



Shipment notification form

Before you ship off please fill out this form and send back to:

E-Mail: Fairs-City.Berlin@dbschenker.com oder

Fax: +49 30 301 2995 8442

Name of Congress/Event: _____

| | | |
|---|--|------------------------------------|
| Shipper | Company | |
| | Address | |
| | Zip code + City | |
| | Contact | |
| | Phone number | |
| Consignee | Exhibitor | |
| | Booth number | |
| | On-site contact exhibitor | |
| | Mobile phone number | |
| Kind of consignment | <input type="checkbox"/> Courier- or groupage shipment <input type="checkbox"/> Airfreight <input type="checkbox"/> Seafreight <input type="checkbox"/> Part/full trailer load | |
| Shipping company | <input type="checkbox"/> FEDEX <input type="checkbox"/> UPS <input type="checkbox"/> DHL <input type="checkbox"/> TNT <input type="checkbox"/> others _____ | |
| | Tracking Number | |
| Shipment details | Date sent | |
| | Number of packages | |
| | Dimensions & weights | |
| Required services: | | |
| Delivery to booth (Date + time) | | |
| Handling of empties | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Handling of exhibition goods | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Customs clearance | <input type="checkbox"/> temporary | <input type="checkbox"/> permanent |
| Providing of worker / packer / Equipment | | |
| Pick up from booth (Date + time) | | |

→ **Attention:** Our fair handling is chargeable under tariff EATS 2021 Berlin.
Shipments from Non-EU countries cause additional costs (duties & taxes) as per outlay.