

BTG Messe-Spedition GmbH
 Parkstraße 35
 86462 Langweid/Augsburg
 Germany

Tel. +49 821/49 86-194
 Fax +49 821/49 86-154
 +49 821/49 86-152
 E-Mail: messe@btg.de
 www.btg-messe.de
 Germany

SHIPPING INSTRUCTIONS & ORDER FORM



We instruct BTG Messe-Spedition GmbH to organize the transportation of the below-mentioned exhibition cargo to the fair site:

OUTBOUND by: air freight sea freight
RETURN by: air freight sea freight

incl. handling on fair site, customs clearance, delivery to booth, handling of empties and/or return transport after the exhibition ends

Quantity	Type of packaging	Description of goods	Gross weight (kg)	Length	Width	Height (cm)	m ³

Hazardous goods yes no **Batteries** yes no

Consignee / Exhibitor

Hall

Stand-No.

Contact Person

Show

Mobile phone

Place

Available on site from

Terms of Delivery:

free exhibition site/
 free warehouse
 drayage contractor

Material handling:

through BTG: yes no

Commercial invoice value:

US\$ _____

€ _____

Request for insurance

to be arranged by BTG

Amount to be insured: Exhibition goods: € _____

Packaging case: € _____

delivery to fair / during exhibition/ return delivery

War / Mine risk

not necessary

own transport insurance yes no

name of insurance company: _____

Attached Documents

Invoice/s / Packing List/s

Export Declaration

Export Licence

Carnet ATA + Power of attorney

Certificate of origin

Special instructions / Marks / Divergent collection address ... etc.

For safety reasons, the packaging and contents of a consignment can be examined (e.g. spot checks)
 The consignment contains no forbidden items as per enclosure (guideline for classification of forbidden items) of the VO (EG) Nr. 2320/2002 numbers iv) and v), as far as these have not been appropriately declared in accordance with ICAO Annex 18 or the valid ICAO/IATA-dangerous goods regulations.

Managing Director:
 Christoph Rauch
 Registered office: Langweid/Foret
 Trade Register No.: 9917
 Place of jurisdiction for any disputes
 arising hereunder is Augsburg

VAT-ID: DE 127474930

We operate exclusively on the basis of the German
 Freight Forwarders' Standard Terms and
 Conditions 2016 (ADSp 2016), latest edition. More
 details under www.btg-messe.de/adsp-2016.pdf

Founding Member of



We confirm receipt of the ADSP 2016 and
 the BTG Terms of Contract:

Date:

Customer:

 Name, Company Stamp, Signature



BTG TERMS OF CONTRACT

BTG works exclusively on the basis of the German Freight Forwarders' Standard Terms and Conditions (ADSp 2016), latest edition.

In all areas of business BTG is active as freight forwarder and not as carrier. BTG's liability ends once the packed exhibits have been delivered to the exhibition stand – even if the exhibitor or his representative is not present and the delivery cannot be documented - and only resumes on collection of the repacked goods from the stand. The period of time between delivery and collection falls under the risk of the exhibitor.

Temporary imported goods, which were delivered as dutiable goods to the exhibitor on the exhibition stand, cannot be removed from the fair site. Before these goods can be passed on to a third party, all customs formalities relating to the clearance of these goods must be completed. Any customs duties, taxes or charges incurred due to the exhibitor's non-adherence to these instructions, must be paid by the exhibitor.

As only the exhibitor has the necessary technical knowledge required, he is responsible for the unpacking and packing of the goods, for the supervision of the loading and unloading and also for securing the exhibits for loading, both at his own premises as well as at the exhibition site. BTG Messe-Spedition GmbH will only be active here as the assistant of the exhibitor or will supply the exhibitor with auxiliary staff, who will act on the instructions of the exhibitor. BTG Messe-Spedition GmbH will not accept liability here for any possible damages incurred. BTG will strictly not be liable for storage in the bonded warehouse, this falls under the risk of the exhibitor. Please ensure that this risk is included in your own transport insurance or extend your insurance where necessary especially for this exhibition.

Please note that, in the case of a planned sale or demonstration of exhibits after the exhibition has closed, we will accept no assignment for the vacuum packaging or storage of said exhibits and we especially will not take on any isolated orders for storage only or exclusively for vacuum packaging work. However, should you instruct us to recommend or name a warehousing or packing company at the exhibition venue, who should take over the storage or packing of the exhibits on your behalf after the exhibition has finished, then we can at the very most be held responsible for a possible fault through poor choice in keeping with the liability limitations mentioned under "Liability".

In the case of a separately issued order for the return transport of exhibits, BTG's custody / responsibility for the exhibits only begins with the collection of the exhibits - these having already been repacked by the customer - at the customer's stand, even if the relevant shipping documents have already been handed in to the BTG office at an earlier time.

All invoices received for the outgoing transport and customs formalities are to be paid immediately after collection of exhibits. All invoices for the export and return transport should be settled before delivery to the final destination is effected.

In addition a fee for the provision of capital amounting to 3 % of the total invoiced will be charged. However, if the invoices are settled within 10 days of date of issue, then you can deduct this fee from your payment.