

Shipment notification form

Exhibitions & Events Berlin 2025

Before sending the shipment, please fill out this form completely and send it to:

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

Phone: +49 30 3012995-450 / Fax: +49 30 3012995-8442

Name of Event:

Shipper	
Company	
Adress	
Zip code + City	
Contact	
Phone number	
E-Mail	
Billing address	
Company	
VAT-Nr.	
Adress	
Zip code + City	
Contact	
Phone number	
E-Mail	
Exhibitor	
Name of exhibitor	
Booth number	
Contact	
Phone number	
Kind of consignment	
Courier- or groupage shipment <input type="checkbox"/> Air-Freight <input type="checkbox"/> Sea-Freight <input type="checkbox"/> Part/ full trailer load <input type="checkbox"/>	
Transport company	
FEDEX <input type="checkbox"/> UPS <input type="checkbox"/> DHL <input type="checkbox"/> others _____	
ATTENTION! Fos customs goods, please contact us in advance!	
Trackingnummer /AWB:	
Shipment details for goods via warehouse Berlin:	
Number of packages	
Dimensions & weight	
Delivery to warehouse - Schenker Deutschland AG	
Booth delivery	Date: _____ Time: _____
Pick up from booth / Return into warehouse Schenker AG (DE)	Yes <input type="checkbox"/> Date: _____ Time: _____ No <input type="checkbox"/>
Customs clearance	temporär <input type="checkbox"/> permanent <input type="checkbox"/> ATTENTION! Please contact us in advance

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Handling of empties / Full goods	
Handling of empties -collection from booth, storage during the fair and redelivery-starts with closing of the fair	Yes <input type="checkbox"/> No <input type="checkbox"/>
Handling of full goods - Collection from booth, storage during the fair and redelivery	Yes <input type="checkbox"/> No <input type="checkbox"/>
Logistic/Truck Notification- direct trucks	
<p>! Please confirm if you need handling by Schenker or not !</p> <p>Please note, whether you will need service from Schenker Deutschland AG or not: you will need time slot to enter venue with a direct truck/van/car</p> <p>Therefore please confirm below date + time when you wish to un-/reload your direct truck/van/car. Afterwards Schenker Deutschland AG will send you time slot. Without a time slot you have to expect considerable waiting times.</p>	
Service needed by Schenker Deutschland AG:	
Unloading direct truck (information required for time-slot)	Yes <input type="checkbox"/> No <input type="checkbox"/> Date & Time: Loading metre / weight / description: Truck registration number:
Reloading direct truck (information required for time-slot)	Yes <input type="checkbox"/> No <input type="checkbox"/> Date & Time: Loading metre / weight / description: Truck registration number: