

# ISC 2018

## Exhibition Shipping Guide



**ISC 2018 – Frankfurt, Germany - June 24<sup>th</sup> – June 28<sup>th</sup> 2018**  
**(exhibition June 25<sup>th</sup> – 27<sup>th</sup>, 2018)**

**Sole official logistics provider:**

**Schenker Deutschland AG  
Hannover  
Germany**

## Table of Content

---

1	Preface	Page 3
2	Contact	Page 3
3	Dates and Deadlines	Page 3
4	Delivery / Destination Address	Page 4
5	<b>NEW:</b> International Transport of Batteries	Page 5
6	Packaging	Page 5
7	Labelling	Page 5
8	Storage	Page 5
	Empties	Page 5
	Accessible storage	Page 5
9	Transport Insurance Cover	Page 6
10	Return Transport	Page 6
11	Enclosures and References	Page 6
12	Documentation / Customs options	Page 6
	Transports from Germany and the EU	Page 6
	Transports from outside Europe	Page 6
13	Conditions, Insurances, Liability	Page 7
14	Appendix: Order Form	

## ISC 2018 – Frankfurt, Germany – June 24<sup>th</sup>–28<sup>th</sup>

### 1 Preface

---

Schenker Hannover has been appointed again by the organiser, Prometheus GmbH, as the **sole official worldwide Logistics and Customs Provider** for all exhibitors participating at the International Supercomputing Conference in Frankfurt.

With more than 50 years of experience in the fairs and exhibitions logistics sector, Schenker is the leading official logistics provider on the most important fairgrounds all over Germany. With over 90 offices in more than 40 countries Schenker has implemented a world-wide fairs and logistics network.

We are happy to provide you with our important transportation and shipping guidelines, in order to ensure a timely and secure handling of your goods. Please check the following guide carefully and contact any of the persons listed below, should you require more detailed information or instructions.

### 2 Contacts

---

The following contacts will advise and help you with any questions you might have. We are available for you at any time by phone, email or fax.

Schenker Deutschland AG - Fairs & Exhibitions Team, Hannover

#### **Overall coordination:**

Nicole Peters ☎: +49 511 87005 400  
📠: +49 151 17422151

[nicole.peters@dbschenker.com](mailto:nicole.peters@dbschenker.com)

#### **Operations:**

Holger Kapitza ☎: +49 511 87005 410  
📠: +49 160 97420617

[holger.kapitza@dbschenker.com](mailto:holger.kapitza@dbschenker.com)

Telefax +49 511 87005 450

**Schenker will be available at all times for your convenience.**

**Also this year we will have a fully experienced team operating throughout the setup, duration and dismantling of the show. Schenker will unload and deliver your materials, assist with the unpacking and positioning of exhibits and remove as well as store the empty packing material.**

### 3 Dates and Deadlines

---

#### Official dates

- Exhibition: June 25<sup>th</sup> – June 27<sup>th</sup> 2018
- Exhibition Start: Monday, June 25<sup>th</sup> 15:00
- End: Wednesday, June 27<sup>th</sup> 18:00
- SET UP of booths 24 sqm or more Saturday, June 23<sup>rd</sup> 08:00 - 24:00
- SET UP of booths all sizes Sunday, June 24<sup>th</sup> 08:00 - 24:00
- MOVE IN/Delivery of exhibits to booth: Sunday, June 24<sup>th</sup> 10:00 - 22:00
- Removal of empties to be finished by: Sunday, June 24<sup>th</sup> 17:00
- MOVE OUT/Dismantling: Wednesday, June 27<sup>th</sup> from 18:30 onwards
- Thursday, June 28<sup>th</sup> 08:00 – 17:00

**ISC 2018 – Frankfurt, Germany – June 24<sup>th</sup>–28<sup>th</sup>**

## Deadlines

To ensure a **timely delivery** to the booth please maintain the following deadlines:

- **Notification of the shipping requirements:** **May, 23<sup>rd</sup>**
- **Latest arrival at airport HAJ or at the warehouse, NOT customs cleared:** **June, 14<sup>th</sup>**
- **Latest arrival at the warehouse, customs cleared:** **June, 20<sup>th</sup>**

All documentation –**especially the commercial invoice for international shipments**– has to be sent to the following contact prior to the shipments departure from origin for approval:

By Mail to: [holger.kapitza@dbschenker.com](mailto:holger.kapitza@dbschenker.com)  
By Fax to: +49 511 87 005 450

Arrivals after the mentioned dates or shipments sent without our approval of the commercial invoice may cause extra charges on service rates and delayed delivery to the booth.

## 4 Delivery Address / Destination Airport

---

**Please note that neither the venue nor the organiser will accept any responsibility for your shipments if not delivered in accordance with this shipping guide.**

Exhibitors are at liberty to arrange the shipping of their goods through any forwarder of their choice. However, Schenker is happy to take care of the entire logistics from your premises to your booth and back.

Please use in any case the following delivery/ AWB consignment address:

**Schenker Deutschland AG**  
**c/o ISC 2018**  
**Karlsruher Str. 10**  
**30519 Hannover**  
**Germany**  
**c/o Name of the Exhibitor and booth number**

**Destination Airport: Hannover / HAJ**

### **Courier/Express:**

We **discourage** the use of Couriers and would advise you not to entrust your shipment to courier companies (Fedex, UPS, etc.). However should you have no other option please notify us and consign the shipment in accordance to our instructions and address given.

**Please use the attached order form for notification or order confirmation.**

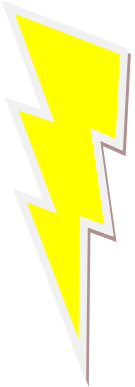
ISC 2018 – Frankfurt, Germany – June 24<sup>th</sup>–28<sup>th</sup>

## 5 **Attention NEW:** International transport of batteries

---

As of April 01st 2016 lithium-ion batteries (single or as part of your equipment) are considered as **dangerous goods** as per the IATA DGR 57<sup>th</sup> edition 2016! They can only be sent by international airfreight if **strict regulations regarding the packing and labelling** will be adhered to. Furthermore batteries can not be shipped as part of a consol airfreight, but must be sent as an individual shipment.

As every airline currently works by its own rules please contact us for assistance if you are shipping batteries – we will then communicate the latest requirements depending on the airline you plan to use.



## 6 Packaging

---

In order to decrease the risk of damage and for re-use purposes after the event, we advise the use of solid and waterproof packaging/wrapping material.

All packaging must be adequately labelled and explicitly identifiable.

Please use strong adhesive and waterproof labels.

For customs bonded good we recommend packacking that will grant easy access to the exhibits for customs inspection purposes.

## 7 Labelling

---

Please note that neither the venue nor the organiser will accept or take any responsibility for your shipments.

Therefore it is crucial to ship all your materials to the address mentioned below, or (for very last minute-shipments) to a specific address given upon request and need.

Please label your goods as recommended below:

**Schenker Deutschland AG**  
**c/o ISC 2018**  
**Karlsruher Str. 10**  
**30519 Hannover,**  
**Germany**  
**c/o Name of the Exhibitor and Booth Number**

Schenker is happy to generate your labels for you. Please advise if required.

## 8 Storage

---

### Empties Storage

Schenker will collect all empty packages before the show and will store them.

The re-delivery will happen right after the exhibition closes and after the release by the technical organiser on-site.

### Accessible storage (for brochures, give-aways, others)

Upon request we keep your 'Back-up material/equipment' and will arrange the delivery of the desired amount of material to your booth at any time you wish.

Schenker is happy to make arrangements for all your storage requirements.

There is no availability for storage of any material directly through the venue in Frankfurt.

**ISC 2018 – Frankfurt, Germany – June 24<sup>th</sup>–28<sup>th</sup>**

## 9 Transport Insurance Cover

---

We recommend to issue an insurance for fairs and exhibitions, which covers the full range of risks for the outgoing transport, the on-site stay and handling, as well as the return transport. Upon request we are happy to provide rates for an insurance.

## 10 Return Shipping

---

Of course we take care of your return transport or of the on-forwarding of your goods. We would like to visit you at your booth for a personal consultation during ISC 2018.

## 11 Enclosures and References

---

You may make use of the attached order/request form when placing an order, or just send all your requirements by email to the mentioned contacts.

## 12 Documentation / Customs options

---

### 12.1 Transports from Germany and Europe (EU)

For transports from Germany and the European Union, there are no specific regulations concerning the transportation.

In case of own transport arrangements, Schenker will need a notice of arrival for your truck in order to book a time slot on-site for you.

Furthermore kindly send us an order confirmation for the delivery including the preferred times of delivery.

### 12.2 Transports from overseas (customs clearance necessary)

For transports outside the EU, there are numerous customs regulations which have to be adhered to.

Basically the following types of customs clearance are common:

#### 12.2.1 Definitive or permanent importation (payment of import duties):

For marketing material, consumable goods, as well as goods meant to remain in Germany, a definitive import clearance has to be completed. Indispensable for the process are commercial invoices and packing lists. Depending on the country of exportation, there may be additional regulations which have to be respected.

#### 12.2.2 Temporary customs clearance:

For exhibition material, which is scheduled to be re-exported from Germany, a so called temporary import customs clearance is suggested. Here, no payment of import duties & taxes will occur, provided that the customs clearance of exports will equally be arranged by Schenker after the event. Depending on the country of exportation, there may be additional regulations which have to be followed.

#### 12.2.3 Customs clearance on ATA Carnet

For exhibition material and stand building material, which definitively will be re-exported from Germany, a so called ATA Carnet, which is only designed for fairs and exhibition material, can be completed by the exporter. The ATA Carnet has to be approved by the chamber of commerce in the country of exportation and additionally needs to be dealt with by the customs authorities.

**NEW:** Please note that requirements of German customs have intensified. Therefore all commercial invoices need to be approved by us prior to the shipment departing from origin! Once the invoices are approved, Schenker will arrange all customs formalities needed. We are at your disposal for help, assistance and advise at any time.

**ISC 2018 – Frankfurt, Germany – June 24<sup>th</sup>–28<sup>th</sup>**

## **13 Conditions, Insurance, Liability**

---

We operate exclusively in accordance with the Allgemeine Deutsche Spediteurbedingungen 2017 - ADSp 2017 - (German Freight Forwarders' General Terms and Conditions 2017) and - if they do not apply for performing logistics services - with the Logistic-AGB (General Terms and Conditions of Logistics-Services Providers), as of March 2006. Note: In clause 23 the ADSp 2017 deviates from the statutory liability limitation in section 431 German Commercial Code (HGB) by limiting the liability for multimodal transportation with the involvement of sea carriage and an unknown damage location to 2 SDR/kg and, for the rest, the customary liability limitation of 8,33 SDR/kg additionally to Euro 1,25 million per damage claim and EUR 2,5 million per damage event, but not less than 2 SDR/kg.

The liability of the forwarding agent ceases with the delivery of the goods to the booth of the exhibitor, even if the exhibitor is not present. Claims have to be reported in writing immediately after they happen, verbal claims are not sufficient. The liability on the return transport commences with the pick-up of the packed goods from the exhibition booth. All on-site services provided are subject to the ISC logistics tariff by Schenker Hannover.

***Should you require any further information and/or documentation,  
please do not hesitate to contact us!***

***Your Fairs & Exhibitions Team,  
Schenker Deutschland AG,  
Hannover***