

# Shipping Instructions Rotterdam Ahoy



Official logistics freight forwarder of  
**Rotterdam Ahoy & World Hydrogen Summit 2024**

DB Schenker Fairs, Events & Special Logistics



## Dear Exhibitor,

Sustainable Energy Council has appointed DB SCHENKER as exclusive logistics provider for World Hydrogen Summit 2024. DB SCHENKER **Fairs** seamlessly combines freight forwarding and on-site handling services to provide a complete 'door-to-stand' package varying from a single box of brochures to any kind of heavy machinery. DB Schenker is proud to arrange all logistic for you;

- transport of the goods from the company to the event and vice versa
- unloading and/or reloading the goods at the venue
- temporary storage of the goods before or after the event
- storage of empty packing material during the event
- renting out various types of equipment (for example genie material lifts, etc.)

To ensure the safety of our guests and create an efficient process, only DB Schenker employees are authorized to provide motorized or electrical means of transport in the halls and outdoor premises. This also applies for the electrical loading and unloading of trucks. Other parties are only allowed to use manually powered equipment.

If you want to use forklift service, storage before, during and after the event or if you have any questions, need assistance for special arrangements or require further information, please contact us anytime.

Wishing you a successful event at Rotterdam Ahoy.

### **Schenker Logistics Nederland B.V.**

#### ***Fairs, Events & Special Logistics***

#### **Branch office Rotterdam Ahoy**

Ahoyweg 10

3084 BA Rotterdam, The Netherlands

Phone : +31(0)10 494 0100

Operations : [fairs.rotterdam@dbschenker.com](mailto:fairs.rotterdam@dbschenker.com)

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## 1. Onsite handling services

Exhibitions preparations and logistics planning are closely connected. We can help you with all the planning for your stand logistics wise.

### Transports

If you need a transport before, during or after the exhibition, please do not hesitate to contact our staff via mail, phone or onsite at our exhibition office.

### Unloading direct to/ from stand

3T forklift	€ 190,- per hour (min. 1 hour)
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### Warehouse & courier shipments

If you want to receive packages at your stand, we can arrange this for you. Packages can be send at your convenience to our warehouse, located at the fairground. These goods will be unloaded at the warehouse, stored on site and delivered to your stand at the requested date and time. This service is also available for your courier shipments (courier companies do not deliver packages inside the halls of the fairground) and return shipments after the closing of the exhibition.

Please make sure you sign up your packages by sending a pre-alert via email to **fairs.Rotterdam@dbschenker.com** mentioning: waybill, tracking number, goods information and delivery date and time.

### Tariff

Delivery or collection via warehouse (min. 2 cbm)	€ 64.00 per cbm (min. 2cbm)
Parcel shipments (DHL/UPS/Fedex, etc. *DDP Shipments only)	€ 84.50 per shipment

*\* charged on the highest possibility, chargable weight 1 cbm = 300 kg*



### Airfreight consignments

Shipments from 0 up to 100 kg	€ 243.50
Shipments from 100 up to 250 kg	€ 288.50
Shipments from 250 up to 500 kg	€ 422.–
For each additional kg over 500 kg	€ 0.70
Unknown shipper check	€ 134.50

### Seafreight consignments

FCL (Full container load) 20 Ft	€ 1.567,-
FCL (Full container load) 40 Ft	€ 1,865.50
LCL (less than container load)	€ 251,- per cbm (min. € 469.70)
FOB charges	€ 227.50

### Empty storage

Per cbm (min. 2)	€ 68.50– (min. 2)
Sunday/holiday surcharge	€ 8.50– per cbm, pickup / delivery
Priority surcharge	€ 25.50 per cbm

### Fullgood storage

Full good storage	€ 74.50 (min. 2)
Full good prio service	€ 25.50
Sunday/holiday surcharge	€ 8.50–



## Stand assistance & Machine rental

### Rent of lifting equipment

3T forklift	€ 190,-per hour (min. 1 hour)
5T forklift	€ 206,- per hour (min. 1 hour)
Crane-hook, lifting straps + shackles <5T	€ 54,- per use
Heavy lifting equipment	€ 159,- per hour

### Rent of scissor lift

Rent of scissorlift up to 8m	€ 179,- per day
Transport of machine	€ 99,- per way

### Rent of cherry picker

Cherry picker 15M	€ 352,50- per day
Transport of machine	€ 99,- per way

### Rent of material lift

Material lift	€ 118.50 per day
Transport of machine	€ 99,- per way

### Manpower

Supervisor/Banksman	€ 73.50 per hour
Packer/Worker on stand	€ 55.55 per hour (min. 3 hour)



### Sale of exhibition goods

If your goods are sold during the exhibition, please note the goods cannot be removed from the fairground, before the end of the exhibition, duty/taxes have been paid and permanent customs import procedures have been completed.

### Return of the goods

Our staff will make contact during the exhibition to collect instructions regarding the forwarding and return instructions, as well as to inform about necessary formalities.

### Customs formalities

Temporary import entry	€ 136,50- (incl. 3 HS-codes)
Customs bond fee	0.9% if CIF value (min. €98.-)
Permanent import entry	€ 94.50- (incl. 3 HS-codes)
Handling ATA carnet	€ 147,50- per piece, per way
Export entry	€ 68,- (incl. 3 HS-codes)
Excise duty clearance	€ 157,-
T1 opening or closing	€ 94.50-
Advance of duties and taxes	15% (min. € 20.-)
Each additional HS-code	€ 7,50-
Duties & Taxes	As per outlay-Defined on custom paper

### General charges and information

Administration costs	€ 18,75
Late booking/unknown arrival	€ 57,50-
Credit card payment	5% on invoice amount (min. € 5.80)

### Surcharges

Night time surcharge (6pm – 7 am)	50%
Saturday/Sunday/Holiday surcharge	50%

## 2. Addressing regulations

Please address your exhibition goods as follows:

### Commodity Description:

fairs and exhibition goods for **Name of exhibition** , Rotterdam

### Parcel & Courier:

Consignee: Schenker Logistics Nederland B.V.  
Fairs, Events & Special Logistics  
Casablancaweg 22,  
1047 HN Amsterdam

Notify: < **Name of exhibitor** >  
c/o **Name of exhibition**  
< **hall / booth** >

### Luchtvracht:

Consignee: Schenker Logistics Nederland B.V.  
Fairs, Events & Special Logistics  
Fokkerweg 300  
NL – 1438 AN Oude Meer

Notify: < **Name of exhibitor** >  
c/o **Name of exhibition**  
< **hall / booth** >

### Zeevracht:

Consignee: Schenker Logistics Nederland B.V.  
Fairs, Events & Special Logistics  
Scheepsbouwweg 65  
NL- 3089 JW Heijplaat-Rotterdam

Notify: Schenker Logistics Nederland B.V.  
< **Name of exhibitor** >  
c/o **Name of exhibition**  
< **hall / booth** >

### 3. Shipping schedule

To guarantee in time delivery of your exhibition goods to the booth, below deadlines have to be met:

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**Sea freight** (FCL/LCL) = **at the latest 14 days** prior to the exhibition opening  
at the Port of Rotterdam

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**Air freight** = **at the latest 10 days** prior to the exhibition opening  
at Rotterdam Schiphol airport

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**Road freight** = **at the latest 5 days** prior to the exhibition opening  
at our Warehouse at Casablancaweg Amsterdam

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Please send us all dates of the transport (i.e.: AWB, B/L, Consignment, Tracking Numbers for courier shipments) in advance via email, before shipping.

For not pre-alerted shipments arriving at our warehouse or shipments arriving after above mentioned deadlines, a late arrival surcharge of € 55.00 is applicable.

### 4. Labelling / Packaging

Please label your exhibition goods with our **shipping label** in the annex, **page 11**.

For the packing of your goods, we recommend using stabile, waterproof and re-closable packing material. These materials should resist the storage of empties as well as return or further transport. All packing must be equipped with skids for handling by forklift- and pallet truck.

#### **Wood packing requirements apply in the European Community.**

Fumigation must be arranged for all wooden packing materials in the country of origin before shipping to Rotterdam. Exception for packing made entirely of plywood / wood chip board. To verify that the wooden packing has undergone heat treatment or Methyl Bromide treatment the following data should be marked / stamped onto the outside of the wooden packing clearly visible.

- *IPPC Logo*
- *ISO country code (= xx)*
- *Unique number assigned to the company that has carried out the fumigation, namely a national plant protection organization (= OOO)*
- *Method of fumigation (=YY) - HT: heat treatment / MB: Methyl Bromide*





## 5. Documentation

Each shipment has to be accompanied by a full set of documents.

### Sea freight

- 2 original and 3 copies of Bill of lading
- 3 copies of commercial / proforma invoice
- 3 copies of packing list (if available)
- 1 copy of insurance policy (if available)
- 1 original of certificate of origin / preferences (if applicable\*)

### Airfreight

- 2 copies of air waybill (AWB)
- 3 copies of commercial / proforma invoice
- 3 copies of packing list (if available)
- 1 original of certificate of origin / preferences (if applicable\*)

### Road freight

In order to avoid any problems with customs authorities, please present all necessary customs documents such as T-form, Carnet ATA etc., certificate of origin / preference (if applicable\*) to our office upon arrival at Rotterdam. \*(G.S.P. FORM-A, EUR.1, ATR.1)

### Commercial invoice / packing list

For the handling of your goods, commercial / proforma invoices are required. These should contain at least the following information:

- Full address of the exhibitor, hall and booth number (as consignee or notify)
- Detailed description of the goods (incl. model and serial number/s)
- Value of every single item as well as total (CIF)-value
- Country of origin or manufacture

It is also possible to use a combined commercial invoice/packing list. This form should contain the above mentioned details as well as number of pieces, weight and dimensions.

It will be of assistance to categorize the goods as follows:

- exhibits
- display stand materials
- brochures, gifts and other give away items



## 6. Customs and import regulations

For entry / importation of non-community goods, which are imported from third countries, a customs procedure is necessary. If you wish DB Schenker to take care of your customs clearance, we require a signed and stamped power of attorney and commercial invoice. Please get in contact with us in case you intend to send goods.

### Permanent import

The release for free circulation either takes place upon entering the European Community or following transit procedures. When importing third country goods customs duty and import turnover taxes have to be paid. In addition, for certain commodity groups such as coffee, tobacco, spirits and sparkling wine excise taxes have to be paid.

### Temporary import

By placing a transit procedure a security equal to the import duties has to be deposited at the customs office of departure. After the proper execution of the transit procedure the security will be reimbursed by the customs office of departure.

The customs clearance can be either handled by us or a customs agent.

## 7. Liability and insurance

Our liability ends upon delivery of the exhibition goods to the booth, even without presence of the exhibitor and only resumes again with the acceptance of the goods at the booth. We do not assume liability for any goods left in the empty crates, boxes or packing material. Waiting times according to the rules of the fair organisation are not our responsibility.

Possible damages etc. have to be acknowledged immediately and in writing to our on-site exhibition office at the fairground.

The goods are not insured by Schenker Logistics Nederland B.V., unless written on the order services are always at the risk of the customer. All transactions are subject to the Dutch Forwarding conditions, in the latest version deposited by FENEX at the Registry of the District Court at Rotterdam, Arnhem, Breda and Rotterdam. The general conditions are at all times available for inspection, can be consulted via the website of FENEX and will be sent to you upon request free of charge.

We recommend signing a global fairs and exhibition insurance agreement to ensure you against any losses or damages of transportation as well as during the exhibition. Surely, we can arrange such an insurance if required. If you renounce this comprehensive insurance protection we would like to acknowledge you that in this case the continuous liability on the basis of the Dutch Forwarding Conditions (FENEX) will be effective.

## 8. Terms of payment

Our invoices are based on the forwarding agent charges according to our tariff and are calculated on a net basis. All invoices are made per exhibitor and/or stand and are due for payment straight after receipt.

If your shipment is not handled by us, we have to ask you for payment of extra/additional charges on site. Major credit-cards are welcome.

Following up processes required by Rotterdam Ahoy, every exhibitor and standbuilder requiring logistics services will have to fill in a credit card form for payment security.



## 9. Annex

to be requested via [fairs.Rotterdam@dbschenker.com](mailto:fairs.Rotterdam@dbschenker.com)

### ORDER FORM Schenker Logistics Nederland B.V.



**AHOY** Tel. +31 (0)10 494 01 00 - [Fairs.Rotterdam@dbschenker.com](mailto:Fairs.Rotterdam@dbschenker.com)

Fairs, Events & Special Products  
Ahoeweg 10  
3084 BA, Rotterdam

Evenement: \_\_\_\_\_ Locatie: \_\_\_\_\_  
 Expositant: \_\_\_\_\_  
 Stand bouwer (indien toepasselijk): \_\_\_\_\_  
 Hal: \_\_\_\_\_ Stand: \_\_\_\_\_  
 On-site contact: \_\_\_\_\_ On-site telefoonnummer: \_\_\_\_\_

**Ontvanger factuur**

Firma: \_\_\_\_\_  
 Adres: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Land: \_\_\_\_\_ BTW nummer: \_\_\_\_\_  
 E-mail adres firma: \_\_\_\_\_ Telefoonnummer: \_\_\_\_\_

### ROTTERDAM AHOY SHIPPING LABEL

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 On-site contact: \_\_\_\_\_  
 On-site phone: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Dimensions: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ cm - l x h x w  
 Weight: \_\_\_\_\_ kgs



Together we perform, together we win

### Consignee

Schenker Logistics Nederland B.V.

c/o: \_\_\_\_\_  
 Exhibitor: \_\_\_\_\_  
 Hall: \_\_\_\_\_  
 Stand nr.: \_\_\_\_\_

### Fairs, Events & Special Products

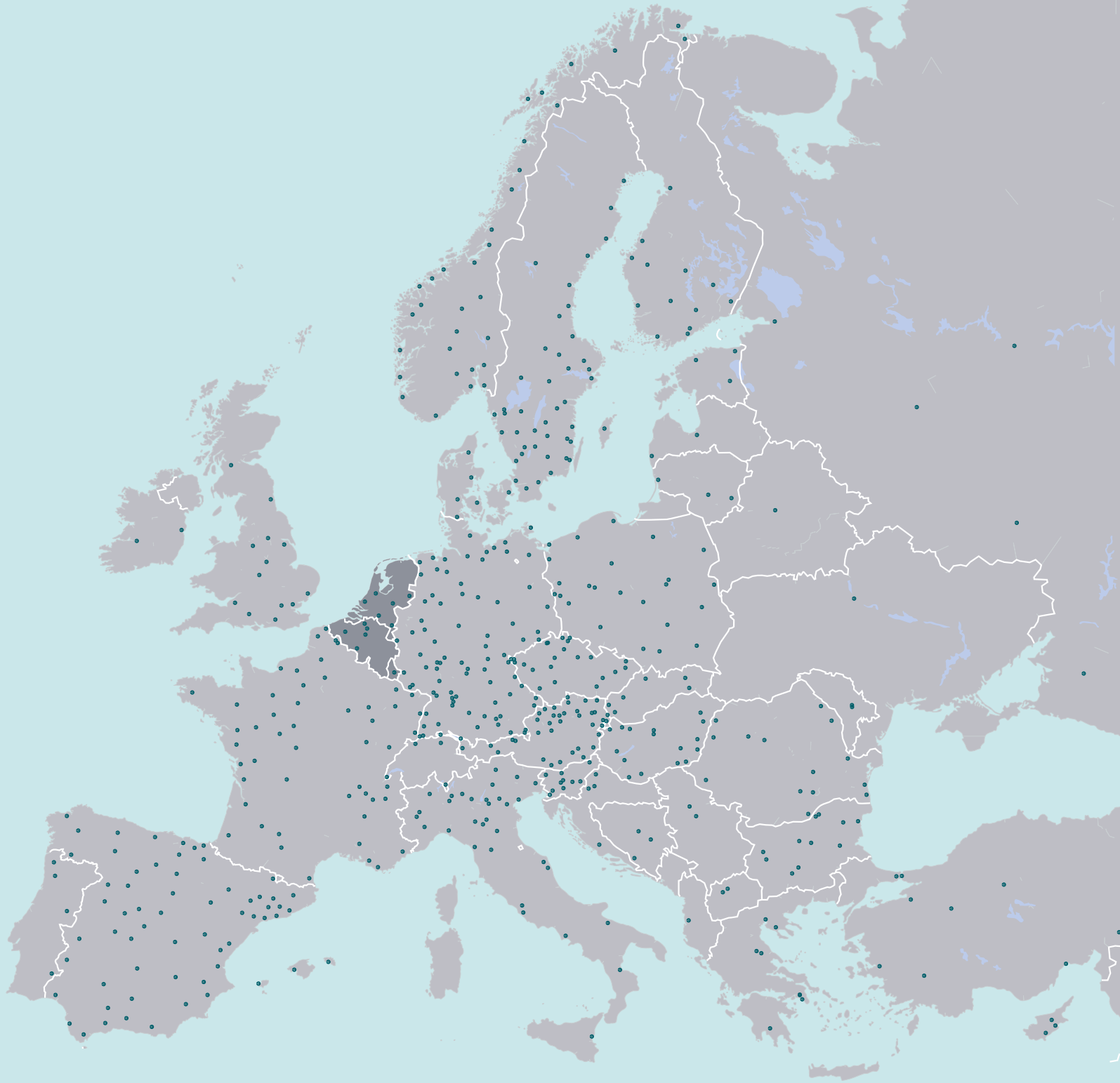
Ahoeweg 10  
3084 BA, Rotterdam  
Tel. +31 (0)10 494 01 00

[Fairs.Rotterdam@dbschenker.com](mailto:Fairs.Rotterdam@dbschenker.com)

<b>EVENEMENT</b>	<b>AFBOUW</b>
<input checked="" type="checkbox"/> Inopslag <input checked="" type="checkbox"/> Retour	<input checked="" type="checkbox"/> Direct laden op de stand met <input checked="" type="checkbox"/> 3T Vorkheftruck <input checked="" type="checkbox"/> 5T Vorkheftruck
<input checked="" type="checkbox"/> Inopslag <input checked="" type="checkbox"/> Retour	Datum: _____ Tijd: _____ Collie / CBM: _____
	<b>Verzending magazijn</b> Verzamelen van stand Datum: _____ Tijd: _____ Verzameling uit magazijn Datum: _____ Transporteur: _____

Datum: \_\_\_\_\_ Together we perform, together we win

All transactions are subject to the Dutch Forwarding Conditions, including arbitration clause, in the latest version deposited by FENEX at the Registry of the District Court at Amsterdam, Arnhem, Breda and Rotterdam, latest version applicable. The general conditions can at all times be consulted via [www.fenex.nl](http://www.fenex.nl) and will be sent to you upon request free of charge.



**Schenker Logistics Nederland B.V.**

***Fairs, Events & Special Logistics***

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