

Panalpina - your reliable partner at Frankfurt Book Fair

Dear Sir or Madam,

we are proud to announce that we will contribute again to the Frankfurt Book Fair's success as the official logistic partner. No matter if books or your complete equipment – our well trained and experienced staff will be able to support you in all areas, so you can fully concentrate on your trade fair presence.

Contact us – our specialists are at your disposal any time.

Our Team

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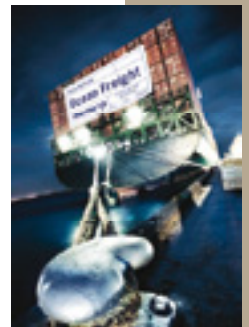
Philipp Hofmann

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http://www.panalpina.ch/www/deu/en/home/exhibition_event_logistics/contacts/exhibition_events_contact_frankfurt1.html



For your successful trade fair presence we compiled the most important information to assure a smooth handling of your shipments.

Guidelines

Panalpina Welttransport (Deutschland) GmbH
Exhibition & Event Solutions Germany
Kurhessenstr. 12
64546 Moerfelden

A. Shipping procedure at a glance

- Choose the mode of transport in consideration of the transit time of ocean, air or road freight deliveries.
- Prepare the requested documentation (commercial invoice, packing list, book title list).
- Arrange a proper packaging of the goods and mark them respectively.
- Advise your consignment to us or your local Panalpina office.
- Send us your shipping instruction.
- Hand over your consignment to Panalpina.

For further information please contact us at any time.

B. Deadlines

Notification of your shipment	to	at the latest
Ocean freight	Panalpina Exhibition & Event Solutions via email, fax or mail	6 working days prior to arrival at port of destination
Air freight		4 working days prior to arrival at airport of destination
Road freight/ courier service		2 working days prior to arrival at fair-grounds

Date of delivery	Destination	at the latest
Ocean freight	Hamburg/ Bremerhaven/ Antwerp/ Rotterdam	10 working days prior to delivery at the booth
Air freight	Frankfurt Airport (FRA)	6 working days prior to delivery at the booth
Road freight/ courier service	Panalpina Frankfurt Warehouse at Fairground Ludwig-Erhard-Anlage 1 60327 Frankfurt	3 working days prior to delivery at the booth

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C. Shipping instructions

Addressing of shipments

Ocean/ air freight

Panalpina Welttransport (Deutschland) GmbH
Kurhessenstr.12
c/o Frankfurt Book Fair
Exhibitor's name
Hall and booth number
64546 Moerfelden
Germany

Road freight/ courier service

Panalpina Welttransport (Deutschland) GmbH
Fairground
c/o Frankfurt Book Fair
Exhibitor's name
Hall and booth number
Ludwig-Erhard-Anlage 1
60327 Frankfurt
Germany

Labeling of packages

All packages have to be marked as follows:
Frankfurt Book Fair
Exhibitor's name
Hall and booth number
Weight, dimensions and number of packages

Packaging material

Please use strong packaging material which protects the goods during the carriage. We gladly give you advice.

Insurance

On written request we could arrange the transport insurance for you. We additionally recommend you to cover an exhibition insurance for the duration of the Book Fair.

Terms of delivery

All shipments have to be sent ,freight prepaid', all consignments sent ,freight collect' will not be accepted.

D. Customs clearance procedure and documentation

For customs clearance purpose following documents are required:

Commercial invoice

3 originals

Content

Shipper's address
Consignee's address
Description of products
ISBN for books
Unit and total price of all sent items
Temporary or definitive customs clearance
(please note it on the invoice respectively)

Book title list

1 original

Content

Shipper's address
Consignee's address
Book title with ISBN
Number of books

Packing list

1 original

Content

Number of packages
Weight
Dimensions
Content of the packages

Shipping documents

Ocean freight

Copy of sea waybill (B/L = Bill of Lading)

Air freight

Copy of air waybill (AWB)

Road freight/ courier service

Copy of waybill