



**Tariff and Instructions 2021**

**Design District**

**DB Schenker Fairs & Events**  
**Officiële logistieke dienstverlener**

Dear Design District exhibitor,

Puur Design Productions has requested DB Schenker to assist you with our logistics services. DB Schenker seamlessly combines freight forwarding and on-site handling services to provide a complete 'door-to-stand' package varying from a single box of brochures to an exclusive interior.

The logistics area at the Van Nelle Fabriek is relatively small, which often causes pressure on the available space and delays for stand builders and exhibitors. DB Schenker offers a solution to this issue whereby you can deliver your goods to our external warehouse before the exhibition and we deliver it to your stand on the requested day and time. Hence, all material is there before you start working and it is no longer necessary to worry about if your goods have arrived or are still stuck in traffic.

Apart from the special service, we gladly take all other logistics from your hands, so you can focus on representing your company. We can assist you with:

- transport of the goods from the company to the event and vice versa
- custom clearance
- unloading and/or reloading the goods at the venue
- temporary storage of the goods before or after the event
- storage of empty packing material during the event

**Built up and breakdown:**

- Monday, November 1: own stand construction 7.00 -22.00 o'clock
- Tuesday November 2: own stand construction 7.00 -22.00 o'clock/  
standard stand construction 11.00 -22.00 o'clock
- Friday November 5: 17.00 – 23.00 o'clock Breakdown
- Saturday November 6: 9.00 – 14.00 o'clock Breakdown

If you would like to enquire about our range of services, have a question or would like a quote, please do not hesitate to contact us.

DB Schenker Logistics Nederland B.V.  
Fairs, Events & Special Logistics  
Fentener van Vlissingenkade, Route 200  
3521 AB Utrecht

Telefoon: +31(0)30 410 0450  
E-mail [fairs.rotterdam@dbschenker.com](mailto:fairs.rotterdam@dbschenker.com)

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## **1. Services**

### **1.1. Picking up goods and unloading via warehouse**

DB Schenker offers a tailor-made solution whereby we pick up your materials and deliver, via our external warehouse, we deliver it to your stand on the requested day and time. Hence, all material is there before you start working and it is no longer necessary to worry about if your goods have arrived or are still stuck in traffic.

Please request a quote for the transport, storage and delivery of your material from us.

### **1.2 Unloading / loading via warehouse**

Material is delivered to our external warehouse by you or your expediter where it is registered, stored (up to five days is included in the price) and delivered to your stand on the requested day and time. Please note that global express courier companies (DHL, UPS, FedEx etc.) do not deliver your materials directly at your stand, as they do not enter the Halls. For this reason this service is also available to courier shipment.

The mentioned rate is per cbm with a minimum of 2 cbm.

Delivery of materials via warehouse	€ 42.00 per starting cubic meter, minimum 2
Courier shipments (DHL/UPS/etc.)	€ 84.00 per sending up to 23 kg

### **1.3 Material arriving at van Nelle Fabriek and delivered to your stand**

For unloading / reloading and/or assistance at the stand we usually use a forklift (3T). Minimum of 15 minutes per order.

Direct unloading / reloading 3T forklift	€ 74.00 per 30 minutes
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Heavier forklifts are available upon request. These rates can be sent out by quote.

For activities in the night time and over the weekend, the following surcharges apply:

Night time/Saturday surcharge	50% (18:00 - 07:00)
Sunday and public holiday surcharge	100%

### **1.4 Air freight, Sea freight and Customs formalities**

For all your Air or Sea freight and the custom formalities that come with that, please contact us for a customized quotation.

### **1.5 Storage of Empties and full goods**

#### **Empty storage**

This service includes pick-up of empty packing material directly from the stand at the end of the build-up period, temporary storage during the event and delivery back to stand after closing of the event. Rates for storage are calculated per started cubic meter (cbm), collo and stand with a minimum of 3 cubic meter.

Per cbm up to 5 cbm	€ 59.50, minimum 3 cbm
Over 5 cbm	on request

### Full good storage

This service includes pick-up of full materials (toolboxes, genies, etc.) directly from the stand at the end of the build-up period, temporary storage during the event and delivery back at the stand after closing of the event. Rates for storage are calculated per started cbm, collo and stand with a minimum of 3 cbm.

Per cbm	€ 69.50 with a minimum of 3 cbm
Genie lift	€ 209.00 per lift
Storage of lifting material	€ 410.00 per piece

### **1.6 Rental of material & man power**

Rates are available per quote.

### **1.7 General charges and information**

#### **Additional charges**

Credit card payment Administration costs	5% on invoice amount (min. € 5.60)
Administration costs	€ 19.00 per invoice
Not pre-alerted shipment Late booking	€ 54.50
Insurance	Upon request

#### **Surcharges**

Night time & Saturday surcharge	50% (18:00 - 07:00)
Sunday & public holiday surcharge	100%

#### **Additional information**

- All prices are excluding VAT
- Invoices are made per exhibitor or per stand
- Only shipments addressed to Schenker Logistics Nederland B.V. can be accepted
- Bookings can be made until 3 working days prior to first build-up day
- Bookings can be cancelled free of charge until 3 working days prior to the ordered service, otherwise a surcharge is applicable
- Long term storage prior and after the event: upon request
  
- Additional services which are not mentioned in our tariff: upon request

## **2. Addressing**

When sending material it is essential that you address it correctly:

### **2.1 Road transport and courier shipment**

Consignee:

Schenker Logistics Nederland B.V.  
Entrance: van Zijstweg 21, Route 100  
Building 37 - door 120  
3521 AB Utrecht  
The Netherlands

To the attention of:

*Name of participator >  
c/o <Design District> <Hall / Booth No.>  
<Phone number and name contact>*

### 2.3. Air freight

Air freight shipments should be addressed as mentioned below.

Consignee: Schenker Logistics Nederland B.V.  
BU Fairs & Events  
Fokkerweg 300  
NL – 1438 AN Oude Meer

To the attention of: *<Design District >*  
*c/o <Name of participator>*  
*<Hall / Booth No.>*  
*<Phone number and name contact>*

### 2.3. Ocean freight

Ocean freight shipments should be addressed as mentioned below.

Consignee: Schenker Logistics Nederland B.V.  
BU Fairs & Events  
Nieuwesluisweg 250  
NL - 3197 KV Rotterdam

To the attention of: *<Design District>*  
*c/o <Name of participator>*  
*<Hall / Booth No.>*  
*<Phone number and name contact>*

In order to guarantee on time delivery of your exhibition goods to the booth, below deadlines should be met.

Courier shipments /	=	at the latest <b>5 days</b> prior to stand delivery date at our
Land transport		warehouse at Utrecht
Ocean freight	=	at the latest <b>10 days</b> prior to stand delivery date at the
		Port of Rotterdam
Air freight	=	at the latest <b>7 days</b> prior to stand delivery date at
		Amsterdam Schiphol airport

#### Notification

All documents concerning the shipment should be sent to us before transport. (i.e.: AWB, B/L, tracking numbers for courier shipments, invoices etc.).

We only accept courier shipments which have been pre-alerted / consigned to our Schenker Logistics Nederland B.V. office in Utrecht and contain correct consignment details. Please address your goods as follows. The shipment label (page 10) can be used for this.

### 3. Packaging

For the packing of your goods, we recommend you not to use single layer cardboard, but instead solid, waterproof and re-usable packing material. These materials should be suitable for the storage of empties as well as return or further transport. All packing must be equipped with skids for handling by forklift truck and pallet truck.

#### **4. Liability and insurance**

Our liability starts with receiving the shipment at our warehouse and ends upon delivery of the goods to the booth, even without presence of the exhibitor. Our liability resumes again with the acceptance of the goods at the booth when the event closes. Please note that this liability is limited. Furthermore, we do not accept liability for any goods left in the empty crates, boxes or packing material.

Waiting times according the regulations of the event organization are not our responsibility. Possible damages etc. have to be reported immediately and in writing to our on-site event office at the venue. Verbally mentioned claims will not be handled.

The goods are not insured by Schenker, unless this has been confirmed in writing and is mentioned on the order. These services are always carried out at the expense and risk of the customer. We recommend taking out a global fairs and event insurance, for transportation as well for during the event, to insure yourself against any losses or damages to your goods. Of course, we also can arrange such an insurance if required.

All transactions are subject to the Dutch Forwarding Conditions, including arbitration clause, in the latest version deposited by FENEX at the Registry of the District Court at Amsterdam, Arnhem, Breda and Rotterdam, latest version applicable. The general conditions can at all times be consulted via [www.fenex.nl](http://www.fenex.nl) and will be sent to you upon request free of charge.

#### **5. Terms of payment**

Our invoices are drawn up according the current rate and are calculated on a net basis. All invoices are drawn up per exhibitor and/or stand and are due for payment immediately after receipt.

If your shipment is not handled by us, we ask to settle the payment of the extra/additional work on site. Major credit cards and Maestro cards are welcome.

## **6. General Terms and Conditions**

### **§ 1**

The exhibition freight handling tariff is valid for all operations and services undertaken on the Van Nelle Fabriek exhibition ground by the official and exclusive forwarding agent of Puur Design Productie. This includes all on-site handling of freight and carrying out of all necessary formalities for both do-mestic and foreign shipments.

### **§ 2**

The official tariff will form the basis for all invoices by the official forwarder. Prices shown are maximum rates, calculations 1 cbm = 300 kg, and excluding VAT. The forwarders commission / administration charges cover planning and supervisory work carried out by the forwarder (i.e. arranging and holding available sufficient labour and equipment, etc.). Commission will be levied on the chargeable weight of the goods handled, or failing this a lumpsum will be charged based on the time and equipment used in carrying out an order.

Orders, which are placed 5 days prior to service day or more, are considered as pre-ordered. For orders for empty packaging storage or storage of goods, which are placed after 12,00 a.m. on the last setting-up day, Schenker will charge a supplement of 50% on the applicable tariff because of the additional work involved. The same applies to orders placed at the correct time, but where, by the end of the normal setting-up period, the empty packaging or goods has not yet been made ready for collection by the client. The times involved shall be understood as the normal setting-up times outlined in the schedule of times and dates for the relevant event.

For ad-hoc forklift services we will charge a minimum of 1 hour and in general we are calculating in half-hour units.

It is possible to achieve lower prices regarding empties storage and equipment provision if there are a number of orders or consignments covering the same exhibition stand. Office hours: Monday – Friday, 8am – 5pm. During build-up, breakdown and on-going exhibitions additional office hours according to requirements. Night time: 5pm – 8am

### **§ 3**

All transactions are subject to the Dutch Forwarding Conditions, including arbitration clause in the latest version deposited by Fenex at the Registry of the District Court at Amsterdam, Arnhem, Breda and Rotterdam. The general conditions are at all-time available for inspection, can be consulted via [www.fenex.nl](http://www.fenex.nl) and will be sent to you upon request free of charge.

### **§ 4**

Shipments can only be accepted on a Freight Prepaid basis up to "free arrival exhibition ground Amsterdam" for land shipments, "free arrival Amsterdam airport" for airfreight shipments and "free arrival seaport Rotterdam" for sea freight shipments. In order to ensure prompt delivery to stand it is imperative each individual package marked with exhibitor's name, the name of the exhibition together with the hall and stand number.

### **§ 5**

Official Forwarding Agent Contractual Responsibilities and Liabilities

The responsibility and liability for the freight ends once the goods have been delivered to the exhibitors stand, wheth-

er the exhibitor is present or not. In the absence of written instructions to the contrary, goods may be delivered to the stand commencing on the first day of the official build-up period.

The responsibility and liability for storage during the exhibition of empty packing materials and / or freight commence with collection of same from the exhibitors stand and ends when the material has been returned at the close of the exhibition. Under no circumstances are goods to be left in cases labelled for empty case storage. In such instances no liability can be accepted for such goods. Goods which are required to be stored during the exhibition are to be separately declared and labelled as such.

The responsibility and liability for freight at the close of the exhibition commences with its collection from the stand during the official dismantling period whether the exhibitor is present or not.

The surrendering of documents by the exhibitor at the forwarders office and the acceptance of same does not constitute any admission responsibility or liability for freight which has not yet been collected from the stand.

As the liability of the forwarder is limited exhibitors are recommended to take out transport and storage insurance for their goods, details of such insurance can be obtained from the official forwarder. Insurance cover over the storage of empty packing materials can only be obtained on special request from the official forwarder.

The official forwarder cannot be held responsible for any verbal order or instructions given by the exhibitors directly to the labour force.

### **§ 6**

The collection and storage of empty packing material is carried out by the official forwarder following receipt of a written order. The Building and Fire authorities do not allow the storage of empty packing materials in the exhibition halls. Should such materials be discovered following the end of the official build-up period, it will be removed by the official forwarder of Puur Design Productie. at the exhibitors cost even in absence of an official order.

Empty cases are to be clearly labelled and suitably secured for removal before being handed over to the official forwarder for storage.

### **§ 7**

All claims of whatever nature must be made in writing at the forwarders office immediately. Verbal claims alone cannot be accepted.

### **§ 8**

Forwarder invoices are payable upon receipt. The customer is deemed to be default (without warning or other preliminary action being required) at the latest 10 days after receipt of invoice. In case of such default the forwarder is entitled to charge interest as per the Dutch Forwarding Conditions.

### **§ 9**

The sole place of performance for all contractual obligations is Utrecht. The sole place of jurisdiction for the both parties in any lawsuit arising from such contracts is.

### **§ 10**

This tariff takes effect as from the 1<sup>st</sup> January 2019 at which date all previous tariffs are deemed to be invalid.



**Order form**

Event : \_\_\_\_\_ Design District \_\_\_\_\_

Hall.Booth / Participator : \_\_\_\_\_ / \_\_\_\_\_

Invoicing address : Company name \_\_\_\_\_

Street \_\_\_\_\_

Zipcode, place \_\_\_\_\_

VAT No. : \_\_\_\_\_

**ON-SITE HANDLING**

**Build-up**

Unloading to stand \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (date/time) (cbm/No. pcs/weight) (haulier)

Unloading into warehouse \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (date/time) (cbm/No. pcs/weight) (haulier)

Delivery to stand \_\_\_\_\_ / \_\_\_\_\_  
 (date/time)

**Breakdown**

Loading from stand \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (date/time) (cbm/No. pcs/weight) (haulier)

Collection from stand \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (date/time) (cbm/No. pcs/weight) (haulier)

Pick-up from warehouse \_\_\_\_\_ / \_\_\_\_\_  
 (date/time)

Empty storage       Priority empty storage       Full good storage       Priority full good storage

**MATERIAL RENT**

Forklift stand assistance       3ton       5ton       7ton       Other \_\_\_\_\_

Materials       Jib       Slings       Shackles       Other \_\_\_\_\_

Scissorlift      \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_       Genie      \_\_\_\_\_      \_\_\_\_\_  
 (type/pcs)      (date from)      (date till)      (pcs)      (date from)      (date till)

**CREDIT CARD DETAILS**

Credit card type       AMEX       Mastercard       Visa       Other \_\_\_\_\_

Cardholder \_\_\_\_\_      Card No. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expire date \_\_\_\_\_ / \_\_\_\_\_

**CONTACT DETAILS**

On-site contact person \_\_\_\_\_ Phone No. \_\_\_\_\_

Place & date (for approval) \_\_\_\_\_

\_\_\_\_\_  
 Name, signature and company stamp

The signing person declares that he/she accepts the tariffs and terms & conditions of Schenker Logistics Nederland B.V. The signing person also declares that he/she is commissioned to sign in order of the company.

The Dutch Forwarding Conditions, latest version, including the arbitration clause, filed by FENEX with the court registries at the District Courts in Amsterdam, Rotterdam, Breda and Arnhem, are applicable to all activities by Schenker Logistics Nederland B.V. These conditions will be supplied upon request.



## Shipping label

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Contact person on-site

\_\_\_\_\_  
Phone No. contact person

Number of packages: \_\_\_\_\_ / \_\_\_\_\_

Dimensions: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

Weight: \_\_\_\_\_ kg

### Consignee

Schenker Logistics Nederland B.V.

c/o \_\_\_DESIGN DISTRICT\_\_\_, Utrecht  
*Name of event*

\_\_\_\_\_  
*Name of participator*

Hall: \_\_\_\_\_ / Stand: \_\_\_\_\_

van Zijstweg 21, Route 100

3521 AB, Utrecht  
The Netherlands