehouse Fulltruck : possible until end of building up Groupage : possible until end of building up</p>
	<b>CONSIGNMENT OF SHIPMENTS</b>
	<p>Exhibitors are at liberty to arrange the shipping of their goods through any forwarder of their choice. However, DHL is happy to take over the entire logistic process from your premises, to your booth and back. Please use following delivery/consignment address for all shipping docs: AWB / BL / CMR / DHL Express :</p> <p>DHL Trade Fairs &amp; Events GmbH c/o Exhibition name Messe Allee 1 04356 Leipzig Exhibitor name : ..... Hall and stand number : .....</p> <p>Required information/ documents:</p> <ul style="list-style-type: none"><li>➤ AWB / B/L / CMR / DHL Express</li><li>➤ Proforma Invoice / Packing List with the following details is a must:<ul style="list-style-type: none"><li>- Sender</li><li>- Consignee</li><li>- Name of exhibition and hall / booth no.</li><li>- Content, description</li><li>- Value</li><li>- Purpose</li><li>- HTC-codes</li><li>- Information if temporary or permanent importation</li></ul></li></ul> <p><b>Pre-alerts have to be sent 2 days prior to arrival in Germany by fax or email to:</b></p> <p>Heike Eckardt                      Fax: +49 (0) 341 67872 47                      heike.eckardt@dhl.com</p>

	<b>DHL EXPRESS SHIPMENTS</b>
	<p>We would like to inform you about the new regulations regarding courier shipments. Therefore please find following general information:</p> <p>From 2012 on, regular import to Germany is subject to new regulations. Since 1st of January 2012 local German Customs Authorities are no longer clearing shipments for fairs, events and exhibitions as they did in the past.</p> <p>Since this year, changes in this legislation have been implemented and all special exceptions now falls under scrutiny to abolish any abuse. This means the importer (the exhibitor/participant at the trade fair) has to have a place of residence within the EU country where the exhibition is taking place.</p> <p>The IOR (importer) has to be an EU-registered company with an own EORI number. Participants/Exhibitor at German events and exhibition mostly do not have such registration (EORI Number).</p> <p>Until further notice German Customs authorities located directly at the Fairground only will be the authorized office to accept clearance of exhibition goods.</p> <p>We are the specialist service agent for express shipments to fairs, events and exhibitions in Germany.</p> <p>Our Services:</p> <ul style="list-style-type: none"><li>• Coordination express shipment from arrival Germany up to the exhibition booth on all fairground in Germany</li><li>• After the exhibition you can send your samples and products back or around the world with using our DHL Express and DHL Freight services.</li></ul> <p>Adress your shipment as follows:</p> <p>DHL Trade Fairs &amp; Events GmbH c/o Exhibition name Messe Allee 1 04356 Leipzig Exhibitor name: ..... Hall and stand number: .....</p> <p><b>Important:</b> <b>Please place your order before you ship your exhibition goods to Germany. The customs clearance needs minimum 3 days</b></p>

	<p><b>PACKAGING AND CASE MARKING</b></p>
	<p><u>PACKAGING :</u></p> <p>In order to decrease the risk of damage and for re-use purposes after the event, we advise the use of solid and waterproof packaging/wrapping material. All packaging must be adequately labelled and explicitly identifiable. Please use strong adhesive and waterproof labels.</p> <p><u>CASE MARKING :</u></p> <p>Please note that neither the venue nor the organiser will accept or take any responsibility for your shipments! Therefore it is crucial to ship all your materials to the address mentioned below, or (for very last minute-shipments) to a specific address given upon request and need. Please label your goods as recommended below:</p> <p>DHL Trade Fairs &amp; Events GmbH  c/o Exhibition Name  Messe Allee 1  04356 Leipzig  Exhibitor name : ..... Hall and stand number : .....</p> <p>Shipments without proper delivery information at the venue will not be delivered and will remain at the DHL onsite warehouse until the consignee requests them (claims for delayed deliveries of unmarked shipments will not be accepted if the shipment is not correctly labelled).</p> <p>DHL is happy to generate your labels for you. Please advise if required.</p>
	<p><b>WOOD PACKAGING REGULATIONS</b></p>
	<p>All wood packing material used in the shipping of freight to Germany must comply with current ISPM15 regulations. All wood packing material must clearly bear the markings confirming it has been treated in accordance with ISPM 15 regulations; any untreated wood packing material could be refused entry into Germany. As a result of these regulations DHL Trade Fairs &amp; Events GmbH highly discourages the use of wood packing. An example of required markings can be found below :</p> <div style="text-align: center;">  </div>

	<p align="center"><b>HANDLING OF EMPTIES AND STORAGE OF GOODS</b></p>
	<p><b><u>COLLECTION:</u></b>  Please note that your collection of empty packaging material will be done upon request. You can order this extra service before the show together with your pre-alert or you can order it directly with us onsite last-minute.  Remaining exhibition materials, tools, etc. need to be declared extra in order to be able to provide extra storage from our side.  Building and Fire authorities do not allow the storage of empty packing materials at the exhibition halls/booth. Charges for collection, storage and redelivery as to our tariff.</p> <p><b><u>DELIVERY:</u></b>  The delivery of empties will start approximately 2 hours after the end of the show. Thanks for paying attention to the point that we cannot offer any priority redelivery.  The empties will be delivered one after another. Delivery from storage goods need to be advised with date and time for the redelivery in order to avoid theft, damage, etc.</p>
	<p align="center"><b>CUSTOMS</b></p>
	<p>All shipments from outside the European Union must be accompanied by customs documents. If customs clearance is needed please provide the following documents:</p> <ul style="list-style-type: none"> <li>- shipping invoice / packing list / ATA Carnet</li> <li>- if necessary: certificate of origin (EUR1)</li> </ul> <p><b>Temporary importation</b></p> <p>All exhibits / material entered under temporary importation to Germany are subject to control and examination by German customs authorities for inward and outward movements. Goods under temporary bond cannot be sold or given away during the event. Any sale operation must be reported to German customs authorities, otherwise heavy penalties might occur.  Please contact DHL Trade Fairs &amp; Events GmbH in Leipzig in the case you intend to sell / give away any temporary goods.</p> <p><b>Permanent importation</b></p> <p>DHL Trade Fairs &amp; Events GmbH can clear on definitive basis consumable materials such as brochures, giveaways and other promotional material.</p> <p><b>ATA Carnet</b></p> <p>Please contact either the agent in your country or your local chamber of commerce to obtain instructions for completing an ATA carnet. All goods will be customs cleared at the onsite DHL office, so no direct shipping to the stand is allowed if customs clearance is needed.</p>

	<h2 style="text-align: center;">LIABILITIES AND INSURANCE</h2>
	<p>As long as a waiver of the forwarders insurance is not issued, insurance premiums incur for transport as well as handling. These premium are counted and calculated per order. The amount of the premium is determined by the declared value of the goods rounded to full EUR 1,000.00 as well as the type of services. Minimum value: EUR 10,000.00</p> <ul style="list-style-type: none"> <li>- For all services within Germany or the EU: 0,2%</li> <li>- For all services in countries apart from the EU: 0,4%</li> <li>- For all services within the GUS countries, Africa, Central and South America: 0,6%</li> </ul> <p>The premium is defined including insurance taxes and plus VAT.          Insurance during the course of the event is not included.          Please ask for our attractive terms          Transport insurance is not included in the stated rates.          Please ask for our attractive terms          Liability for delay may only be granted in the case of explicit confirmation of the date and time and within the framework of legal restrictions (CMR, HGB).</p>
	<h2 style="text-align: center;">TERMS AND CONDITIONS</h2>
	<p>As long as not stated differently the handling charges may be applicable on working days between 08:00 am and 05:00 pm.          Furthermore the following surcharges for services may incur:</p> <ul style="list-style-type: none"> <li>- Working days (Monday – Friday) from 05:00 pm to 10:00 pm and Saturday: 25%</li> <li>- Night from 10:00 pm to 06:00am and Sunday : 50%</li> <li>- Public holidays: 100%</li> <li>-</li> </ul> <p>The truck transport prices stated are calculated per truck and include the German toll.          The free time for loading and unloading is two hours.          The transportation charges are calculated based on a normal course of transportation with normal loading and unloading times and in compliance with the legal rest periods and driving times.          Special dates are not included but may be considered and agreed on request.          Given delivery dates are subject to e.g. the situational traffic. Therefore they will be regarded as guideline times. Binding confirmations of dates and times can be agreed explicitly in written form.          For the provision of trucks on weekends or public holidays additional costs may incur, given these costs are not already explicitly stated or included.          Delays and waiting times, which are caused by the situation of the infrastructure at place, are not to be charged to our liability and may be charged separately.          The return delivery of the empties will be executed after the approval by organiser or after opening of the gates and may (under given circumstances) last until the next working day.          Services and prices not stated will be charged based on the valid tariffs.          Due to the current market policy we will need your order confirmation by five days before the loading of goods latest.          All services and prices stated are based on the currently valid rates and the respective surcharges, tariffs and currency exchange rates; subject to available capacities.          Arising VAT in foreign countries in calculated according to the currently valid legislation.          All prices are net values and in certain circumstances plus VAT.          The offer remains subject to confirmation until binding conclusion.          Subject to a positive credit report the period of payment is 14 days.</p>

	<b>ONSITE CONTACT AT LEIPZIG FAIRGROUND</b>
	<p><b><u>Office :</u></b></p> <p>DHL Trade Fairs &amp; Events GmbH Messe Allee 1 04356 Leipzig</p> <p>Office is located in the « Handwerkerzentrum » in front of Gate 1.8 from hall 1. Entrance to Fairground is Gate « Süd 1 »</p> <p><b><u>Branch Manager :</u></b></p> <p>Heike Eckardt Tel.: +49 (0)341 67872 47 Fax: +49 (0)341 67872 41 Email: <a href="mailto:heike.eckardt@dhl.com">heike.eckardt@dhl.com</a></p> <p><b><u>Project Manager :</u></b></p> <p>Frank Winzer Tel: +49 (0)341 67872 44 Fax: +49 (0)341 67872 41 Email: <a href="mailto:frank.winzer@dhl.com">frank.winzer@dhl.com</a></p>