



Shipment Notification

Please send us the completely filled out form via mail before you ship your goods:

E-Mail: De.sha.ber.fn.city@dsv.com

Phone: +49 30 3012995-450

Event Name:

Shipper	
Company	
Address	
ZIP Code + City	
Contact	
Mobile Phone No.	
E-Mail	
Billing Address	
Company	
VAT-Nr.	
Address	
ZIP Code + City	
Contact	
Mobile Phone No.	
E-Mail	
Exhibitor	
Name of Exhibitor	
Booth Number	
Contact	
Mobile Phone No.	
Type of Shipment	
Courier/Groupage	<u>Air-Freight</u> <u>Sea-Freight</u> <u>Part-/Full Trailer load</u>
Transport Company	
FEDEX	<u>UPS</u> <u>DHL</u> <u>Others:</u>
ATTENTION – please contact us in advance for customs goods!	
Tracking Number / AWB Number:	
Shipment Details for Goods via Warehouse Berlin	
Number of Packages	
Dimensions + Weight	
Delivery to Warehouse ETD:	
Booth Delivery	Date: Time:
Pick Up from Booth and return into Warehouse	Yes Date: Time: No
Customs Clearance	Temporary Permanently ATTENTION – Please contact us in advance!
Handling of Empties / Exhibition Goods	
Handling of Empties (i.e. Packaging)	Yes No Amount / approx. cbm:
Full goods (i.e. Tools, ladders)	Yes No Amount / approx. cbm:



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Manpower and Equipment	
Provision of Manpower	Yes _____ (needed manpower) No
Provision of Equipment (pallet truck, lifts and more)	Yes _____ (needed equipment) No
Logistic needs / truck registration	
<p>Please confirm whether you will need handling by DSV or not.</p> <p>Please note whether you will need service from DSV: You will need a time slot to enter the venue with direct truck/van/car</p> <p>Please fill out below including your preferred date & time of un-/reloading your vehicle. If available, you will receive the corresponding slot. Without a time slot you have to expect considerable waiting time or refusal of entry.</p>	
	Service from DSV:
Unloading (required information for time slot)	Yes _____ No _____ Date + Time: Loading meters / weight / description: License plate:
Reloading (required information for time slot)	Yes _____ No _____ Date + Time: Loading meters / weight / description: License plate:

➔ Attention: Handling on-site will be charged according to our tariff "Estrel Convention Center 2026". Shipments from non-EU countries will incur additional costs (customs duties & taxes) according to the display.