

**BTG Messe-Spedition GmbH**  
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 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 <sup>3</sup>

**Hazardous goods**  yes  no    **Batteries**  yes  no    **Goods requiring an export license**  yes  no

Consignee / Exhibitor	Hall
	Stand-No.
	Contact Person
	Mobile phone
	Available on site from

<b>Terms of Delivery:</b> free exhibition site/ free warehouse drayage contractor  <b>Material handling:</b> through BTG: <input type="checkbox"/> yes <input type="checkbox"/> no  <b>Commercial invoice value:</b> US\$ _____ € _____  <b>Export declaration          to be issued by BTG:</b> <input type="checkbox"/> yes <input type="checkbox"/> no	<b>Request for insurance</b> <input type="checkbox"/> <b>to be arranged by BTG</b> Amount to be insured: Exhibition goods: € _____ Packaging case: € _____  <input type="checkbox"/> delivery to fair / during exhibition/ return delivery <input type="checkbox"/> War / Mine risk  <input type="checkbox"/> <b>not necessary</b> own transport insurance <input type="checkbox"/> yes <input type="checkbox"/> no name of insurance company: _____	<b>Attached Documents</b> <input type="checkbox"/> Invoice/s / Packing List/s <input type="checkbox"/> Export Declaration <input type="checkbox"/> Export Licence <input type="checkbox"/> Carnet ATA + Power of attorney <input type="checkbox"/> Certificate of origin <input type="checkbox"/> _____
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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: Friedberg  
 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). More details  
 under [www.btg-messe.de/adsp-2016.pdf](http://www.btg-messe.de/adsp-2016.pdf)

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

Date:  
 Customer:



Founding Member of



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).

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.