



## **SHIPPING MANUAL**

### **Estrel Convention Center**

**1<sup>st</sup> January – 31<sup>st</sup> December 2026**

#### **I. General Information**

As partner for your fair logistics we offer you following services:

- International/national shipments via courier, air- and ocean freight
- Handling of incoming and outgoing shipments via an external warehouse on fairground Berlin incl. delivery to / pick up from booth
- Forklift service for (un-)loading of trucks at venue (if on-site possible)
- Handling of empties-/exhibition goods and accessible goods
- Customs clearance (permanent import, temporary import and Re-Export)
- Providing of transport worker / packer
- Rental of equipment (scissor lifts, material lifts, pallet truck etc.)
- Forwarding insurance

#### **Your contact:**

DSV Fairs & Events GmbH  
Department City Fair Berlin  
Jafféstraße 2  
14055 Berlin, Germany

Phone: +49 30 301 2995 - 450  
E-Mail: [De.sha.ber.fn.city@dsv.com](mailto:De.sha.ber.fn.city@dsv.com)



## II. Notification / pre-advice

In case you are not shipping your goods with „DSV“, please make sure you will inform us about your shipment before you ship off. Please use the attached shipping notification for all necessary information or use our [Online Order Service](#), if the event is listed there.



## III. Delivery address / Deadlines / Documents

(Not valid for direct trucks)

DSV Fairs & Events GmbH  
Department 723 - City Fair Berlin  
Jaffestraße 2  
14055 Berlin

Notify:

**Eventname**  
**Exhibitor / Hall / Booth number / Contact with Phone number**



### Courier- and groupage shipments \*

Deadline for arrival at above delivery address:  
EU-goods = 3 working day prior booth delivery  
Non EU-goods (customs goods) = 7 working days prior booth delivery

Documents for processing your shipment

- Shipment notification
- For Non EU-goods - proforma invoice and power of attorney



### Air freight \*

Deadline for arrival at Airport Berlin-Schönefeld (BER):  
EU-goods = 4 working day prior booth delivery  
Non EU-goods (customs goods) = 7 working days prior booth delivery

Documents for processing your shipment

- Shipment notification
- AWB Copy
- Attention:** Please consign AWB to above mentioned address
- For Non EU-goods - proforma invoice and power of attorney



### Sea freight \*

Deadline for arrival at above delivery address:  
FCL = 10 working day prior booth delivery  
LCL = 14 working day prior booth delivery

Documents for processing your shipment

- Shipment notification
- B/L Copy shipped by courier
- Attention:** Please consign B/L to above mentioned address. It needs to arrive 5 days prior ship arrives at harbor



## Part/full trailer loads \*

Direct truck loads with (un-)loading via forklift at venue and direct delivery to booth

**Only on request**

Documents for processing your shipment

- Shipment notification



Estrel Convention Center  
c/o DSV  
Sonnenallee 225 / Entrance: Ziegrastraße / Tor 1-4  
12057 Berlin / Germany

**Eventname**  
**Exhibitor / Hall / Booth number /**  
**Contact with phone number**

\* All cargo must be shipped prepaid - Costs will be paid by shipper

## IV. Marking and packing



Please choose a stable and if you are planning a return shipment, a reusable packaging.

Please mark all packages as follow:



DSV Fairs & Events GmbH  
Department 723 - City Fair Berlin  
Jafféstraße 2  
14055 Berlin / Germany

Eventname:  
Exhibitor / Booth Number  
Contact on site & mobile number



## V. Customs clearance

**Attention:** Please contact us prior shipping goods to our warehouse  
Any non EU-good needs to be custom cleared.

If we are authorized to handle the customs declaration for you, we require a signed **power of attorney**, correctly issued **shipping documents** and a **commercial invoice**.

Proforma invoice for import and export completed with:

- Complete address of the sender
- Consignee = exhibitor name / Hall / Booth / Event Name
- Weight in Kg for each item / quantity
- Value of each item, total value
- Country of origin per item
- HS Codes per item(<https://www.zolltarifnummern.de/>)
- Exact description and/or model & serial number
- Import method: temporary / permanent (+ EORI number per Mail)



## VI. Insurance

Please be sure to take out transport insurance for your goods. This policy should „cover“ the transport and the duration of the trade fair. We would be happy to help you arrange transport insurance.



## VII. Terms of Contract

We work exclusively on the basis of the General German Forwarder Conditions 2017 - ADSp 2017 - and - insofar as these do not apply to the provision of logistical services - according to the Logistics Terms and Conditions, as of 2019.

**Note:** The ADSp 2017 deviate from the law in paragraph 23 with regard to the maximum liability for damage to goods (§ 431 HGB) by increasing the liability for multimodal transport including sea transport and with an unknown damage location to 2 SDR/kg and otherwise the standard liability from 8.33 SDR/kg additionally to 1.25 million euros per claim and 2.5 million euros per claim, but at least 2 SDR/kg.

DSV Fairs & Events GmbH offers the highest quality with certification in compliance with DIN EN ISO 9001:2015 - convince yourself of the highest standard and quality!



## VIII. Terms of payment

If there are no written agreements with DSV, all services must be paid for in advance.