

# 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](mailto: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	
<b>Courier- or groupage shipment</b> <input type="checkbox"/> <b>Air-Freight</b> <input type="checkbox"/> <b>Sea-Freight</b> <input type="checkbox"/> <b>Part/ full trailer load</b> <input type="checkbox"/>	
Transport company	
<b>FEDEX</b> <input type="checkbox"/> <b>UPS</b> <input type="checkbox"/> <b>DHL</b> <input type="checkbox"/> <b>others</b> _____	
<b>ATTENTION! Fos customs goods, please contact us in advance!</b>	
<b>Trackingnummer /AWB:</b>	
Shipment details for goods via warehouse Berlin:	
Number of packages	
Dimensions & weight	
Delivery to warehouse - Schenker Deutschland AG	
Booth delivery	<b>Date:</b> _____ <b>Time:</b> _____
Pick up from booth / Return into warehouse Schenker AG (DE)	<b>Yes</b> <input type="checkbox"/> <b>Date:</b> _____ <b>Time:</b> _____ <b>No</b> <input type="checkbox"/>
Customs clearance	<b>temporär</b> <input type="checkbox"/> <b>permanent</b> <input type="checkbox"/> <b>ATTENTION! Please contact us in advance</b>

## Shipment notification form

Exhibitions & Events Berlin 2025

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><b>! Please confirm if you need handling by Schenker or not !</b></p> <p>Please note, whether you will need service from Schenker Deutschland AG or not:  <b>you will need time slot to enter venue with a direct truck/van/car</b></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 <b>(information required for time-slot)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>  Date & Time:  Loading metre / weight / description:  Truck registration number:
Reloading direct truck <b>(information required for time-slot)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>  Date & Time:  Loading metre / weight / description:  Truck registration number: