

# General handling instructions and tariff 2015 of the official freight forwarding agent of Amsterdam RAI

## - Logistics services -

**DB Schenker Logistics Nederland**  
**Europaplein 2 -22 / P9**  
**NL - 1078 GZ Amsterdam**  
**The Netherlands**  
**Phone +31 (0)20 549 279 0**  
**E-Mail: [fairs.amsterdam@dbschenker.com](mailto:fairs.amsterdam@dbschenker.com)**

Dear Exhibitor,

DB Schenker is Amsterdam RAI's exclusive supplier who is appointed in the field of logistics services. To guarantee the safety of our guests, better plan the logistics process around our events and improve the quality of the logistics services, only the employees of DB Schenker are allowed to operate motorized or electrical means of transport in the halls and at the outside areas (this also applies for the electrical loading and unloading of materials from trucks). Other parties are only allowed to **manually** powered equipment.

If you want to use the above mentioned service, including forklift service, storage before, during and after the event, you can contact DB Schenker directly.

If you want to receive a delivery before or during the fair we advise you to use the following shipping label for all your shipments, regardless of your logistic service provider:

### Conditions

All work carried out by Schenker International B.V. is conducted in accordance with our Standard Terms and Conditions. A copy is available on request. By not requesting a copy you will be deemed to have accepted our Terms and Conditions unseen.

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**1. Shipping schedule**

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

- Sea freight = at the latest **10 days** prior to the exhibition opening at the Port of Rotterdam
- Air freight = at the latest **7 days** prior to the exhibition opening at Amsterdam Schiphol airport
- Courier shipments / Road via warehouse = at the latest **3 days** prior to the exhibition opening at our warehouse at Amsterdam RAI

**Notification**

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

For not pre-alerted shipments arriving at our warehouse or shipments arriving after above mentioned deadlines, a late arrival surcharge of 50,00€ is applicable.

**2. Addressing regulations**

Please address your exhibition goods as follows and use the labels as attached:

**Commodity Description:** fairs and exhibition goods for **“Exhibition”**, Amsterdam

**Road freight / courier:**

Consignee: DB Schenker Logistics Nederland  
 c/o Amsterdam RAI  
 Europaplein 2 - 22 / P9  
 NL- 1078 GZ Amsterdam

Notify: **<Name of exhibitor>**  
 c/o **“Exhibition”**  
**<Hall / booth>**

**Air Freight:**

Consignee: DB Schenker Logistics Nederland  
 Fairs & Events  
 Fokkerweg 300  
 NL - 1438 AN Oude Meer

Notify: **<Name of exhibitor>**  
 c/o **“Exhibition”**  
**<Hall / booth>**

**Sea freight:**

Consignee: DB Schenker Logistics Nederland  
Fairs & Events  
Nieuwe Sluisweg 250  
NL - 3197 KV Rotterdam

Notify: DB Schenker Logistics Nederland  
<Name of exhibitor>  
c/o "Exhibition"  
<Hall / booth>

### 3. Labelling / Packaging

Please label your exhibition goods with below address or use the **label in the annex**:

DB Schenker Logistics Nederland  
c/o "Exhibition"  
<Name of exhibitor>  
<Hall / booth>  
Number of packages: etc. 1 / 4  
Dimensions  
Gross / net weight

We recommend not using cartons for packaging but stabile, waterproof and re-closable packing material. These materials should also 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.

### 4. Liability and insurance

Our liability ends upon delivery of the exhibition goods to the booth 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.

Possible damages etc. have to be acknowledged immediately and in writing to our on-site exhibition office between hall 1 and 5 or to your responsible Schenker branch office.

The goods are not insured by Schenker International 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, including arbitration clause, in the latest version deposited by FENEX at the Registry of the District Court at Amsterdam, Arnhem, Breda and Rotterdam. The general conditions are at all times available for inspections, can be consulted via [www.fenex.nl](http://www.fenex.nl) and will be sent to you upon request free of charge. Our liability starts and ends with pick up at your address and the delivery at the booth, even without presence of the exhibitor. Waiting times according the rules of the fair organisation are not our responsibility.

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.

### 5. Terms of payment

Our invoices are raised to the forwarding agent charges according to our tariff and are calculated on a net basis. They 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.

## 6. Handling charges

### 6.1 Arrival by truck at exhibition site

#### Direct unloading / reloading

##### Premium Service

Guaranteed\* unloading / loading service according to timeslot booking within 2 hours including delivery to the booth by 3 to forklift and vice versa (\*timely arrival of truck implied).

	Mo - Fr, 7am - 6pm	Weekly after 6pm Sa, Su, Public Holidays*
Lump sum half truck (up to 7 LM)	€ 310,00	€ 450,00
Lump sum FTL (7 upto 13,6 LM)	€ 510,00	€ 670,00

##### Standard Service

Hourly rate for unloading. Unloading by 3to forklift at first available possibility and vice versa. Minimum 1 hours per order, chargeable per started 30 Minutes.

Forklift per hour	€ 137,00*
Forklift per additional 30 Minutes	€ 68,50*

Groupage trucks (several stand deliveries on one truck): upon request

#### Shipments via warehouse

From arrival exhibition site / truck, unloaded at warehouse / storage on site (max. 3 days free) and from site warehouse up to delivery at stand (and vice versa) each

General rate per shipment (whatever is higher)	Rate per started m <sup>3</sup>	€ 49,50*
	Rate per started 100 kg	€ 16,50*
Minimum charges per shipment	€ 49,50*	

Chargeable weight: 1 cbm = 300 kg

#### **Courier shipments**

e.g. UPS, Fedex, DHL...

Per shipment	€ 76,50*
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### 6.2 Airfreight consignments

From free arrival Amsterdam Airport up to free delivered at stand (and vice versa)

For shipments from 0 up to 100 kilo	€ 174,00
For shipments from 101 up to 250 kilo	€ 211,00
For shipments from 250 up to 500 kilo	€ 310,00
For each additional kilo over 500 kilo	€ 0,51

Chargeable weight: 1 cbm = 167 kg

Above charges are including the airport handling charges and transport to and from the exhibition site. Not included are possible handover fees or other charges as a result of the use of a "house air waybill" or incorrect consigned airway bills.

### 6.3 Seafreight consignments

a. FCL cargo (Full Container Load) From arrival Rotterdam port to delivery to stand (and vice versa)	Rate per 20ft container	€ 1155,00
	Rate per 40ft container	€ 1370,00
b. LCL cargo (Less than Container Load) From arrival Rotterdam port to delivery to stand (and vice versa)	Rate per m <sup>3</sup>	€ 184,00
	Minimum	€ 368,00

Chargeable weight: 1 cbm = 300 kg Attention: Rates are exclusive handover charges from third parties. All handover charges will be invoiced according outlay plus 5 %.

### 6.4 Customs formalities

Temporary import entry (each) including 3 HS-Codes	€ 100,00
Customs bond fee	0.8 % of CIF value (min € 88,00 )
Permanent import entry (each) including 3 HS-Codes	€ 68,00
Handling ATA carnet, per piece and way	€ 59,00
Export entry (each) including 3 HS-Codes	€ 48,00
Excise duty clearance	€ 80,00
T1 opening / closing (each)	€ 69,00
Advance of duties and taxes	2 % (min. € 15,- )
Each additional HS-code	€ 4,60

### 6.5 Storage

#### Storage of empty packing materials

We pick up empty crates, boxes and packing material directly at the booth at the end of the installation period. At the end of the exhibition we will deliver the stored empties automatically to the booth.

Rate for the exhibition period per started m<sup>3</sup>, collo and exhibition stand. Rates include pick-up and delivery as well as storage during the exhibition period.

Minimum	€ 76,00
Per m <sup>3</sup> up to 5 m <sup>3</sup>	€ 49,00
Per m <sup>3</sup> up to 10 m <sup>3</sup>	€ 47,00
Per m <sup>3</sup> up to 20 m <sup>3</sup>	€ 45,00
Per m <sup>3</sup> up to 30 m <sup>3</sup>	€ 42,00
Per m <sup>3</sup> more than 30 m <sup>3</sup>	€ 40,00
Surcharge for Sunday and public holiday* pick up / delivery per m <sup>3</sup> one time	€ 5,30
High priority return surcharge, per m <sup>3</sup>	€ 17,-

#### Full Goods Storage

Rate for the exhibition period per exhibition stand, m<sup>3</sup> and colli incl. delivery and pick up at / from the exhibition stand

Minimum	€ 83,00
Per m <sup>3</sup> up to 5 m <sup>3</sup>	€ 55,00
Per m <sup>3</sup> up to 10 m <sup>3</sup>	€ 53,00
Per m <sup>3</sup> up to 20 m <sup>3</sup>	€ 51,00
Per m <sup>3</sup> up to 30 m <sup>3</sup>	€ 49,00
Per m <sup>3</sup> more than 30 m <sup>3</sup>	€ 47,00
Storage of genie lifts, per piece	€ 185,00
Storage of traverse / spreader / lifting equipment, per piece	€ 380,00

Storage of pallet trucks	
Short	2 cbm / lump sum
Long	3 cbm / lump sum
Storage of ladders	
Short	2 cbm / lump sum
Long	3 cbm / lump sum
Accessible storage	On request
Surcharge for Sunday and public holiday* pick up / delivery per m <sup>3</sup> one time	€ 5,50

## 6.6 Rent of equipment and manpower

### For stand assistance only

	General tariff (up to 4 hours)	4 - 8 hours	> 8 hours	Minimum
3 to forklift, per hour	€ 137,00 *	€ 127,00 *	€ 116,00 *	€ 100,00 *
5 to forklift, per hour	€ 147,00 *	€ 132,00 *	€ 121,00 *	€ 111,00 *

Scissor lift (up to 6m working height)

General tariff per hour (minimum 2 hours)	€ 37,00
General tariff per day	€ 143,00 rent € 77,00 * transport per way

**Manpower** (minimum 2 hours)

Supervisor / foreman per hour	€ 53,00 *
Packer per hour	€ 48,00 *
Transport worker per hour	€ 43,00 *

## 6.7 General charges and information

Credit card payment, on invoice amount	5 % (min. 5.00 €)
Communication and administration costs, per invoice	€ 16,00
Late booking / unknown arrival surcharge	€ 51,00
Unknown shipper check for airfreight outbound	€ 97,00

### Surcharges (\*)

Saturday surcharge	50 %
Sunday surcharge	100 %
Holiday surcharge <i>Public holidays: 1.1. (New Year) Easter (Sunday, Monday), 30.4. (Queen's Day), Ascension Day, Pentecost (Sunday, Monday), 25.12. and 26.12. (Christmas)</i>	100 %
Night time surcharge (6pm - 7am)	50 %

- All prices are excluding VAT
- Office hours: Monday to Friday, 7am - 6pm
- Bookings requested until 3 working days prior to first build-up day.
- As unknown arrivals, all non-pre-alerted shipments and trucks are considered
- Invoices are made per exhibitor or per stand
- Only shipments addressed to DB Schenker can be accepted
- Long term storage prior and after the event: upon request

## General Terms and Conditions

### § 1

The exhibition freight handling tariff is valid for all operations and services undertaken on the Amsterdam RAI exhibition ground (if Amsterdam RAI is the official organizer) by the official and exclusive forwarding agent of Amsterdam RAI. This includes all on-site handling of freight and carrying out of all necessary formalities for both domestic and foreign shipments.

### § 2

The official tariff will form the basis for all invoices by the official forwarder. Prices shown are maximum rates, calculations 1 cbm = 300 kg, and excluding VAT. The forwarders commission / administration charges cover planning and supervisory work carried out by the forwarder (i.e. arranging and holding available sufficient labour and equipment, etc.). Commission will be levied on the chargeable weight of the goods handled, or failing this a lumpsum will be charged based on the time and equipment used in carrying out an order.

Orders, which are placed 3 days prior to service day or more, are considered as pre-ordered. For orders for empty packaging storage or storage of goods, which are placed after 12.00 a.m. on the last setting-up day, Schenker will charge a supplement of 50% on the applicable tariff because of the additional work involved. The same applies to orders placed at the correct time, but where, by the end of the normal setting-up period, the empty packaging or goods has not yet been made ready for collection by the client. The times involved shall be understood as the normal setting-up times outlined in the schedule of times and dates for the relevant event.

For ad-hoc forklift services we will charge a minimum of 1 hour and in general we are calculating in half-hour units. It is possible to achieve lower prices regarding empties storage and equipment provision if there are a number of orders or consignments covering the same exhibition stand.

Office hours: Monday - Friday, 7am - 6pm. During build-up, breakdown and on-going exhibitions additional office hours according to requirements.

Night time: 6pm - 7am

### § 3

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. The general conditions are at all time available for inspection, can be consulted via [www.fenex.nl](http://www.fenex.nl) and will be sent to you upon request free of charge.

### § 4

Shipments can only be accepted on a Freight Prepaid basis up to "free arrival exhibition ground Amsterdam" for land shipments, "free arrival Amsterdam airport" for airfreight shipments and "free arrival seaport Rotterdam" for sea freight shipments. In order to ensure prompt delivery to stand it is imperative each individual package marked with exhibitor's name, the name of the exhibition together with the hall and stand number.

### § 5

Official Forwarding Agent Contractual Responsibilities and Liabilities

The responsibility and liability for the freight ends once the goods have been delivered to the exhibitors stand, whether the exhibitor is present or not. In the absence of written

instructions to the contrary, goods may be delivered to the stand commencing on the first day of the official build-up period.

The responsibility and liability for storage during the exhibition of empty packing materials and / or freight commence with collection of same from the exhibitors stand and ends when the material has been returned at the close of the exhibition. Under no circumstances are goods to be left in cases labelled for empty case storage. In such instances no liability can be accepted for such goods. Goods which are required to be stored during the exhibition are to be separately declared and labelled as such.

The responsibility and liability for freight at the close of the exhibition commences with its collection from the stand during the official dismantling period whether the exhibitor is present or not.

The surrendering of documents by the exhibitor at the forwarders office and the acceptance of same does not constitute any admission responsibility or liability for freight which has not yet been collected from the stand.

Exhibitors are recommended to take out transport and storage insurance for their goods, details of such insurance can be obtained from the official forwarder. Insurance cover over the storage of empty packing materials can only be obtained on special request from the official forwarder.

The official forwarder cannot be held responsible for any verbal order or instructions given by the exhibitors directly to the labour force.

### § 6

The collection and storage of empty packing material is carried out by the official forwarder following receipt of a written order. The Building and Fire authorities do not allow the storage of empty packing materials in the exhibition halls. Should such materials be discovered following the end of the official build-up period, it will be removed by the official forwarder of Amsterdam RAI at the exhibitors cost even in absence of an official order.

Empty cases are to be clearly labelled and suitably secured for removal before being handed over to the official forwarder for storage.

### § 7

All claims of whatever nature must be made in writing at the forwarders office immediately. Verbal claims alone cannot be accepted.

### § 8

Forwarder invoices are payable upon receipt. The customer is deemed to be default (without warning or other preliminary action being required) at the latest 10 days after receipt of invoice. In case of such default the forwarder is entitled to charge interest as per the Dutch Forwarding Conditions.

### § 9

The sole place of performance for all contractual obligations is Amsterdam. The sole place of jurisdiction for the both parties in any lawsuit arising from such contracts is Amsterdam.

### § 10

This tariff takes effect as from the 1<sup>st</sup> January 2014 at which date all previous tariffs are deemed to be invalid.



## Hall plan



Schenker's main on-site office is located between hall 1 and 5 on the upper level. You will find our service desks announced in the halls as well where you can place orders and request additional information and services.



ORDERFORM

Exhibition: \_\_\_\_\_

Hall / stand / exhibitor: \_\_\_\_\_ / \_\_\_\_\_

Invoicing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VAT No. for EU clients: \_\_\_\_\_

**Shipment details**

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Volume, weight, pieces: \_\_\_\_\_

Transport company: \_\_\_\_\_

Tracking number: \_\_\_\_\_

**On-site Handling**

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Direct unloading \_\_\_\_\_  
(date / time) (pieces, weight, volume)

Unloading via warehouse \_\_\_\_\_  
stand delivery (date / time) (pieces, weight, volume)

Direct reloading \_\_\_\_\_  
(date / time) (pieces, weight, volume)

Reloading via warehouse \_\_\_\_\_  
stand delivery (date / time) (pieces, weight, volume)

storage of empties or full goods during the fair

priority service for empties / full good

**Credit Card Information**

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Credit Card Type: American Express  Mastercard  Visa

Card holder \_\_\_\_\_

Card number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Valid till: \_\_\_\_\_ / \_\_\_\_\_ Security Code: \_\_\_\_\_

**Contact**

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Contact person on-site: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
signature, stamp

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. The general Conditions are at all times available for inspections can be consulted via [www.fenex.nl](http://www.fenex.nl) and will be sent to you upon request free of charge.



# SCHENKER



### Shipper

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Contact person on-side

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Phone of on-side contact

Number of packages: \_\_\_\_\_ / \_\_\_\_\_

Dimensions: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

Gross / net weight: \_\_\_\_\_ kgs

### Consignee

DB Schenker Logistics Nederland

c/o **<Name of exhibition>**, Amsterdam

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**Exhibitor name**

Hall: \_\_\_\_\_ / Stand: \_\_\_\_\_

Europaplein 2 – 22 / P9

1078 GZ Amsterdam

The Netherlands