

# TRADE FAIR SHIPPING ORDER

PRO Messe-Service GmbH  
Deutzring 5, 86405 Meitingen, Germany  
Tel.: +49 8271-8014-0  
E-mail: info@pro-messe.de



We hereby instruct you with the handling of the logistics of the consignment listed below to the following event:

Trade fair name: \_\_\_\_\_ In: \_\_\_\_\_

for outward transport by:	
Air freight	<input type="checkbox"/>
Sea freight	<input type="checkbox"/>
Truck/Lorry	<input type="checkbox"/>

for return transport by:	
Air freight	<input type="checkbox"/>
Sea freight	<input type="checkbox"/>
Truck/Lorry	<input type="checkbox"/>
Does not apply	<input type="checkbox"/>

SHIPMENT DETAILS				
No. of	Type of packaging	Contents	Gross weight	Dimensions in cm (length x width x height)

### INFORMATION ABOUT HANDLING AT YOUR WORKS

Shipment ready for collection from: \_\_\_\_\_  
Collection times: from \_\_\_\_\_ h until \_\_\_\_\_ h  
Lunch break: from \_\_\_\_\_ h until \_\_\_\_\_ h  
Fridays (if different from above): \_\_\_\_\_ until \_\_\_\_\_ h

Loading address: \_\_\_\_\_  
\_\_\_\_\_

Contact for loading: \_\_\_\_\_ (Name and direct dial tel. no.)  
Order ref./loading ref.: \_\_\_\_\_ (If not filled in, we will use the trade fair name as a reference)

Your EORI number: \_\_\_\_\_

Lifting platform necessary when taking over/returning to your works: YES  NO

Dangerous goods contained in the shipment (including batteries/rechargeable batteries): YES  (If you are shipping dangerous goods, it is essential that you send us all documents necessary for transportation)

Would you like transport insurance cover? YES  ...for the following goods value: \_\_\_\_\_

**(Transport and exhibition insurance is covered for the entire transport period agreed with PRO MESSE-SERVICE GmbH. If there is no entry here, we shall assume that you are a self-insurer and are fully liable in accordance with the ADSp 2017 (German Freight Forwarders' Standard Terms and Conditions 2017))**

### INFORMATION ON HANDLING AT THE EVENT SITE

Exhibiting company: \_\_\_\_\_ Hall no.: \_\_\_\_\_

Contact person for delivery to stand: \_\_\_\_\_ Stand no.: \_\_\_\_\_

Reachable on following mobile tel. no.: \_\_\_\_\_ Delivery deadline (date/time): \_\_\_\_\_

E-mail address: \_\_\_\_\_

**PLEASE NOTE: Personal data will be partially passed on to third parties for the purpose of shipment processing!!**

### INVOICING INFORMATION

E-mail address for invoicing: \_\_\_\_\_

Your VAT ID no.: \_\_\_\_\_

Invoicing address (if different from company address of the client): \_\_\_\_\_  
\_\_\_\_\_

PRO MESSE-SERVICE GmbH works exclusively on the basis of the German Freight Forwarders' Standard Terms and Conditions 2017 – ADSp 2017. The ADSp 2017 deviate from the law in Section 23 with regard to the maximum liability amount for damage to goods (§ 431 HGB [German Commercial Code]), by limiting the liability for multimodal transport including sea transport and for unknown damage location to 2 SDR/kg, and otherwise the standard liability of 8.33 SDR/kg additionally to EUR 1.25 million per claim, as well as EUR 2.5 million per loss event, but at least 2 SDR/ kg.

\_\_\_\_\_  
Place Date Client, stamp, signature

The ADSp 2017 are available to us. We have taken note of the limitation of liability and the information on transport insurance.

In addition to freight transport, the scope of services includes: the entire handling at the trade fair site such as customs clearance, forwarding to the trade fair stand, provision of assembly and dismantling aids, handling of empties and return or onward transport after the end of the trade fair. All costs incurred shall be borne by the client.

# \*\*\* TERMS & CONDITIONS \*\*\*

The responsibility for unpacking and repackaging as well as securing the load at the works and at the trade fair site lies solely with the sender/exhibitor and its staff on site. Please contact us if you need staff and auxiliary devices for unpacking and repackaging. In principle, a person in authority must be on site for such work. PRO MESSE-SERVICE GmbH assumes no liability for these services.

Please refer to our shipping policies and guidelines for each event. The information mentioned there is the basis for a smooth transport process. Acting differently may lead to delays and additional costs for which we shall need to charge.

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If the text of the current version of the ADSp 2017 is not yet available to you, it 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 shall be deemed to have occurred automatically without a further reminder.

PRO Messe-Service GmbH settles any freight and handling costs incurred in advance. For this reason, a surcharge of 3% of the invoice amount will be calculated. If our invoice is settled within 10 days of receipt of the invoice, the surcharge may be deducted.

The place of jurisdiction in all cases is Augsburg.  
German law shall apply.

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

## \* Note on transport insurance

Packaging materials are generally excluded from the insurance.

The following risks are excluded from the insurance while staying at exhibitions and trade fairs:

- the use of chemical, biological, biochemical substances or electromagnetic waves and weapons constituting a danger to the public, regardless of any other contributory causes
- nuclear energy or other ionising radiation
- terrorist or political acts of violence, irrespective of the number of persons involved

If we cover the transport insurance, the client shall bear an excess of EUR 255.00 per claim