



# Logistics - storage - empty packaging materials

Event name:

\_\_\_\_\_

Event date:

\_\_\_\_\_

Jens Steinbrück Dienstleistungen  
c/o RheinMain CongressCenter Wiesbaden  
Adelheidstr. 4  
D-65185 Wiesbaden

Tel.: +49 (0)611 3309-969

Fax: +49 (0)611 377-356

Email: [info@steinbrueck-dienstleistungen.com](mailto:info@steinbrueck-dienstleistungen.com)

Please specify: Hall \_\_\_\_\_ Stand-No. \_\_\_\_\_

Exhibitor \_\_\_\_\_

Contact person \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## Billing address

Company \_\_\_\_\_

Contact person \_\_\_\_\_

Street \_\_\_\_\_

Country/ post code/ town \_\_\_\_\_

VAT ID number \_\_\_\_\_

E-Mail \_\_\_\_\_

A fee of 10,00 € will be charged for incorrect information!

## Registration Logistics - storage - empty packaging materials

(Please tick desired services)

Our exhibit	_____ packages _____ kg, _____ cbm
Delivery (small) to stand	Parcel up to 25 kg      Pallet      Euro pallet up to 250 kg
Transport from/ to trade fair location	By Jens Steinbrück Dienstleistungen (ask for individual offer) We will organise transport ourselves
Means of transport	Truck      Rail      Sea freight      Air freight
Delivery to our stand	Date _____ Time _____
Customs clearance	Temporary import      Permanent import
Storage of exhibition goods outside the trade fair time	Storage from time _____,      Storage until time _____ _____ package _____ kg, _____ cbm
Storage of our goods and empty packaging materials during the trade fair	_____ cbm
Forklift*, hand pallet truck, personnel, work platform  *For outdoor use only	<b>Forklift*</b> 3t      5t
	<b>Set-up</b> - on _____ Working time in hours _____
	<b>De-rig</b> - on _____ Working time in hours _____
	<b>Hand pallet truck      electric pallet truck (order at least 8 days in advance)</b>
	<b>Set-up</b> - on _____ Working time in hours _____
	<b>De-rig</b> - on _____ Working time in hours _____
	<b>Scissor lift (order at least 8 days in advance)</b>
	<b>Set-up</b> - on _____ Working time in hours _____
	<b>De-rig</b> - on _____ Working time in hours _____

Place / date

Signature / company stamp

## Return date

up to 4 weeks before set-up starts! After that, additional costs will be charged.

## General information - Terms and conditions

### Liability

The logistics provider is liable for all of their activities within the framework of their general insurance.

### Insurance

It is advisable that the exhibitor take out separate insurance cover for the exhibits.

This insurance policy should cover all risks during:

- transport from the sender's premises to the trade fair stand
- the trade fair incl. the usual storage times before and thereafter
- storage/ handling of empty packaging materials or goods (for storage)
- return transport from the trade fair stand to the recipient's premises

### Delivery to the RMCC

Please use the address labels for this purpose which you can find after the price list and proceed as follows:

1. Use the **first label** (Street: Friedrich-Ebert-Allee) **for deliveries for construction**.  
Use the **second label** (Adelheidstrasse) **for deliveries prior to construction**
2. Fill in **all** of the italic lines of the address relevant to you
3. Print the page and
4. Stick the label to your package!

### Delivery to stand/ collection from stand

The logistics provider can deposit all of the deliveries that arrive as soon as set-up begins at the stand specified in the consignment note immediately regardless of whether the exhibitor is present. Deliveries that arrive before set-up begins or deliveries that cannot be delivered immediately to the stand after set-up begins for whatever reason shall be accepted by the logistics provider via freight forwarding warehouse at the expense and risk of the sender without having to obtain the consent of the sender. For the transport to the stand, the contractual obligations and liability of the logistics provider shall terminate when the goods are deposited at the stand even if the exhibitor is not present. For the transport from the stand, the contractual obligations and liability of the logistics provider shall begin when the goods found at the stand are collected. Specific delivery and collection times relating to the stand shall be provided in writing 2 days in advance.

### Storage of empty packaging materials

The logistics provider shall accept, store and return empty packaging materials after receipt of a written order. The empty packaging materials shall be kept in perfect condition, closed or tied. Each piece shall have the company name, hall no. and stand no. Sequential numbering shall be used for several pieces. Appropriate stickers are available in the logistics provider's office.

Continued on next page.

The logistics provider can remove any empty packaging materials still in the trade fair halls immediately before the opening of an event if instructed to do so by the event organizer even if there is no relevant order on the part of the exhibitor. The cost incurred shall be charged to the exhibitor. The liability of the logistics provider shall begin when the empty packaging materials found at the stand are collected, and shall terminate when these are returned to the stand even if the exhibitor is not present. Goods for storage shall be handed over separately from empty packaging materials. Goods for storage that are not properly declared as such shall be treated in the same way as empty packaging materials; no liability shall be assumed for possible damage and/or loss.

## **Goods for storage**

The competent exhibition logistics provider shall store goods for storage (machines, apparatuses, devices, tools etc.) for the duration of the exhibition. Goods for storage shall be correctly declared as such (contents) and marked accordingly (company name, hall, stand no.).

## **Complaints**

Complaints shall be submitted in writing immediately. Verbal complaints made to employees or staff shall not suffice.

## **Invoices for logistics services**

All services shall be invoiced according to the trade fair rate available from the exhibition office. Invoices are payable in full in cash within 5 days of receipt. The logistics provider is entitled to request advance payment.

## **Place of jurisdiction/contract documents**

The place of jurisdiction for all parties is Wiesbaden. The general terms and conditions of Wiesbaden Congress & Marketing GmbH apply, which are available for download at [www.wiesbaden.de/avb](http://www.wiesbaden.de/avb). Upon request, we will send them to you.



## Logistics services - Price list

A	Work at the trade fair (techn. devices)	Time/ use	Price per hour
A1	3,0 t forklift (for outdoor use only)	min. 0.5 hour	140.00 €
plus	Provision of forklift for arrival and departure	Flat rate	40.00 €
A2	5,0 t forklift (special order and for outdoor use only)	min. 1.0 hour.	210.00 €
plus	Provision of forklift for arrival and departure	Flat rate	50.00 €
A3	Hand pallet truck	min. 1.0 hour	20.00 € /h or 50.00 € /day
A4	Electric pallet truck	Per day	150.00 €
plus	Provision of electric pallet truck for arrival and departure	Per piece	160.00 €
A5	Scissor lift	Per day	150.00 €
plus	Provision of scissor lift for arrival and departure	Per piece	160.00 €
A6	Other equipment, devices		On request

B	Work at the trade fair (personnel)	Price per hour
B1	Foreman	55.00 €
B2	Transport worker	39.00 €
B3	Packer	36.00 €
B4	Stand personnel (min. 1 hour charged)	36.00 €

C	Storage during trade fair	Price per cbm (min. 1 cbm)
C1	Empty packaging materials from trade fair stand ground floor	45.00 €
C2	Empty packaging materials from trade fair stand first floor	50.00 €
C3	Goods for storage from trade fair stand ground floor	58.00 €
C4	Goods for storage from trade fair stand first floor	63.00 €
	- plus forklift see cost position A	

D	Transport/ delivery from storage to trade fair stand	Price
	Parcel up to 25 kg	20.00 €
	Pallet (small)	50.00 €
	Euro pallet up to 250 kg	85.00 €

E	Ancillary costs logistics provider	Price per order
	Service flat rate incl. freight forwarding insurance	45.00 €

F	Surcharges in percent per position	A	B
	Night work	100%	50%
	Sundays and public holidays	100%	100%

All prices do not include the legal VAT.  
The prices A1 and A2 include personnel costs for forklift driver.

RheinMain CongressCenter

*[event name]*

*[exhibitor or stand number]*

*[contact person on site]*

Friedrich-Ebert-Allee 1

D-65185 Wiesbaden

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