



SCHENKER



General instructions and rates 2018

Schenker Logistics Nederland B.V.
BU Fairs, Global Sports Events & Specials
Official logistical service provider of
Jaarbeurs B.V.



DB SCHENKER Fairs, Global Sports Events & Specials 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 Logistics Netherlands has a long established relationship with event organizers and venue management across the Netherlands and abroad. We arrange everything, to the last detail, so you can focus on representing your company. For example:

- 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.)

Jaarbeurs B.V. has appointed Schenker Logistics Nederland B.V. as official logistics provider at the exhibition and convention center. To ensure the safety of our visitors and create a smooth process, only Schenker Logistics Nederland B.V. employees are authorized to provide motorized or electrical means of transport in the halls and outdoor premises.

Please note: At the Jaarbeurs venue, the use of own forklifts by participators is allowed with a 2-weeks' notice before the build-up period, on condition that logistics partner Schenker Logistics Nederland B.V. grants approval.

If you would like to enquire about our wide range of services or would simply like a quote, please do not hesitate to contact us.

Headoffice:

Schenker Logistics Nederland B.V.
BU Fairs, Global Sports Events & Specials
Europaplein 53
1078 GW Amsterdam
The Netherlands

Phone +31(0)30 410 04 50
Email jaarbeurs.nl@dbschenker.com

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1. Shipping schedule

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

Courier shipments / Land transport	=	at the latest 5 days prior to stand delivery date at our warehouse at Jaarbeurs B.V.
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.).

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

2. Build-up / Breakdown

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 11) can be used for this.

Consignee:

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

To the attention of:

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

2.1. Direct unloading / reloading

For unloading / reloading and/or assistance at the stand we usually use a forklift (3T). Minimum of 15 minutes per order, after that below rates will be charged per 5 minutes.

Direct unloading / reloading 3T forklift	€ 46.00 first 15 minutes
Per additional 5 minutes	€ 10.50

For shipments up to 5 cbm there is a rate per cbm applicable, with a minimum van 2 cbm.

Direct unloading / reloading 3T forklift* € 11.00 per starting cbm (min. € 22.00)

*Maximum 5 cbm

Heavier forklifts are available upon request. These rates can be sent out by quote.

2.2. Unloading / reloading via warehouse (Land transport & courier shipments)

Please note that global express courier companies (DHL, UPS, FedEx etc.) do not deliver your materials directly at your stand, as they do not enter the Halls. For this reason we offer our courier shipment service which includes the receipt, registration and stand delivery of your shipment.

Shipments will be accepted (if addressed correctly), stored (excl. storage costs with a minimum of 5 days) and delivered at the booth at the requested date and time. This service is also available for courier shipments and return shipments. The mentioned rate is per cbm with a minimum of 2 cbm.

Delivery or return shipment to / from stand via warehouse	€ 28.00 per cbm / € 9.00 per 100 kgs* (min. € 54.00)
Courier shipment (DHL/UPS etc.)	€ 24.00 per parcel up to 23 kgs
Every additional parcel	€ 13.00 per parcel up to 23 kgs
Storage costs	€ 5.50 per cbm per day (min. € 25.00)

* charged at whichever is higher, chargeable weight 1 cbm = 300 kg

2.3. Air freight

Air freight shipments should be addressed as mentioned below.

Consignee:

Schenker Logistics Nederland B.V.
BU Fairs, Global Sports Events & Specials – Jaarbeurs B.V.
Fokkerweg 300
NL – 1438 AN Oude Meer

To the attention of:

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

Rates are available per quote.

2.4. Ocean freight

Ocean freight shipments should be addressed as mentioned below.

Consignee:

Schenker Logistics Nederland B.V.
BU Fairs, Global Sports Events & Specials - Jaarbeurs B.V.
Nieuwesluisweg 250
NL - 3197 KV Rotterdam

Notify:

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

Rates are available per quote.

2.5. Customs formalities

Rates are available per quote.

3. Storage

For Storage Costs, unloading / reloading via warehouse see 2.2.

3.1. **Empties and full goods**

Empty storage

This service includes pick-up of empty packing material directly from the stand at the end of the build-up period, temporary storage during the event and delivery back to stand after closing of the event. Rates for storage are calculated per started cbm (m³), collo and stand with a minimum of 2 cbm.

Minimum rate	€ 80.00
Per cbm up to 25 cbm	€ 40.00
Per cbm at 26 – 50 cbm	2.5% discount
Per cbm at 51 cbm and more	5.0% discount
Weekend / holiday surcharge	50% pick-up/delivery in weekend/public holiday
Priority return surcharge	€ 10.00 per cbm

Full good storage

This service includes pick-up of full materials (toolboxes, genies, etc.) directly from the stand at the end of the build-up period, temporary storage during the event and delivery back at the stand after closing of the event. Rates for storage are calculated per started cbm, collo and stand with a minimum of 2 cbm.

Minimum charge	€ 106.00
Per cbm up to 25 cbm	€ 53.00
Weekend / holiday surcharge	50% pick-up/delivery in weekend/public holiday
Priority return surcharge	€ 11.00 per cbm

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

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

Stand supply

Goods for daily supply, before opening or shortly after closing of the event. Rates are available per quote.

3.2. **Container storage**

During the event lockable storage containers are offered, in which you can store goods. Prices are per container from the first build-up day up to the last breakdown day.

8 ft, internal dimensions (L 227 x W 210 x H 200 cm)	€ 355.00
20 ft, internal dimensions (L 589 x W 235 x H 239 cm)	€ 460.00

Prices of containers with other dimensions are available upon request.

4. Rent of equipment and manpower

Prices of forklifts without driver, pallet jacks and manpower are available on request. All requests for renting material and manpower should be confirmed 5 business days before the start of the rental date. After this, availability and price cannot be guaranteed.

Rent of scissor lift (up to 8m working height)
Per hour, per piece € 11.00 (min. 2 hours)

Rental of scissor lift (up to 11m working height)
Per hour, per piece € 17.00 (min. 2 hours)

Rental of cherry picker (up to 14m working height)
Per hour, per piece € 30.00 (min. 2 hours)

5. General charges and information

5.1. Additional charges

Credit card or Maestro card payment	5% on invoice amount (min. € 5.00)
Administration costs	€ 15.50 per invoice
Not pre-alerted shipment	€ 51.00
Late booking	€ 51.00
Insurance	Upon request

5.2. Surcharges

Night time surcharge	50% (17:00 - 08:00)
Saturday and Sunday surcharge	50%
Public holiday surcharge*	50%

* 1.1 New Year, Easter (Sunday, Monday), 27.4 King's day, Ascension Day, Whitsunday (Sunday, Monday), 25.12/26.12 Christmas

5.3. 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.

5.4. Terms of payment

Our invoices are drawn up according to 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.

5.5. 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 forklift truck and pallet truck.

5.6. Additional information

- All prices are excluding VAT
- Office opening hours: Monday to Friday, 8am – 5pm
- Invoices are made per exhibitor or per stand
- Only shipments addressed to Schenker Logistics Nederland B.V. 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 5 working days prior to the ordered service, otherwise a surcharge is applicable
- Long term storage prior and after the event: upon request
- Additional services which are not mentioned in our tariff: upon request
- Payment term is 30 days after invoice date
- Rates are valid for 2018 for events organized at the venue of Jaarbeurs B.V.
- Venue regulations are available for downloading via www.jaarbeurs.nl

General Terms and Conditions

§ 1

The exhibition freight handling tariff is valid for all operations and services undertaken on the Jaarbeurs B.V. exhibition ground (if Jaarbeurs B.V. is the official organizer) by the official and exclusive forwarding agent of Jaarbeurs B.V.. 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 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, wheth-

er 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 Jaarbeurs B.V. 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.

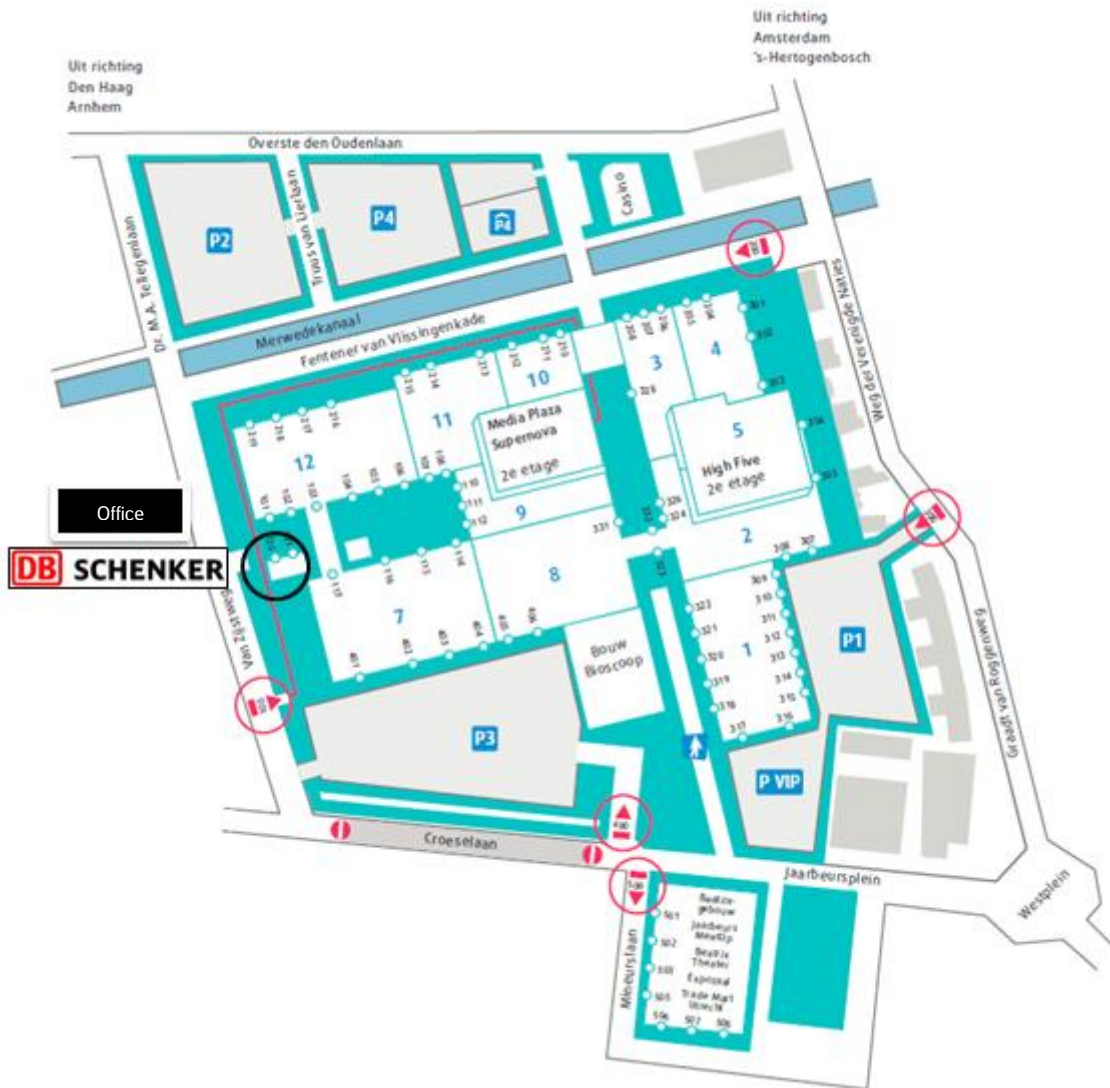
§ 9

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 2018 at which date all previous tariffs are deemed to be invalid.

Map of Jaarbeurs B.V.



Order form

Event : _____

Hall.Booth / Participator : _____ / _____

Invoicing address : *Company name* _____

Street _____

Zipcode, place _____

VAT No. : _____

ON-SITE HANDLING

Build-up

- Unloading to stand** _____ / _____ / _____
 (date/time) (cbm/No. pcs/weight) (haulier)
- Unloading into warehouse** _____ / _____ / _____
 (date/time) (cbm/No. pcs/weight) (haulier)
- Delivery to stand** _____ / _____
 (date/time)

Breakdown

- Loading from stand** _____ / _____ / _____
 (date/time) (cbm/No. pcs/weight) (haulier)
- Collection from stand** _____ / _____ / _____
 (date/time) (cbm/No. pcs/weight) (haulier)
- Pick-up from warehouse** _____ / _____
 (date/time)

- Empty storage** **Priority empty storage** **Full good storage** **Priority full good storage**

MATERIAL RENT

- Forklift stand assistance** **3ton** **5ton** **7ton** **Other** _____
- Materials** **Jib** **Slings** **Shackles** **Other** _____
- Scissorlift** _____ / _____ _____ **Genie** _____ _____ _____
 (type/pcs) (date from) (date till) (pcs) (date from) (date till)

CREDIT CARD DETAILS

- Credit card type** **AMEX** **Mastercard** **Visa** **Other** _____
- Cardholder** _____ **Card No.** _____ / _____ / _____ / _____
- Expire date** _____ / _____

CONTACT DETAILS

On-site contact person _____ Phone No. _____

Place & date (for approval)

 Name, signature and company stamp

The signing person declares that he/she accepts the tariffs and terms & conditions of Schenker Logistics Nederland B.V. The signing person also declares that he/she is commissioned to sign in order of the company.

The Dutch Forwarding Conditions, latest version, including the arbitration clause, filed by FENEX with the court registries at the District Courts in Amsterdam, Rotterdam, Breda and Arnhem, are applicable to all activities by Schenker Logistics Nederland B.V. These conditions will be supplied upon request.

Label



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 _____, Utrecht
Name of event

Name of participator

Hall: _____ / Stand: _____

van Zijstweg 21, Route 100

3521 AB, Utrecht
The Netherlands