

# TRADE FAIR SHIPPING ORDER

PRO Messe-Service GmbH  
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We hereby instruct you with the handling of the logistics of the consignment listed below to the following event:

Trade Fair Name \_\_\_\_\_ in: \_\_\_\_\_

at outward transport via:	
Air freight	<input type="checkbox"/>
<input type="checkbox"/> if "SECURE" please also tick (*)	(Explanation below)
Sea freight	<input type="checkbox"/>
Truck	<input type="checkbox"/>

return transport via:	
Air freight	<input type="checkbox"/>
Sea freight	<input type="checkbox"/>
Truck	<input type="checkbox"/>
does not appl!	<input type="checkbox"/>

DISPATCH DATA >>		(if appropriate. collection ref. number: _____)		
y Packag	Type of packaging	Content	Gross weight in kg	Dimensions in cm (length x width x height)
HAZARDOUS GOODS:		YES <input type="radio"/> NO <input type="radio"/>	UN number: _____	

DETAILS ON HANDLING	
Consignment ready for collection on:	_____ Collection times: from _____ h to _____ h
Lift truck required for collection:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> please report to: _____
Loading address:	_____ _____
Exhibitor:	_____ Hall No.: _____
Our contact person at the trade fair:	_____ Stand No.: _____
Contactable at tel. no./mobile phone:	_____ Delivery date: _____ (no later than)

PLEASE NOTE: Personal data are partially disclosed to third parties for the purpose of shipment handling !!

INSURANCE	
<input type="checkbox"/>	We request transport insurance cover via PRO MESSE-SERVICE GmbH at an insured value of _____ EUR (regardless of the value of the goods).
<input type="checkbox"/>	only for the outward transport and duration of the trade f _____ (*see note on reverse)
<input type="checkbox"/>	for the outward transport, the duration of the trade fair and the return transport (*see note on reverse)
<input type="checkbox"/>	We hereby expressly refuse transport insurance cover via PRO MESSE-SERVICE GMBH.

SPECIAL PROVISIONS	
Your VAT ID number: _____	Your EORI number (Customs no.) _____

Your KC Number: \_\_\_\_\_ (here, KC stands for "Known Consignor" where the sender is known)  
(\*) Shipments handed over to the carrier by a known consignor in compliance with all provisions are deemed to be secure.

PRO-MESSE-SERVICE GmbH is operating exclusively on the basis of the German Freight Forwarders' Standard Terms and Conditions 2017 - ADSp 2017  
ADSp 2017 deviates from the law in paragraph 23 with regard to the maximum amount of liability for damage to goods (S. 431 HGB (German Commercial Code)) by limiting the liability for multimodal transports, including sea transport, and in the case of unknown place of damage at 2 SDR/kg, and otherwise the standard liability of 8.33 SDR/kg additionally at 1.25 million euros per claim, as well as 2.5 million euros per claim, at least, however, 2 SDR/ kg.

\_\_\_\_\_, dated \_\_\_\_\_, Client, Stamp, Signature

We have access to the ADSp 2017. We have taken note of the limitation of liability and the notes regarding the transport insurance.

Apart from the forwarding transport, the scope of service also includes the entire handling at the exhibition site such as customs clearance, forwarding to the exhibition stand, assistance with assembly and dismantling, handling of empty containers and return or onward transport after the fair. All costs incurred are to be borne by the Client.

# \*\*\* GENERAL TERMS AND CONDITIONS \*\*\*

We are operating exclusively on the basis of the German Freight Forwarders' Standard Terms and Conditions 2017 - ADSp 2017 (ADSp 2017 deviates from the law in paragraph 23 with regard to the maximum amount of liability for damage to goods (S. 431 HGB (German Commercial Code)) by limiting the liability for multimodal transports, including sea transport, and in the case of unknown place of damage at 2 SDR/kg, and otherwise the standard liability of 8.33 SDR/kg additionally at 1.25 million euros per claim, as well as 2.5 million euros per claim, at least, however, 2 SDR/ kg).

If you do not yet have access to the text of the latest version of ADSp 2017, this can be downloaded directly from our homepage ([www.pro-messe.de](http://www.pro-messe.de)) or requested directly from us.

Our invoices are automatically due for payment upon receipt. After that, default occurs automatically without further reminder.

PRO MESSE - SERVICE GMBH makes an advance payment if freight and handling costs are incurred. We therefore charge a capital reserve of 3 % of the invoice amount. If our invoice is settled within 10 days after receipt, the capital reserve can be deducted.

Place of jurisdiction is Augsburg in all cases.  
German law applies.

Our privacy policy can be found at <http://www.pro-messe.de/datenschutzerklaerung.html>.

## \* Note on transport insurance

Packaging materials are categorically excluded from the insurance.  
High-quality packaging may, however, be expressly insured separately.

The following risks are excluded from the insurance during stays at exhibitions and trade fairs:

- arising from the use of chemical, biological, biochemical substances or electromagnetic waves as well as weapons constituting a danger to the public, regardless of other contributory causes
- nuclear energy or other ionising radiation
- acts of terrorist or political violence, regardless of the number of people involved

If the transport insurance is covered by us, the client shall bear a policy excess of EUR 255.00 per claim.