



# SCHENKER



**General instructions and tariff 2019**  
**National**  
**DB Schenker Fairs & Events**  
**Official logistics freight forwarder of RAI Amsterdam**



Dear Exhibitor,

RAI Amsterdam has appointed DB Schenker as exclusive logistics provider at the RAI exhibition and convention center. DB SCHENKER Fairs seamlessly combines freight forwarding and on-site handling services to provide a complete 'door-to-stand' package varying from a single box of brochures to any kind of heavy machinery. Schenker is proud to arrange all logistic for you;

- transport of the goods from the company to the event and vice versa
- unloading and/or reloading the goods at the venue
- temporary storage of the goods before or after the event
- storage of empty packing material during the event
- renting out various types of equipment (for example genie material lifts, etc.)

To ensure the safety of our guests and create an efficient process, only DB Schenker employees are authorized to provide motorized or electrical means of transport in the halls and outdoor premises. This also applies for the electrical loading and unloading of trucks. Other parties are only allowed to use manually powered equipment.

If you want to use forklift service, storage before, during and after the event or if you have any questions, need assistance for special arrangements or require further information, please contact us anytime.

Wishing you a successful event at RAI Amsterdam, DB

Schenker Logistics  
Nederland c/o RAI Amsterdam  
Europaplein 2-22/P9 1078 GZ  
Amsterdam

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## 1. Shipping schedule

To guarantee in time delivery of your exhibition goods to the booth below deadlines have to be met.

Sea freight	=	at the latest <b>10 days</b> prior to stand delivery date at the Port of Rotterdam
Air freight	=	at the latest <b>7 days</b> prior to stand delivery date at Amsterdam Schiphol airport
Courier shipments / Road via warehouse	=	at the latest <b>3 days</b> prior to stand delivery date at our warehouse at RAI Amsterdam

### Notification

Please send us all details of the transport before shipping (i.e.: AWB, B/L, Consignment, Tracking numbers for courier shipments).

For not pre-alerted shipments arriving at our warehouse or shipments arriving after above mentioned deadlines, a late arrival surcharge of € 53,00 is applicable.

## 2. Addressing regulations

Please address your exhibition goods as follows.

**Commodity Description:** fairs and exhibition goods for <name of exhibition >, Amsterdam

### Road freight / Courier (DHL, FedEx, UPS e.g.):

Consignee: DB Schenker Logistics Nederland  
c/o RAI Amsterdam  
Europaplein 2 – 22 / P9  
NL- 1078 GZ Amsterdam

Notify: <Name of exhibitor>  
c/o Name of exhibition  
<hall / booth>

Please note that global express courier companies (DHL, UPS, FEDEX) do not enter exhibition halls for direct delivery of materials to your stand. For this reason we offer our courier shipment service that includes the receipt, registration and stand delivery of your shipment.

We are only able to accept courier shipments if they have been pre alerted/ consigned to our DB Schenker office in Amsterdam and contain correct consignment details.

### Air Freight:

Consignee: DB Schenker Logistics Nederland  
Fairs & Events  
Fokkerweg 300  
NL – 1438 AN Oude Meer

Notify: <Name of exhibitor>  
c/o Name of exhibition  
<hall / booth>

**Sea freight:**

Consignee: DB Schenker Logistics Nederland  
Fairs & Events  
Scheepsbouwweg 65  
NL – 3089 JW Rotterdam

Notify: DB Schenker Logistics Nederland  
<Name of exhibitor>  
c/o Name of exhibition  
<hall / booth>

**3. Packaging**

Please label your exhibition goods with our shipping label in the annex, page 12.

For the packing of your goods, we recommend using stabile, waterproof and re-closable packing material. These materials should resist the storage of empties as well as return or further transport. All packing must be equipped with skids for handling by forklift- and pallet truck.

**4. Liability and insurance**

Our liability ends upon delivery of the exhibition goods to the booth, even without presence of the exhibitor and only resumes again with the acceptance of the goods at the booth. We do not assume liability for any goods left in the empty crates, boxes or packing material. Waiting times according the rules of the fair organisation are not our responsibility.

Possible damages etc. have to be acknowledged immediately and in writing to our on-site exhibition office at the fairground.

The goods are not insured by Schenker International B.V., unless written on the order services are always at the risk of the customer. All transactions are subject to the Dutch Forwarding Conditions, including arbitration clause, in the latest version deposited by FENEX at the Registry of the District Court at Amsterdam, Arnhem, Breda and Rotterdam. The general conditions are at all times available for inspections, can be consulted via [www.fenex.nl](http://www.fenex.nl) and will be sent to you upon request free of charge.

We recommend signing a global fairs and exhibition insurance agreement to ensure you against any losses or damages of transportation as well as during the exhibition. Surely, we can arrange such an insurance if required. If you renounce this comprehensive insurance protection we would like to acknowledge you that in this case the continuous liability on the basis of the Dutch Forwarding Conditions (FENEX) will be effective.

**5. Terms of payment**

Our invoices are raised to the forwarding agent charges according to our tariff and are calculated on a net basis. They are due for payment straight after receipt.

If your shipment is not handled by us, we have to ask you for payment of extra/additional charges on site. Major creditcards are welcome.

## 6. Handling charges

### 6.1 Direct unloading/reloading

Unloading to / from stand by 3T forklift

Minimum 1/2 hour per order, chargeable per started 30 minutes.

Un-/reloading 3T forklift	€ 149,00 per hour (min. 1/2 hour)
Per additional 30 minutes	€ 74,50

### 6.2 Shipments via warehouse

Packages send to our warehouse will be unloaded, stored onsite (max. 5 days free) and delivered to your stand at the requested date and time. This service is also available for courier and return shipments.

Delivery or collection via warehouse	€ 54,00 per started cbm / € 18,00 per 100 kg*
Courier shipments (DHL/UPS/etc.)	€ 81,00 per shipment up to 23 kg
* charged at whatever is higher, chargeable weight 1 cbm = 300 kg	

### 6.3 Airfreight consignments

From free arrival Amsterdam Schiphol airport up to delivered stand or vice versa.

Chargeable weight: 1 cbm = 167 kg

For shipments from 0 up to 100 kg	€ 194,00
For shipments from 100 up to 250 kg	€ 229,00
For shipments from 250 up to 500 kg	€ 336,00
For each additional kg over 500 kg	€ 0,55

Above charges are including the airport handling charges and transport to and from the exhibition site. Not included are possible handover fees or other charges as a result of the use of a "house air waybill" or incorrect consigned airway bills.

### 6.4 Seafreight consignments

From free arrival Port Rotterdam up to delivered stand or vice versa.

Chargeable weight: 1 cbm = 300 kg

FCL (Full container load)	€ 1251,00 per 20ft container
	€ 1486,00 per 40ft container
LCL (Less then container load)	€ 200,00 per cbm (min. rate per shipment € 400,00)

Rates are excluding handover fees from third parties. All handover charges will be invoiced according outlay plus 5 %.

### 6.5 Customs formalities

Temporary import entry	€ 108,00 (incl. 3 HS-codes)
Customs bond fee	0,8% of CIF value (min. € 92,00)
Permanent import entry	€ 74,50 (incl. 3 HS-codes)
Handling ATA carnet	€ 63,00 per piece, per way
Export entry	€ 52,00 (incl. 3 HS-codes)
Excise duty clearance	€ 127,50
T1 opening or closing	€ 75,50
Advance of duties and taxes	15%(min.€ 16,50)
Each additional HS-code	€ 5,00

## 6.6 Storage of empty and full goods

### - Empty storage

This service includes pickup of empty packing material directly from the stand at the end of the build-up period, temporary storage during the fair and delivery back to stand after closing of the exhibition. Rates of the exhibition period are calculated per started cbm, collo and stand.

Minimum charge	€ 83,00
Per cbm up to 5 cbm	€ 53,00
Per cbm up to 10 cbm	€ 51,00
Per cbm up to 20 cbm	€ 49,00
Per cbm up to 30 cbm	€ 46,00
Per cbm more than 30 cbm	€ 43,50
Sunday/holiday surcharge	€ 5,90 per cbm, pickup / delivery (one time)
Priority return surcharge	€ 19,50 per cbm

### - Full good storage

This service includes pickup of full materials (toolboxes, genies, etc.) directly from the stand at the end of the build-up period, temporary storage during the fair and delivery back to stand after closing of the exhibition. Rates of the exhibition period are calculated per started cbm, collo and stand.

Minimum charge	€ 90,00
Per cbm up to 5 cbm	€ 59,00
Per cbm up to 10 cbm	€ 57,00
Per cbm up to 20 cbm	€ 55,00
Per cbm up to 30 cbm	€ 53,00
Per cbm more than 30 cbm	€ 51,00
Sunday/holiday surcharge	€ 5,90 per cbm, pickup/delivery (one time)
Storage of genie lifts	€ 201,00 per piece
Storage of lifting equipment	€ 412,00 per piece

Rates for pallet trucks and ladders are based on the following calculation.

- Short 2 cbm / lump sum
- Long 3 cbm / lump sum

- Accessible storage: available on request.

## **6.7 Rent of equipment and manpower**

The services within the paragraph are only applicable for stand assistance.

### **- Rent of lifting equipment**

3T forklift, per hour	€ 149,00 (min. 1 hour)
5T forklift, per hour	€ 159,00 (min. 1 hour)

### **- Rent of scissor lift (up to 8m working height) Per**

day, per piece	€ 155,00
Per hour, per piece	€ 41,00 (min. 2 hours)
Transport of machine	€ 83,00 per way

### **- Manpower: minimum charge of 2 hours applicable**

Supervisor/foreman	€ 57,00 per hour
Packer	€ 52,00 per hour
Transport worker	€ 47,00 per hour

## **6.8 General charges and information**

### **- Additional charges**

Credit card payment	5% on invoice amount (min. € 5,70)
Administration costs	€ 18,50 per invoice
Late booking/unknown arrival	€ 53,00
Unknown shipper check	€ 104,00 (for airfreight outbound)
FOB charges	€ 180,00 (for seafreight outbound)
Insurance	upon request

### **- Surcharges**

Night time surcharge	50% (6pm – 7am)
Saturday surcharge	50%
Sunday/Holiday* surcharge	100%

*\* 1.1 New Year, Easter (Sunday, Monday), 27.4 Kings day, Ascension Day, Pentecost (Sunday, Monday), 25.12/26.12 Christmas*

### **- Additional information**

- All prices are excluding VAT
- Office opening hours: Monday to Friday, 8am – 6pm
- Invoices are made per exhibitor or per stand
- Only shipments addressed to DB Schenker can be accepted
- Bookings can be made until 3 working days prior to first build-up day.
- Bookings can be cancelled 'free of charge' until 3 working days prior to the ordered service.
- Long term storage prior and after the event: upon request
- Additional services which are not mentioned in our tariff: upon request



## **6.9 General Terms and Conditions**

### **§ 1**

The exhibition freight handling tariff is valid for all operations and services undertaken on the RAI Amsterdam exhibition ground (if RAI Amsterdam is the official organizer) by the official and exclusive forwarding agent of RAI Amsterdam. This includes all on-site handling of freight and carrying out of all necessary formalities for both domestic and foreign shipments.

### **§ 2**

The official tariff will form the basis for all invoices by the official forwarder. Prices shown are maximum rates, calculations 1 cbm = 300 kg, and excluding VAT. The forwarders commission / administration charges cover planning and supervisory work carried out by the forwarder (i.e. arranging and holding available sufficient labour and equipment, etc.). Commission will be levied on the chargeable weight of the goods handled, or failing this a lumpsum will be charged based on the time and equipment used in carrying out an order.

Orders, which are placed 3 days prior to service day or more, are considered as pre-ordered. For orders for empty packaging storage or storage of goods, which are placed after 12.00 a.m. on the last setting-up day, Schenker will charge a supplement of 50% on the applicable tariff because of the additional work involved. The same applies to orders placed at the correct time, but where, by the end of the normal setting-up period, the empty packaging or goods has not yet been made ready for collection by the client. The times involved shall be understood as the normal setting-up times outlined in the schedule of times and dates for the relevant event.

For ad-hoc forklift services we will charge a minimum of 1 hour and in general we are calculating in half-hour units.

It is possible to achieve lower prices regarding empties storage and equipment provision if there are a number of orders or consignments covering the same exhibition stand.

Office hours: Monday – Friday, 8am – 6pm. During build-up, breakdown and on-going exhibitions additional office hours according to requirements.

Night time: 6pm – 7am

### **§ 3**

To all our activities, the most recently filed version of the Dutch Forwarding Conditions (Nederlandse Expeditievoorwaarden) lodged by FENEX with the clerks of the District Courts of Amsterdam and Rotterdam apply. The terms and conditions have been provided to you before or at the close of the agreement and can optionally be sent to you again free of charge upon request. You can also read and download the terms and conditions via <http://www.fenex.nl/fenex-voorwaarden> under the heading “Nederlandse Expeditievoorwaarden”.

### **§ 4**

Shipments can only be accepted on a Freight Prepaid basis up to “free arrival exhibition ground Amsterdam” for land shipments, “free arrival Amsterdam airport” for airfreight shipments and “free arrival seaport Rotterdam” for sea freight shipments. In order to ensure prompt delivery to stand it is imperative each individual package marked with exhibitor’s name, the name of the exhibition together with the hall and stand number.

### **§ 5**

Official Forwarding Agent Contractual Responsibilities and Liabilities

The responsibility and liability for the freight ends once the goods have been delivered to the exhibitors stand, whether the exhibitor is present or not. In the absence of written

instructions to the contrary, goods may be delivered to the stand commencing on the first day of the official build-up period.

The responsibility and liability for storage during the exhibition of empty packing materials and / or freight commence with collection of same from the exhibitors stand and ends when the material has been returned at the close of the exhibition. Under no circumstances are goods to be left in cases labelled for empty case storage. In such instances no liability can be accepted for such goods. Goods which are required to be stored during the exhibition are to be separately declared and labelled as such.

The responsibility and liability for freight at the close of the exhibition commences with its collection from the stand during the official dismantling period whether the exhibitor is present or not.

The surrendering of documents by the exhibitor at the forwarders office and the acceptance of same does not constitute any admission responsibility or liability for freight which has not yet been collected from the stand.

Exhibitors are recommended to take out transport and storage insurance for their goods, details of such insurance can be obtained from the official forwarder. Insurance cover over the storage of empty packing materials can only be obtained on special request from the official forwarder.

The official forwarder cannot be held responsible for any verbal order or instructions given by the exhibitors directly to the labour force.

### **§ 6**

The collection and storage of empty packing material is carried out by the official forwarder following receipt of a written order. The Building and Fire authorities do not allow the storage of empty packing materials in the exhibition halls. Should such materials be discovered following the end of the official build-up period, it will be removed by the official forwarder of RAI Amsterdam at the exhibitors cost even in absence of an official order.

Empty cases are to be clearly labelled and suitably secured for removal before being handed over to the official forwarder for storage.

### **§ 7**

All claims of whatever nature must be made in writing at the forwarders office immediately. Verbal claims alone cannot be accepted.

### **§ 8**

Forwarder invoices are payable upon receipt. The customer is deemed to be default (without warning or other preliminary action being required) at the latest 10 days after receipt of invoice. In case of such default the forwarder is entitled to charge interest as per the Dutch Forwarding Conditions.

### **§ 9**

The sole place of performance for all contractual obligations is Amsterdam. The sole place of jurisdiction for the both parties in any lawsuit arising from such contracts is Amsterdam.

### **§ 10**

This tariff takes effect as from the 1<sup>st</sup> January 2018 at which date all previous tariffs are deemed to be invalid.

### 6.10 Hall plan

DB Schenker's main on-site office is located in hall 7. You will find our service desks announced in the halls as well where you can place orders and request additional information and services.



**6.11 Order form**

Exhibition : \_\_\_\_\_

Hal.Stand / Exhibitor : \_\_\_\_\_ / \_\_\_\_\_

Invoicing address : *Company name* \_\_\_\_\_

*Street* \_\_\_\_\_

*Postalcode, place* \_\_\_\_\_

Company e-mail address : \_\_\_\_\_

VAT no. : \_\_\_\_\_

**ON-SITE HANDLING**

**Build up**

Direct unloading to stand \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(date/time) (cbm/nr. pcs/weight) (Haulier)

Unloading into warehouse \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(date/time) (cbm/nr. pcs/weight) (Haulier)

Delivery to stand \_\_\_\_\_ / \_\_\_\_\_  
(date/time)

**Storage during the fair**

Empty storage                       Priority empty storage                       Fullgood storage

**Break down**

Direct loading from stand \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(date/time) (cbm/nr. pcs/weight) (Haulier)

Collection from stand \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(date/time) (cbm/nr. pcs/weight) (Haulier)

Pickup from warehouse \_\_\_\_\_ / \_\_\_\_\_  
(date/time)

**MATERIAL RENT**

Forklift standassistance     3Ton     5Ton     7Ton     Other \_\_\_\_\_

Materials                       Jib     Slings     Shackles     Other \_\_\_\_\_

Scissorlift                      \_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_     Genie    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(type/nr. pcs) (date from) (date till) (nr. pcs) (date from) (date till)

**CREDITCARD DETAILS**

Creditcard type                       AMEX     Mastercard     Visa     Other \_\_\_\_\_

Cardholder                              \_\_\_\_\_                              Card nr. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expire date                              \_\_\_\_\_ / \_\_\_\_\_

**CONTACT DETAILS**

On-site contact person \_\_\_\_\_ Phone nr. \_\_\_\_\_

Place & date (for approval)

Name, signature and company stamp



**6.12 Shipping label**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Contact person on-site

\_\_\_\_\_  
Phone of on-site contact

Number of packages: \_\_\_\_\_ / \_\_\_\_\_

Dimensions: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

Gross / net weight: \_\_\_\_\_ kgs

**Consignee**

DB Schenker Logistics Nederland

c/o **<Name of exhibition>**, Amsterdam

\_\_\_\_\_  
**<Exhibitor name>**

Hall: \_\_\_\_\_ / Stand: \_\_\_\_\_

Europaplein 2 – 22 / P9

1078 GZ Amsterdam

The Netherlands