



DB SCHENKER *Fairs & Events*



***PBP World Meeting 2016
Shipping Guidelines &
Official Handling Tariff***

SHIPPING & HANDLING INSTRUCTIONS

Pre-Alert & Enquiry Contact Information

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| <p><u>OVERALL COORDINATION:</u> Schenker Deutschland AG DB SCHENKER<i>fairs</i> Langer Kornweg 34 E 65451 Kelsterbach GERMANY</p> <p>Wolfgang Buchenau Tel. +49-6107-74 555 E-Mail: wolfgang.buchenau@dbschenker.com Fax: +49-6107-74 556</p> | <p><u>LOCAL OFFICE IN UK:</u></p> <p>Schenker Ltd. Fairs & Exhibition Services Unit 2, Jubilee Court, Hillington Glasgow G52 4LB UNITED KINGDOM</p> <p>Caroline Martin Tel. +44-1268-632 000 E-Mail: caroline.martin@dbschenker.com</p> |
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Consignment Instructions

All shipments for AIR and SEA must arrive "Freight Pre-Paid" to the UK consigned as follows:

Consignee : Schenker Ltd
Mayne House
Juniper Park
Basildon
Essex, SS15 6TD

Notify : Exhibition, Exhibitor, Stand
Attn : Sarah Watson / 01268 632204

Waybills should indicate 'Exhibition Goods for re-export after the event or exhibition goods for free distribution' and should state the number of pieces, weight and volume of the freight. Separate House waybills must be issued for each individual exhibitor.

All shipments for delivery to the advance warehouse must be consigned to:

The Arc (Unit 1)
C/O Schenker Fairs & Events
25 Colquhoun Avenue
Hillington
G52 4BN

Notify: Caroline Martin / Schenker Fairs
Exhibition...exhibitor and stand number....

Arrival Deadlines & Pre-Advice Instructions

Any shipments arriving after the below deadlines will incur a 30% surcharge on all handling rates. DB Schenker will make all reasonable efforts to ensure that late shipments arrive prior to show opening but cannot offer any guarantees.

| | | | |
|-----------------|--|-----------------|---|
| ~Airfreight | No later than 4 days prior to delivery to stand | ~FCL Seafreight | No later than 7 days prior to delivery to stand |
| ~LCL Seafreight | No later than 10 days prior to delivery to stand | ~Roadfreight | 3 days prior to delivery to stand |

| | | | |
|-----------------|----------------------|------------------|---|
| ~Airfreight POD | GLA (Glasgow) | ~Roadfreight POD | Shipments to DB Schenker advanced Glasgow warehouse |
| ~Seafreight POD | Grangemouth Terminal | | |

All Pre-advice to be sent to the provided Schenker Ltd contacts per the above deadlines. Pre-alerts should include the following information

- Exhibition / Event Name
- Exhibitor Name / Standbuilder
- Hall & Stand number(s)
- Contact on stand / phone number
- Shipment details (number of pieces, dimensions, weight)
- Shipping Documentation
- Shipment information (Incl. Mode of transport, AWB / BL number, Vessel/ Flight)
- ETD / ETA
- Customs Instructions (full or temporary importation)
- Full on site requirements Incl. delivery to stand date & time
- Billing company details
- Details of any specific instructions / requirements

Documentation

The following documentation is required for all international shipments:

- 1 Original + 1 copy master waybills
- 1 Original commercial invoices or an ATA Carnet
- Packing List

Copies of all shipping documentation should be sent to Schenker Ltd prior to the consignments departure from origin to check that all details are correct.

2 x Originals of Commercial Invoice / packing List in English, must show / clearly indicate the below information:

- N° of units
- Weights of each piece (weights need to correspond to the waybill 100%)
- Sizes (dimensions) of each piece
- Total n° of boxes
- Values per unit / item
- Full description of items in English
- Serial number (If applicable for electronic items)
- Model and customs code n° (Brussels nomenclature).
- Total Invoice amount (CIF)

Importation & Customs Duties

Temporary importation of goods is solely subject to the final approval of the border customs authorities within the UK. Goods under temporary bond cannot be sold during the show / event, any sales operation should be reported to DB Schenker immediately. If customs reject our application for clearance on a temporary importation basis, the goods will have to be imported permanently and customs duty & VAT will be applicable.

Goods under bond (temporary import) must be re-exported after event completion. Please contact DB Schenker Ltd for assistance if your shipment is not to be re-exported directly after event completion for further assistance and advice.

All customs duty assessments are solely up to the discretion of UK customs. Duty is charged in accordance with their valuations. Please note temporary & permanent materials must be packed separately in different boxes. It is highly recommended to pack items for temporary and permanent importation separately and ensure it's clearly identifiable on the commercial invoice.

Please check with DB Schenker Ltd if you wish to import into the UK the following products to allow for checks with customs: Food (i.e dairy products, meat), beverage, medicines, cosmetics, plants, pharmaceutical products, protected species. Please check with Schenker Ltd for further details before shipping.

Case Marking & Packaging

Packaging should be designed 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.

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

All officially treated cases will bear an international 'ISPM15' (International Standard for Phytosanitary Measures) mark. Raw wooden packaging originating from outside the EU that does not bear this mark may be fumigated, destroyed or re-exported from the EU at the exhibitors expense. Supporting documents to confirm fumigation/treatment is not required. These regulations apply to both coniferous and non-coniferous wood. Manufactured wood packaging (i.e. hardboard, plywood, MDF and chipboard etc) are not classed as 'raw'. Schenker Ltd, Fairs and Events will not be held responsible for any delays to your consignment caused by non-compliance of these regulations.

All packages should be clearly marked as follows:

- Name of Exhibitor
- Name of Event
- Hall and Stand No
- Please number the packages (1 of...../ 2 of...../ 3 of..... etc).

It's very important to mention on the labels the delivery information at the venue: name of exhibitor, stand/hall no, contact name and number.

Insurance

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, whilst there and / or in storage and also in transit to other destinations.

DB Schenker can provide competitive cargo insurance upon request.

Payment of Services

In most cases, where agents are used within our organisation or who are well known to us we will deal directly with those agents. It is therefore strongly recommended to employ an agent in your own country with whom we can make these arrangements.

Exhibitors whom we invoice directly should send remittance of our charges by bank transfer immediately upon receipt of our invoice.

Commerzbank AG
Luxemburger Str. 255
D-50939 Cologne
Germany
Bank Code No. 370 800 40
Account No. 096 085 3900
Swift Code: DRES DE FF 370
IBAN: DE 87 3708 0040 0960 8539 00

We can also accept credit card (subject to credit card handling fees) and cash payments on-site.

Payment of services and any fee's outlaid on the exhibitors behalf (i.e. duty) will be required before work can take place or freight can be released to those clients that do not have a credit facility available with Schenker Ltd.

Official Handling Tariff

1 HANDLING – SEAFREIGHT LCL VIA ADVANCED GLASGOW WAREHOUSE

From free arrival selected Grangemouth Terminal to delivered advanced warehouse

€ 135.00 per full cbm or 500kgs / min 3 CBM

| INCLUDING | EXCLUDING |
|---|--|
| <ul style="list-style-type: none"> ▪ UK Terminal Handling ▪ Unstuffing at advanced warehouse ▪ Documentation Fees ▪ Issue of Bill of Lading ▪ Transport from UK terminal to advanced warehouse ▪ 1 cbm = 333kgs | <ul style="list-style-type: none"> ▪ Customs Clearance ▪ Additional requirements by UK authorities (e.g. permits or seals) ▪ Duties / Taxes / as per outlay + 10% ▪ Special permits for deliveries ▪ Transportation from Advanced London warehouse to venue ▪ Port storage charges / quay rent ▪ Additional hours for loading / unloading ▪ Detention Charges ▪ Weekend or Overtime Working ▪ Any 3rd party charges + 10% ▪ Any additional services not mentioned in the description |

2 HANDLING – SEAFREIGHT FCL / INBOUND & OUTBOUND

Upon request

3 HANDLING –AIRFREIGHT VIA ADVANCED GLASGOW WAREHOUSE

| | |
|--|--|
| From free arrival GLA to delivered advanced warehouse | € 1.55 per kilo (Minimum € 345,00 per shipment) |
| INCLUDING | EXCLUDING |
| <ul style="list-style-type: none"> ▪ Airline Handling ▪ Documentation fees ▪ Storage space at GLA airport for first 2 days ▪ Transport from GLA airport to advanced warehouse ▪ Unstuffing at advanced Glasgow warehouse ▪ Based on normal working hours Monday to Friday 08:00 to 18:00 hrs ▪ 1 cbm = 167kgs | <ul style="list-style-type: none"> ▪ Customs Clearance ▪ Additional requirements by UK authorities (e.g. permits or seals) ▪ Duties / Taxes / as per outlay + 10% ▪ Special permits for deliveries ▪ Transportation from Advanced Glasgow warehouse to venue ▪ Palletizing of loose cargo ▪ Special services ▪ Fumigation of wooden cargo + 10% ▪ Weekend or Overtime Working ▪ Any 3rd party charges + 10% ▪ Any additional services not mentioned in the description |

4 CUSTOMS CLEARANCE

Charges for ocean freight, airfreight and land freight shipments, inbound or outbound.

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|---------------------------------------|---|
| Temporary Import Clearance | € 125.00 per entry incl.5 line items Thereafter € 7.50 / line |
| Permanent Import Clearance | € 125.00 per entry incl.5 line items Thereafter € 7.50 / line |
| Customs Exam | € 65.00 per entry |
| Bond Fee for temporary Imports | 1.45% non-refundable bond fee of CIF Value (Minimum : € 150.00) |
| Carnet ATA Clearance | € 225.00 per Carnet ATA each way |
| Re-Export Clearance | € 125.00 per entry incl.5 line items Thereafter GBP 7.50 / line |
| Duties & Taxes | As per outlay + 10% outlay fee (Minimum : € 95.00) |

5 VIA ADVANCE WAREHOUSE

From received our Glasgow warehouse to delivered exhibition stand or vice versa

**€ 95.00 per cbm
(Minimum charge € 175.00)**

| INCLUDING | EXCLUDING |
|---|---|
| <ul style="list-style-type: none"> ▪ Loading / unloading of trucks at Schenker advanced warehouse ▪ Documentation fees ▪ 5 days storage ▪ Waiting time (1 hr free ; GBP 50.00 / hour thereafter) ▪ Based on normal working hours Monday to Friday 08:00 to 18:00 hrs ▪ 1 cbm = 333kgs | <ul style="list-style-type: none"> ▪ Additional requirements by UK authorities (e.g. permits or seals) ▪ Secondary positioning at venue ▪ Upper level deliveries / pick-ups ▪ Palletizing of loose cargo ▪ Duties / Taxes / as per outlay + 10% ▪ Special permits for deliveries ▪ Additional hours for loading / unloading ▪ Any waiting times of trucks beyond our control ▪ Weekend or Overtime Working ▪ Any 3rd party charges + 10% ▪ Any additional services not mentioned in the description |

5.1 Storage

Storage in the warehouse after interim period € 9.00 per cbm / per week (after one week)

6 ONSITE HANDLING

6.1 Direct Offloading & Reloading

Forklift & driver to unload from truck and deliver to stand per CBM

€ 55.00 per full cbm / min € 150.00

Forklift driver to reload from stand to truck per CBM

€ 55.00 per full cbm / min € 150.00

6.2 Labour & Plant Hire for positioning, erecting and construction

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|--|--------------------------------------|
| Forklift & Operator up to 3T Capacity | € 95.00 per hr (min 1 hour) |
| Hand Pallet Jack (2,5 tonne) | € 25.00 per hr (8hr Minimum) |
| Labour (Unskilled) | € 38.50 per hr (4hrs Minimum) |

6.3 On Site Storage

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|---------------------------|------------------------------------|
| Empty Case Storage | € 55.00 per cbm / min 2 cbm |
| Full Case Storage | € 78.00 per cbm / min 2 cbm |

7 SURCHARGES/FEEES

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|---|--------------------------------------|
| Weekday overtime (18:00 – 08:00) & Saturday overtime (08:00-18:00) | 50% |
| Saturday (18:00 – 24:00), Sunday and national holidays | 100% |
| Consignment Service Charges | € 85.00 per shipment each way |

8 GENERAL TERMS

The entire transport chain door-door is coordinated exclusively by Schenker Deutschland AG. All performed charges are based on current terms and calculated on today's valid tariffs, wages and exchange rate, subject to available capacity and bookings made in time. The offer is subject to change until the date of termination.

All business is undertaken in accordance with our standard trading conditions (BIFA 2005A & ADSp, latest version).