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

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

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

<table>
<thead>
<tr>
<th>Notification of your shipment</th>
<th>to</th>
<th>at the latest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ocean freight</td>
<td>Panalpina Exhibition &amp; Event Solutions via email, fax or mail</td>
<td>6 working days prior to arrival at port of destination</td>
</tr>
<tr>
<td>Air freight</td>
<td></td>
<td>4 working days prior to arrival at airport of destination</td>
</tr>
<tr>
<td>Road freight/ courier service</td>
<td></td>
<td>2 working days prior to arrival at fairgrounds</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of delivery</th>
<th>Destination</th>
<th>at the latest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ocean freight</td>
<td>Hamburg/ Bremerhaven/ Antwerp/ Rotterdam</td>
<td>10 working days prior to delivery at the booth</td>
</tr>
<tr>
<td>Air freight</td>
<td>Frankfurt Airport (FRA)</td>
<td>6 working days prior to delivery at the booth</td>
</tr>
<tr>
<td>Road freight/ courier service</td>
<td>Panalpina Frankfurt Warehouse at Fairground Ludwig-Erhard-Anlage 1 60327 Frankfurt</td>
<td>3 working days prior to delivery at the booth</td>
</tr>
</tbody>
</table>
C. Shipping instructions

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.

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
## Guidelines

### 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

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Panalpina - your reliable logistic partner