

FREIGHT HANDLING INFORMATION

INTRODUCTION

European International Fairs Logistik GmbH is the Official Freight Forwarder & On-Site Freight Handling Contractor for E-Waste World 2023, Battery Recycling 2023 and Metal Recycling 2023. The following information and associated documentation have been prepared to assist you in the preparation, shipment and handling of your exhibits and stand material to the event. If you need clarification or further information, please don't hesitate to contact us. Your key contact for this event is as follows:

European International Fairs Logistik GmbH
 Ulrike Mamerow
 Tel.: +49 (0) 521 / 78 79 62 40
 e-mail: ulrike.mamerow@european-intl.com

Our experienced and reliable partners can take care of everything for you. All are experienced in shipping exhibition materials and work with us on a regular basis. **We strongly recommend you make use of their services.** They will take care of all the necessary arrangements and can guide you through the whole process at a local level. Please [click here](#) for details of our local partner in your Country.

If you wish to use your regular forwarder, **please ensure that your materials are consigned to us in accordance with the addresses and with the documentation provided in these instructions.** We will be happy to work with your preferred forwarder or with you directly. Please direct your [pre-alert](#) to us prior to despatch of your shipment.

Experienced representatives from European International Fairs Logistik 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.

ARRIVAL DEADLINES

Shipments should arrive by the following deadlines. (Note that arrival of international shipments that require customs-clearance after these dates will incur a late-arrival surcharge of EUR 555,00 per late shipment):

Ocean freight (<i>Hamburg / Bremerhaven port</i>)	10 working days prior to the required delivery date
Airfreight - international (<i>at Frankfurt FRA airport</i>)	5 working days prior to the required delivery date
Airfreight - EU shipments (<i>at Frankfurt FRA airport</i>)	5 working days prior to the required delivery date
EU Road freight - incl. Courier shipments (<i>at our advance warehouse</i>)	2 working days prior to the required delivery date
Direct unload shipments	per the official build schedule for the event
Direct unload shipment that require customs clearance	1 working day prior to the requested unload date

Copies of your shipping documents should be sent to us prior to export from origin to ensure that all details are correct. Final [pre-alerts](#) should be submitted to us prior to the consignment's arrival.

ROADFREIGHT VIA THE ADVANCE RECEIVING WAREHOUSE

Vehicles arriving for delivery / collection from the advance warehouse should arrive at the below address and report to the DHL-office located on the first floor.

Warehouse Address: DHL Global Event Logistics GmbH
 Ludwig-Erhard-Anlage 1 / Cargo Center
 Katharinenkreisel – Entrance via gate NORD
DHL-office on 1st floor
 60327 Frankfurt/M.
 For: E-Waste 2023 / Metal Recycling 2023 / Battery Recycling 2023
 Exhibitor Name: / Stand #:
 * EIF Ref:

(* generated upon receipt of your order)

Shipments will be received against prior booking only. Please complete and submit [your order](#) prior to arrival. Shipments received without a pre-order/booking will incur a 30% surcharge.

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ROADFREIGHT FOR DIRECT DELIVERIES

Vehicles arriving for direct deliveries should arrive at the below address and report to our staff located at the organizers office in the hall (FORUM).

Delivery address: European International Fairs Logistik GmbH
c/o E-Waste 2023 / Metal Recycling 2023 / Battery Recycling 2023
Messegelände Frankfurt / Hall: FORUM
Ludwig-Erhard-Anlage 1
60327 Frankfurt
Germany
Exhibitor Name: / Stand #:
* EIF Ref:

(* generated upon receipt of order form)

Shipments will be received against prior booking only. Please complete and submit [your order](#) min. 48 hrs prior to arrival.

Against the regulations at Messe Frankfurt all vehicles will need to register before they will be given access to enter the venue.

SHIPPING BY AIR / OCEAN FREIGHT

Airfreight shipments should be shipped "freight prepaid" to Frankfurt (FRA) airport, consigned as follows:

Consignee M-AWB:

DHL Global Event Logistics GmbH
Ludwig-Erhard-Anlage 1
Messegelände / Cargo Center
60327 Frankfurt
Germany

Consignee H-AWB:

DHL Global Event Logistics GmbH
c/o E-Waste 2023 / Metal Recycling 2023 / Battery Recycling 2023
Exhibitor Name: / Stand #:
60327 Frankfurt
Germany
* EIF Ref:

(* generated upon receipt of your order)

Ocean freight shipments should be shipped "freight prepaid" to Hamburg / Bremerhaven port, consigned as follows:

Consignee M-B/L:

DHL Global Event Logistics GmbH
Ludwig-Erhard-Anlage 1
Messegelände / Cargo Center
60327 Frankfurt
Germany

Consignee H-B/L:

DHL Global Event Logistics GmbH
c/o E-Waste 2023 / Metal Recycling 2023 / Battery Recycling 2023
Exhibitor Name: / Stand #:
60327 Frankfurt
Germany
* EIF Ref:

(* generated upon receipt of order form)

Please complete and submit [your order](#) prior to shipping and attach copy documents. Shipments arriving without a pre-order/booking will incur a 30% surcharge.

COURIER SHIPMENTS

Courier shipments should be consigned to us c/o the DHL advance warehouse *on a DDP basis*. *DO NOT consign* shipments to the show site or stand directly are subject to non-delivery.

Shipments requiring customs clearance (ie being shipped from outside of the European Union) will require an EORI number. Please see the next section of these instructions for further information.

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Shipments that arrive requiring payment of Customs duty, VAT or any freight charges will be refused unless pre-arranged with European International Fairs Logistik.

CUSTOMS CLEARANCE & DOCUMENTATION

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

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 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").

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

- Must be consigned to DHL Global Event Logistics GmbH, Ludwig-Erhard-Anlage 1, Messegelände / Cargo Center, 60327 Frankfurt / Germany
For: E-Waste 2023 / Metal Recycling 2023 / Battery Recycling 2023
<exhibitor name>, <hall & stand number>
- 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)
- Make, model and serial numbers **must** be listed for any electrical items

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

The following products are restricted for import into the European Union and should not be included in your shipment if originating from outside of the EU – foodstuffs (incl. sweets and mints), beverages, tobacco, alcohol, medicines, cosmetics, live animals or plants, pharmaceutical products and animal hides. Depending on country of manufacture, some textile products are also restricted.

Excise goods such as tobacco and alcohol will require clearance into Germany even if being imported from another EU member state.

[Please contact us](#) if it is essential for you to include such prohibited items within your consignment.

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.

E-WASTE WORLD BATTERY RECYCLING METAL RECYCLING

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Wooden crates or cases must be 'ISPM15' compliant if arriving from outside of the European Union. Please check with your local Government Plant Health Authority for further information.

All cases should be clearly marked showing E-Waste 2023 / Metal Recycling 2023 / Battery Recycling 2023, 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 templates for [Air/Ocean & Road freight shipments via warehouse](#).

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 during the exhibition.

RATES & SERVICES

For rates and services [please contact us](#) directly, or contact our nominated agent in your country [click here](#).

PAYMENT

By placing your freight with European International Fairs Logistik, 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.

TERMS & CONDITIONS

All work is undertaken at owner's risk and in accordance with the terms and conditions of the German Freight Forwarders Rules and Regulations (ADSp 2017).

FREIGHT HANDLING TARIFF

Please note all charges are per exhibitor, per shipment, each way, based on work performed during normal working hours and applicable to cargo classified as general crated/palletized goods only. Cargo not to exceed 3 Tonne forklift capacity, individual pieces not to exceed 2000kgs or 300cms in length or 200cms width or height. Special handling or equipment is excluded. Tariff not applicable for loose cargo or goods that arrive after our specified arrival dates. All services are subject to our [terms & conditions](#). Please also note that forklifts and handling services will only be guaranteed to those who book this service in advance.

1. SERVICE FEE

Service fee per exhibitor per shipment / order, each way €95,00

2. ROAD FREIGHT HANDLING (1cbm = 150 kilos whichever is the greater)

a. Shipments via warehouse
 For free circulation shipments via the warehouse, inclusive of interim storage €65,00 per 100 kg - min 200 kg
(5 days warehouse storage inbound / outbound)

b. Warehouse storage outside free period €6,50 per 100 kg per day - min 200 kg

Volume 1 cbm = 150 kg, minimum 200 kg, weight will be rounded up to the next 100 kg

A late booking fee of 30% with a minimum charge of €95,00 applies if not booked in advance of arrival.

c. Direct unloading or reloading exhibits/groupage shipments €75,00/cbm – min 3 cbm
 Direct unloading (or reloading) stand building €75.00 per LDM, min 6 LDM, maximim 10 LDM
 5 ton forklift if require 15% surcharge
 Offloading/Reloading based on maxim of 1 hour/6 LDM, 2 hours 10 LDM

A surcharge of 30% minimum charge of €95,00 will be charged for direct deliveries that are not booked 48 hours prior to the vehicles arrival at fairsite.

*Overtime surcharges apply for work undertaken on Saturdays (25%), Sundays (50%), Public Holidays (100%) or outside of the published build/break schedule

The above rates are equal for the outbound handling.

3. AIRFREIGHT HANDLING (1cbm = 167kilos)

From arrival Frankfurt Airport to delivered stand, one-time-spotted including interim storage (5 days inbound /outbound) €645,00 for the first 200 kgs
+ €1,85 per additional kg

Port/airport terminals/ storage costs/handover fees/import duty or tax etc as per outlay +15% (min € 35,00 outlay fee)

4. SEA FREIGHT HANDLING

Please contact us for an individual quotation for sea freight consignments.

5. CUSTOMS CLEARANCE

Temporary Import Customs Clearance ..or... Re-export Customs Clearance	€155,00
Customs Inspection Inbound	€65,00
Temporary Import Customs Guarantee Fee (inbound only)	1.75% of CIF Value (minimum €100.00)
T1-Document (outbound only, if required)	€155,00
Customs Inspection Outbound	€55,00
Permanent Import Customs Clearance	€155,00
Duties and Taxes	as per outlay + 15% (min €35,00 outlay fee)

6. EMPTY CASE HANDLING

Removal, storage and return of empty packaging per 1m³, rounded up to the nearest 1m³ per piece:

Exhibits	€80,00 per cbm (min. 2 cbm)
full goods and unstackable stand building materials	€95,00 per cbm (min. 2 cbm)

Notes on Empty case / Full-goods handling:

Orders placed on the last build-up day after 09.30hrs will be billed with a surcharge of 50 % on above listed charges.

Empties removed after 18.00 hours on Monday 17th October will be billed with a surcharge of 50 % on above listed charges.

7. ADDITIONAL SERVICES / BOOTH-WORK / EQUIPMENT HIRE

a. 3 Tonne Forklift	€185,00 per 1 hour
5 Tonne Forklift	€225,00 per 1 hour
.... Travel time plus ½ per order	plus 50% of rate

Note charge is one hour minimum plus ½ travel time.

b. Transport labour	€75,00 per man per 1 hour
Packer labour	€75,00 per man per 1 hour
Supervisor/foreman labour	€95,00 per man per 1 hour

c. Packing, wrapping, banding	as per labour rate + cost of materials
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d. Scissor lift 6-8 metres	€175,00 unit per/day
Scissor lift 8-10 metres	€195,00 unit per/day
Scissor lift 10-12 metres	€215,00 unit per/day
Delivery to and from the booth (round trip)	€235 per unit
....Compulsory damage insurance	€15,00 unit/per day
Cranes/Special equipment on request.	

Overtime surcharges apply for work undertaken on Saturdays (25 %), Sundays (50 %) and Public Holidays (100 %).

8. ADDITIONAL CHARGES / FEES

a. Outlay Fee on all/any disbursement(s), eg German Import Duty & VAT, Handover Fees, etc.	15% min. €45,00
b. No Order Form received prior to arrival of the shipment	30% on charges minimum €95,00
c. Forwarding insurance per file / order unless requested to exclude in writing	€15,00 per order