



**RoboCup**  
LEIPZIG  
GERMANY **2016**  
30 JUNE to 4 JULY

## General shipping guidelines

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## GENERAL

We are pleased to announce that DHL Trade Fairs & Events GmbH has been appointed as the official freight forwarder and onsite handling in Leipzig.

DHL offers all logistical services to, during and after the event to who need assistance in this area.

**Please read this relevant information carefully concerning logistics:**

**BUILD UP:** 06/21/2016 – 06/29/2016  
**EVENT:** 06/30/2016 – 07/04/2016  
**DISMANTLING:** 07/04/2016 – 07/08/2016

## TRANSPORT DOCUMENTS

Each shipper must fill out and submit a Proforma Invoice to DHL Trade Fairs & Events to shipping their goods.

This form should be completed per shipment and should include all boxes within the shipment as well as detailed information of all items within each box. If the shipper is sending boxes in more than one shipment, a separate invoice will need to be filled out and submitted. When filling out the invoice, the shipper must include all of the following information:

- Detailed Description of each item shipped within each box including make and model information as well as chemical or hazardous substances
- Value of each item shipped
- Weight and dimensions of each box to be shipped
- Identification of items to return to country of origin and items not to return by marking in the appropriate column
- hall / booth or competition area

Filling out this form is important in order to avoid delays at customs. Failure to properly fill out and submit this form may result in delayed customs clearance. Consequently the box may miss important delivery and deadlines which may prevent the Competitor/Consignee from using their box during the Competition/exhibition.

The form can be downloaded on the DHL-TFE website or can be obtained by contacting DHL Trade Fairs & Events GmbH, Leipzig.

Once complete please email the Proforma Invoice to [robocup2016-logistics@dhl.com](mailto:robocup2016-logistics@dhl.com). Please see page 7 for detailed contact information.

Each shipper must also provide DHL Trade Fairs & Events GmbH with the appropriate shipping documents. Depending on the mode of transport this will either be an Airway Bill, Bill of Lading or courier tracking document. Please forward this document on to [robocup2016-logistics@dhl.com](mailto:robocup2016-logistics@dhl.com). You can also order transportation from your location to Leipzig directly through us. Therefore send us all shipment details as well as weight, dimensions, pick up address.

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## SHIPPING DEADLINES

Arrivals in Germany:

Sea freight LCL (Less than Container Load) at German seaport	06/10/2016
Sea freight FCL (Full Container Load) at German seaport	06/15/2016
Airfreight at Leipzig airport	06/17/2016
Ground or courier at Leipzig warehouse	06/20/2016

**Starting from 06/01/2016 shipments can be delivered to the warehouse, please do not deliver shipments prior this date.**

**If we should do also the transportation from your location send us the order latest till 9<sup>th</sup> May 2016.**

## PACKING AND CASE MARKING

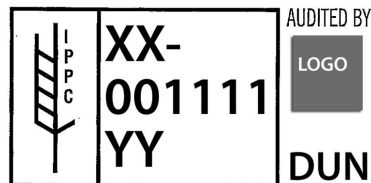
All shipments must have a box placard filled out completely and securely attached to a minimum of two sides of the box.

All labels must show following information:

- Name of competitor / exhibitor
- Hall and booth no. / Competition area

Shipments without proper delivery information at the venue will not be delivered and will remain at the DHL onsite warehouse until the consignee requests them (claims for delayed deliveries of unmarked shipments will not be accepted if the shipment is not correctly labelled).

All wood packing material used in the shipping of freight to Germany for Robocup 2016 must comply with current ISPM15 regulations. All wood packing material must clearly bear the markings confirming it has been treated in accordance with ISPM 15 regulations; any untreated wood packing material could be refused entry into Germany. An example of required markings can be found below.



DHL Trade Fairs & Events GmbH highly recommends using polycarbonate flight cases with metal beaded seams to transport boxes. This is the most practical and durable casing for the type of items being shipped.

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## **DANGEROUS GOODS**

Any items considered 'Dangerous Goods' should be accompanied by the correct IATA/IMDG Hazardous Goods Declarations and Material Safety Data Sheets. DHL must be given advanced warning and site of the documents covering items considered hazardous for transport in advance of its arrival in Germany.

Any items such as adhesives / glue's / paints / batteries could be considered dangerous for transport and should be checked with us or your own freight agent prior to dispatch.

## **CUSTOMS**

Customs may open any boxes both at the country of origin and at German border. We recommend that all boxes be secured with cable ties to prevent the need to break locks.

All shipments from outside the European Union must be accompanied by customs documents. If customs clearance is needed please provide the following documents:

- shipping invoice / packing list / ATA Carnet
- if necessary: certificate of origin (EUR1)

### **Temporary importation**

All exhibits / material entered under temporary importation to Germany are subject to control and examination by German customs authorities for inward and outward movements. Goods under temporary bond cannot be sold or given away during the event. Any sale operation must be reported to German customs authorities, otherwise heavy penalties might occur. Please contact DHL in the case you intend to sell / give away any temporary goods.

### **Permanent importation**

DHL can clear on definitive basis consumable materials such as brochures, giveaways and other promotional material.

### **ATA Carnet**

Please contact us or either the agent in your country or your local chamber of commerce to obtain instructions for completing an ATA carnet. All goods will be customs cleared at the onsite DHL office, so no direct shipping to the competition area is allowed if customs clearance is needed.

## **ONSITE HANDLING**

DHL Trade Fairs & Events will be present onsite during the whole period of build up, event and dismantling. DHL provides all handling onsite with forklifts, cranes, etc. The possibility for intermediate storage is available from 06/01/2016 (address on request).

It is important to place your order for onsite handling latest on 06/15/2016 to avoid unnecessary waiting times or material that does not correspond to your needs. Please place any onsite handling order by mail to [robocup2016-logistics@dhl.com](mailto:robocup2016-logistics@dhl.com) at DHL Trade Fairs & Events. The pre advice should be sent to DHL at least 48 hours in advance.

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**Available handling equipment:**

Forklift: 3to / 5to

Crane: 25to / 40to

Specific lifting equipment can be provided on request.  
Orders have to be sent to DHL at the latest on 06/01/2016.

## **DELIVERY ADDRESSES / CONSIGNMENT INSTRUCTIONS**

### **GROUND CARGO / COURIER SHIPMENTS**

DHL Trade Fairs & Events GmbH  
c/o Robocup 2016  
exhibitor/competitor / hall / competition area/booth  
Messe-Allee 1  
04356 Leipzig, Germany

### **AIRFREIGHT**

**Consignee:**

DHL Trade Fairs & Events GmbH  
c/o Robocup 2016  
Messe-Allee 1  
04356 Leipzig, Germany

**Notify:**

Heike Eckardt – Tel: +49 341 / 6787247 – att: Competitor / exhibitor

Please send your shipments prepaid, on own Master Air Waybill, consigned to above mentioned address. Three original invoices (or ATA carnet) should be attached to the Air Waybill.

### **SEAFREIGHT (FCL + LCL)**

**Consignee:**

DHL Trade Fairs & Events GmbH  
c/o Robocup 2016  
Messe-Allee 1  
04356 Leipzig, Germany

**Notify:**

Heike Eckardt – Tel: +49 341 / 6787247 – att: Competitor / exhibitor

Please send your shipments prepaid, on own ocean Bill of Lading, consigned to above mentioned address. Three original invoices should be attached to the B/L. In case of ATA Carnet, please send the document separately by courier to the onsite DHL office.

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## CONTACT DETAILS

### Transportation and Onsite-Logistics:

DHL Trade Fairs & Events GmbH  
Messe-Allee 1, 04356 Leipzig  
E-Mail: [robocup2016-logistics@dhl.com](mailto:robocup2016-logistics@dhl.com)  
Fax: +49 341 678 -7241

Heike Eckardt, Branch Manager	T: +49 341 678-7247
Jonas Hinz, Project Manager	T: +49 341 678 - 7245
Frank Winzer, , Project Manager	T: +49 341 678 - 7244

## LIABILITY

We only provide in accordance with the latest version of the German Freight Forwarders' Standard Terms and Conditions (Allgemeine Deutsche Spediteurbedingungen, ADSp) and – if these are not applicable to the provision of logistics services – with the Logistics General Terms and Conditions (Logistik-AGB), version March 2006. In item 23 the ADSp limit legal liability for damage to goods in accordance with section 431 of the German Commercial Code (HGB) whilst in the care of a forwarder to € 5/kg, in the case of multimodal transports, including sea transport to 2 Special Drawing Rights/kg and in addition per damage or event to € 1 million or € 2 million respectively or 2 Special Drawing Rights/kg, depending on which amount is higher. The parties agree subsidiary, that item 27 ADSp does neither extend the liability nor the responsibility of DHL Freight for agents, servants, employees or crewmembers beyond legal regulations as Art. 25 MC, Art. 36 CIM, Art. 21 CMNI, § 660 HGB for the benefit of the customer.

Unless mandatory provisions to the contrary (e.g. CMR, The Hague Rules, Montreal Agreement) are applicable.

## Payment Conditions

The payment regarding all of the costs involved (freight, insurance, customs clearance, handling service at fairground) can be made through bank transfer in advance of delivery or also by credit-card directly in our office or per credit-card authorization in advance of delivery.