



DAGA 2022

21. – 24. März 2022, Stuttgart

Shipping manual



As the official forwarder from the organizer Deutsche Gesellschaft für Akustik we will offer to you all logistic-works before, during and after show.

- .) Transport to and from show-site
- .) Storage before, during (empties, consumables) and after the show
- .) Timely delivery and pick up from the stand
- .) Customs clearance
- .) Workers for unpacking and packing

Projectmanager DHL:

Thomas Hausmeister +43 (0)1 7283160 8700 thomas.hausmeister@dhl.com

DEAD LINES:

To avoid waiting times we need **your order** until: 14.03.2022
But at least **2 days before** shipment will arrive

Kind of transport	point of destination	latest arrival date
Ocean Freight FCL/LCL		on request
Airfreight		on request
Truck direct deliveries	Universität Stuttgart	as per move in date
Truckshipments for storage	DHL Warehouse	17.03.2021

PLEASE SEND YOUR PRE-ALERT MESSAGE WITH A COPY OF ALL DOCUMENTS, BEFORE DESPATCHING THE GOODS.

After receiving your doc. we will check them and send you our “green light”, if everything is right.

CONSIGNING INSTRUCTIONS:

All freight should be shipped **prepaid** and consigned as follows:

DHL Freight – Trade Fairs Events
Messe Frankfurt Cargo Center 2. Stock
Ludwig Erhard Anlage 1
D – 60327 Frankfurt/Main

Attn.: Mr. Hausmeister
c/o DAGA 2022

exhibitor: _____ hall: _____ stand: _____



DOCUMENTARY REQUIRMENTS

- Your order / or DHL order form
- Invoice in English or german 2–fold
Issued to exhibitor
c/o “DAGA 2022“
exhibitor: _____ hall: _____ stand: _____
- Carnet ATA – optional
letter of authorization to handle the Carnet
issued to DHL Trade Fairs & Events GmbH

CUSTOMS CLEARANCE

As per customs regulations all invoices must include following points:

- HTC codes
- Quantity from each items
- Weight
- Value (fair market value to avoid possible value adjustment by the Government)
separate value from each kind of product
- Origin of the goods
- CIF term
- Serial no. - if available product description

Goods which shall been returned after the show, **must be packed separate** from give aways, prospects and consumables.