

Shipping Manual

GEOSPATIAL
WORLD
FORUM 

📅 2-4 APRIL 2019 | 📍 TAETS ART AND EVENT PARK, AMSTERDAM

#geospatialbydefault
Empowering billions!



- Official Logistics Services Provider -

Shipping Instructions
Geospatial World Forum 2019

DB Schenker Fairs & Events
Official Logistics Partner

Dear Geospatial exhibitor,

Geospatial Media and Communications Pvt Ltd has requested DB Schenker to assist you with logistics services. DB Schenker 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 an exclusive interior.

The logistics area at Taets Art & Event Park, Amsterdam is a relatively small venue, which often causes pressure on the available space and delays for stand builders and exhibitors. DB Schenker offers a solution to this issue whereby you can deliver your goods to our external warehouse before the exhibition and we deliver it to your stand on the requested day and time. Hence, all materials will arrive before you start working and it is no longer necessary to worry about if your goods have arrived or are still stuck in traffic.

Apart from the special service, we gladly take all other logistics out of your hands, so you can focus on representing your company. We can assist you with:

- transport of goods from your location to the event and vice versa (via warehouse)
- customs clearance (on request)
- unloading and/or reloading of the goods at the venue (on request)
- temporary storage of the goods before or after the event (on request)
- storage of empty packing material during the event (on request)

All our services are on request via salesfairs.nl@dbschenker.com

If you would like to inquire about our range of services, have a question or would like a quote, please do not hesitate to contact us.

Schenker Logistics Nederland B.V
Fairs, Events and Special Logistics
c/o Van Zijstweg 21, route 100
3521 AB Utrecht

Phone: +31(0)30 410 0450

E-mail salesfairs.nl@dbschenker.com or fairs.rotterdam@dbschenker.com

Addressing

When sending material it is essential that you address it correctly:

Road transport and courier shipment

Consignee:

Schenker Logistics Nederland B.V.
Entrance: van Zijstweg 21, Route 100
Building 37 - door 120
3521 AB Utrecht
The Netherlands

To the attention of:

*Name of participator >
c/o <GEOSPATIAL> <Hall / Booth No.>
<Phone number and name contact>*

Air freight

Air freight shipments should be addressed as mentioned below.

Consignee:

Schenker Logistics Nederland B.V.
Fairs, Events and Special Logistics
Fokkerweg 300
NL – 1438 AN Oude Meer

To the attention of:

*<GEOSPATIAL>
c/o <Name of participator>
<Hall / Booth No.>
<Phone number and name contact>*

Ocean freight

Ocean freight shipments should be addressed as mentioned below.

Consignee:

Schenker Logistics Nederland B.V.
Fairs, Events and Special Logistics
Nieuwesluisweg 250
NL - 3197 KV Rotterdam

To the attention of:

*<GEOSPATIAL>
c/o <Name of participator>
<Hall / Booth No.>
<Phone number and name contact>*

In order to guarantee on time delivery of your exhibition goods to the booth, below deadlines should be met.

| | | |
|---------------------|---|--|
| Courier shipments / | = | at the latest 5 days prior to stand delivery date at our |
| Land transport | | warehouse at Utrecht |
| Ocean freight | = | at the latest 10 days prior to stand delivery date at the |
| | | Port of Rotterdam |
| Air freight | = | at the latest 7 days prior to stand delivery date at |
| | | Amsterdam Schiphol airport |

Notification

All documents concerning the shipment should be sent to us before transport. (i.e.: AWB, B/L, tracking numbers for courier shipments, invoices etc.).

We only accept courier shipments which have been pre-alerted / consigned to our Schenker Logistics Nederland B.V. office in Utrecht and contain correct consignment details. Please address your goods as follows. The shipment label (page 7) can be used for this.

Packaging

For the packing of your goods, we recommend you not to use single layer cardboard, but instead solid, waterproof and re-usable packing material. These materials should be suitable for the storage of empties as well as return or further transport. All packing must be equipped with skids for handling by fork-lift truck and pallet truck.

Liability and insurance

Our liability starts with receiving the shipment at our warehouse and ends upon delivery of the goods to the booth, even without presence of the exhibitor. Our liability resumes again with the acceptance of the goods at the booth when the event closes. Please note that this liability is limited. Furthermore, we do not accept liability for any goods left in the empty crates, boxes or packing material.

Waiting times according the regulations of the event organization are not our responsibility. Possible damages etc. have to be reported immediately and in writing to our on-site event office at the venue. Verbally mentioned claims will not be handled.

The goods are not insured by Schenker, unless this has been confirmed in writing and is mentioned on the order. These services are always carried out at the expense and risk of the customer. We recommend taking out a global fairs and event insurance, for transportation as well for during the event, to insure yourself against any losses or damages to your goods. Of course, we also can arrange such an insurance if required.

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, latest version applicable. The general conditions can at all times be consulted via www.fenex.nl and will be sent to you upon request free of charge.

Terms of payment

Our invoices are drawn up according the current rate and are calculated on a net basis. All invoices are drawn up per exhibitor and/or stand and are due for payment immediately after receipt.

If your shipment is not handled by us, we ask to settle the payment of the extra/additional work on site. Major credit cards and Maestro cards are welcome.

General Terms and Conditions

§ 1

The exhibition freight handling tariff is valid for all operations and services undertaken on the Taets Art and Event Park exhibition ground by the official and exclusive forwarding agent of Geospatial Media and Communication. This includes all on-site handling of freight and carrying out of all necessary formalities for both do-mestic 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 5 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 – 5pm. During build-up, breakdown and on-going exhibitions additional office hours according to requirements. Night time: 5pm – 8am

§ 3

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-time available for inspection, can be consulted via www.fenex.nl and will be sent to you upon request free of charge.

§ 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.

As the liability of the forwarder is limited 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 Geospatial Media and Communication 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 Utrecht. The sole place of jurisdiction for the both parties in any lawsuit arising from such contracts is.

§ 10

This tariff takes effect as from the 1st January 2019 at which date all previous tariffs are deemed to be invalid.



Shipping label

Company: _____

Address: _____

Contact person on-site

Phone No. contact person

Number of packages: _____ / _____

Dimensions: _____ x _____ x _____

Weight: _____ kg

Consignee

Schenker Logistics Nederland B.V.

c/o ____GEOSPATIAL 2019____, Utrecht

Name of participator

Hall: _____ / Stand: _____

van Zijstweg 21, Route 100
3521 AB, Utrecht
The Netherlands

Tel. +31 (0)30 4100 04 50 - salesfairs.nl@dbschenker.com

| | | | |
|-------------------------------------|--|-------------------------|--|
| Evenement: | | Locatie: | |
| Exposant: | | | |
| Stand bouwer (indien toepasselijk): | | | |
| Hal: | | Stand: | |
| On-site contact: | | On-site telefoonnummer: | |

Ontvanger factuur

| | | | |
|---------------------|--|-----------------|--|
| Firma: | | | |
| Adres: | | Postcode: | |
| Land: | | BTW nummer: | |
| E-mail adres firma: | | Telefoonnummer: | |

OPBOUW

Direct lossen op de stand met ☐ 3T Vorkheftruck
☐ 5T Vorkheftruck

Datum:

Tijd:

Collie / CBM:

TIJDENS HET EVENEMENT

Leegmaken opslag ☐

Prioriteit retour ☐

Volledige goederenopslag ☐

Prioriteit retour ☐

AFBOUW

Direct laden op de stand met ☐ 3T Vorkheftruck
☐ 5T Vorkheftruck

Datum:

Tijd:

Collie / CBM:

Levering vanuit magazijn

Aankomst bij magazijn Datum:

Transporteur:

Levering op stand Datum:

Tijd:

Retourzending via magazijn

Ophalen van stand Datum:

Tijd:

Ophalen uit magazijn Datum:

Transporteur:

ANDERS* ☐ Schaarhoogwerker ☐ Stand ondersteuning opmerkingen**Als u geïnteresseerd bent, nemen we contact met u op voor meer informatie*

Betalingsdetails

Naam op kaart:

Card no.: Security no.: Expiry date:

☐ American Express ☐ Visa ☐ Mastercard

Hierbij bevestig ik de bovenstaande bestelling en kosten met betrekking tot deze boeking

Naam:

Handtekening (digitaal)

Datum:

Together we perform, together we win