

Shipment notification

Please send us the complete filled out form per mail before you ship your goods at:

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

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

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. | |
| Kind of Shipment | |
| Courier/Groupage | Air-Freight |
| Sea-Freight | Part-/Full Trailer load |
| Transport company | |
| FEDEX | UPS |
| DHL | others: |
| ATTENTION – please contact us in advance for customs goods! | |
| Trackingnumber / 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 / exhibitions goods | |
| Handling of empties (f.e. Packaging) | Yes No Amount / approx. cbm: |
| Exhibitions goods (f.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 Schenker or not.</p> <p>Please note whether you will need service from Schenker or not: You will need a time slot to enter venue with direct truck/van/car</p> <p>Therefore fill complete lower part and fill out with wished date + time of un-/reloading your car. Afterwards we will send you a time slot. Without a time slot you have to expect considerable waiting times or no entrance at all.</p> | |
| Service from Schenker Deutschland AG: | |
| 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 incur additional costs (customs duties & taxes)
 according to the display.