



## SHIPPING GUIDELINES

DHL Global Event Logistics is the exclusive logistics partner of the German Road and Transportation Congress 2024 at World Conference Center Bonn (WCCB) and is responsible for the delivery of all shipments to and from the stand, as well as the storage of empties and full goods.

In these guidelines you will find all important information for planning your exhibits. For direct unloading at the WCCB time slots are allocated according to availability. These must be requested in advance via the order portal / slot reservation tool.

**Entry and unloading at the WCCB is only possible with a time slot booking.**

<b>1. IMPORTANT DATES</b>	
<b>ORDERING PORTAL + SLOT ALLOCATION</b>	<b>22 August 2024</b>
<b>SET-UP</b>	<b>21 - 23 October 2024</b>
<b>EXHIBITION</b>	<b>23 - 25 October 2024</b>
<b>DISMANTLING</b>	<b>25 October from 3.00 p.m.</b>

**The DHL Service Point is staffed during set-up and dismantling from 8.00 a.m. to 6.00 p.m.**

<b>2. SHIPPING INSTRUCTIONS</b>
<b>2.1 Delivery for parcel shipments and partial loads (truck) via our forwarding warehouse in Cologne</b>

All parcel shipments must be sent to the forwarding warehouse in Cologne. The warehouse will receive your shipment (parcel and/or partial truck load) safely before as well as after the exhibition.

DHL Global Event Logistics GmbH  
 c/o FGSV 2024, Exhibitor / Stand no \_\_\_\_\_  
 Welsersstr. 10d  
 D-51149 Cologne

Opening hours: 8.00 a.m. – 4.00 p.m.

Please send your order form and dispatch notification at least 8 working days prior to delivery to [congress@dhl.com](mailto:congress@dhl.com).

Delivery to the forwarding warehouse must be made by 15 October 2024 at the latest.



## **2.2 Delivery and pick-up during set-up and dismantling time**

### **Ordering portal opens 22 October 2024**

For direct unloading/loading at the WCCB, a time slot must be booked in advance.  
If a forklift is required for this purpose, this must also be booked via the order portal.

## **2.3 Storage of empties and full goods after set-up**

DHL Global Event Logistics offers storage of empties and full goods after set-up. Due to local fire safety regulations, no empties may be stored on or behind the stand.

## **2.4 Pick-up after exhibition / dismantling of the stands**

Immediately after the end of the exhibition DHL Global Event Logistics delivers the PREMIUM empties and full goods first, followed by all remaining empties and full goods stored by DHL. Stand constructors who have stored their empties and full goods themselves after completion of the build-up work can deliver them from 5.00 p.m. at the earliest, in accordance with the pre-booked and specified time slot.

## **3. TRANSPORT WITH DHL GLOBAL EVENT LOGISTICS**

We are pleased to offer you our transport services. For this please provide us shipment details e.g. dimensions, weight, collection date/location.

Your benefit: The complete logistics is provided from a single source. No interface risk for you.

## **We are looking forward to working with you!**

We operate exclusively on the basis of the German Freight Forwarders' Standard Terms and Conditions 2017 - ADSp 2017 - and - insofar as these do not apply to the provision of logistics services - in accordance with the Logistics General Terms and Conditions 2019. Note: The ADSp 2017 deviate from the law in clause 23 with regard to the maximum liability amount for damage to goods (§ 431 HGB) by limiting the liability to 2 SDR/kg in the case of multimodal transports including carriage by sea and in the case of an unknown place of damage, and otherwise additionally limiting the standard liability of 8.33 SDR/kg to 1.25 million euros per event of damage and 2.5 million euros per event of damage, but at least 2 SDR/kg. Insofar as the transport, storage or other handling of art objects is concerned, the General Terms and Conditions for Art ("GTC Art") shall apply as amended from time to time.