

To:

Schenker Deutschland AG
Messegelände Düsseldorf
D-40474 Düsseldorf

Phone: + 49 211 43628 - 0
Fax: +49 211 43628 - 61
Email: fairs.duesseldorf@dbschenker.com

Orderer:

Event: _____
Hall: _____
Booth Number: _____
Company: _____
Contact: _____
Address: _____
Telephone: _____
Email: _____

Important notice!

Düsseldorf Congress GmbH does not except any deliveries!

Please address your delivery to your booth only (**1.** as described below) when you make sure that someone from your staff is present there and able to take it. Please be aware that delivery services do not always stick to delivery dates.

In case there is no one present at your booth, Düsseldorf Congress GmbH is advised to reject the delivery and return it to the sender.

In order to make sure that the delivery reaches you well please use the below address of the forwarding company Schenker (**2.** as described below).

For the reception, the storage and the transport to your booth at the preferred date we will charge you the following per delivery:

Reception, storage, delivery to the booth for small deliveries	< 50 kg	= EUR 38,00
Reception, storage, delivery to the booth for medium deliveries	> 50 kg - 100 kg	= EUR 80,00
Reception, storage, delivery to the booth for big deliveries	> 101 kg - 300 kg	= EUR 114,00

excl. German VAT and custom controls according to official tariffs.

You can call up your delivery at Schenker under the **Phone number +49 211 436 28-0** and have it delivered directly to your booth.

1. Address for deliveries **directly** to the booth:

At the **Congress Center CCD Süd & Stadthalle:**

[Your company name]
c/o [Name of Event]
[BoothNumber]
Stockumer Kirchstraße 61
40474 Düsseldorf

at the hall:

[Your company name]
c/o [Name of Event]
[Hall Number] [BoothNumber]
Messeeinfahrt Tor 1 / A 44
40474 Düsseldorf-Messe

2. Address for deliveries to **forwarding company Schenker:**

Schenker Deutschland AG
Messeeinfahrt Tor 1 / A 44
D - 40474 Düsseldorf-Messe
[Your company name]
[Name of Event]
[Hall number] [Booth Number]

Place, Date

Stamp, Signature