

FRANKFURT BOOK FAIR
Oct. 16th – Oct. 20th 2019

* **During the book fair**
* **you will find us in**
* **Hall 4.0 F 84**

Return transport or storage at the end of Frankfurt Book Fair

Dear Exhibitors

May we draw your attention to the following:

1. Handling of empty packages

The empty packages we had collected from your booth will be automatically redelivered to you at the end of the fair.

2. Packing of your consignment

The packing of your consignment must be effected inside your booth. Please do not block the aisles.

2. Packing and labelling of your consignment

All consignments must be properly packed for the transport. Every package has to be marked with Panalpina shipping labels. In case you need any further shipping labels please get in contact with our staff in hall 4.0 F 84.

Costs for eventual repacking will be charged by Panalpina.

3. Shipping instruction and shipping order sheet

You will find shipping instructions enclosed to this letter.

For all shipping orders which will be effected through Panalpina you have to fill in the shipping instruction completely.

Please fix this shipping order sheet on your consignment with attached shipping envelope.

Please observe that we will not pick up any consignment from the booth not showing Panalpina shipping instruction as well as Panalpina shipping label.

Panalpina won't be liable for any verbal instructions given to our technical staff.

4. Customs bond and exportation

A detailed commercial invoice and packing list showing the exact content, number of pieces and their value is mandatory required for goods being exported.

Furthermore we also require a detailed commercial invoice and packing list for goods not being re-exported in order to finalize the customs clearance procedure.

Exhibitors who fail to declare goods not being re-exported are liable to prosecution by the German customs authorities.

5. Storage from Book Fair to Book Fair

We can offer you storage facilities for your stand building and exhibition material.

On request we are pleased to send you our quotation for this storage service.

6. Liability / Insurance

Our liability terminates when placing the goods at the stand and starts again when physically picking up the goods from the stand, regardless if an authorized person of the exhibitor is at the time available at the booth.

All exhibitors are obliged to ensure the security of their stands and exhibits for themselves and to hand over any return consignment personally to us for collection.

8. Risk of theft

We must specifically draw your attention to the increased risk of theft during dismantling and in the night from Sunday to Monday.

All exhibitors are obliged to ensure the security and guarding of their stands and exhibits throughout the entire duration. Please stay with your return consignment until collected by us.

Theft must always be reported to the police and your insurance company.

The police station is available in hall 4.0. southwest, phone no. +49 (0) 7575-6555.

With kind regards