

**SHIPPING GUIDELINES „cti symposium“****Full load / part load trailers and groupage consignments**

during the official buildup time on 04<sup>th</sup> December 2023 from 6:00 am to 6:00 pm  
for direct delivery to booth please send to :

Estrel Hotel & Congress Center

c/o "CTI Symposium 2023"

Hall # ..... / Booth # ..... / Exhibitor ... / Onsite contact with phone-no.

Sonnenallee 225 – access road Ziegrastr. – GATE/TOR 1

D – 12057 Berlin

Germany

**Groupage loads / Stock articles for subsequent deliveries / Return shipments -  
via. our advanced warehouse**

BISCHOFF Event Service & Transport

An der Plantage 31

16321 Bernau (bei Berlin)

GERMANY

Notify : CTI Symposium 2023

Exhibitor

Booth-No.

Onsite contact with phone-no.

**Delivery and collection at following dates and opening hours**

**EU goods** from 27.11. to 30.11.23 between 9am and 4pm

**NON EU goods** from 27.11. to 29.11.23 between 9am and 4pm

**RETURN shipments** from 07.12. to 08.12.23 between 9am and 4pm

**Courier Shipments**

When inevitable do not send shipments direct to your stand unless you have a member of your staff present to receive them. If you do send goods by a courier company we suggest that you send them to our address mentioned under Groupage loads (Charges for delivery from our warehouse to your booth you can find in our tariff under Roadcargo/Partshipment) For shipments sent directly to the stand no liability is accepted.

**BISCHOFF Event Service & Transport**

**Inh. Ulf Bischoff**

**An der Plantage 31**

**16321 Bernau (bei Berlin)**

**Germany**

**Tel.:+49 (0)3338/7076372**

**Fax: +49 (0)3338/7076358**

**Mobil:+49 (0)172/2665972**

**ulf@bischoff-est2013.de**

## SHIPPING GUIDELINES „cti symposium“

- All shipments must be consigned „FREIGHT PREPAID / FREE ARRIVAL“!
- Any shipment arriving outside of our deadlines will be subject to a surcharge of 25 % on our tariff !
- Please provide us, as soon the shipping details are known (latest 1 day prior arrival), a PREADVICE including all relevant informations !  
(bill of lading, airwaybill, combined invoice / packing list, etc.)

## STORAGE OF EMPTY PACKAGINGS

All empty packaging materials which must be stored during the exhibition must be labeled with our “empty labels”. Unless otherwise agreed all packages carrying this label are considered as empty. No responsibility can be carried for goods left inside. For insurance and security reasons the storage of empty packaging materials on or behind the booths as well as in and around the halls, is prohibited.

## PAYMENT

- Invoice - please provide a completion of our Order Form, with a term of payment of max. 14 days after invoice receipt as an „pdf“-document by email only
- Bank Transfer in advance - please provide a copy of the Transfer statement
- Cash onsite in EURO (€) is accepted

## Liability and Insurance

FOR OUR HANDLING ON EXHIBITION GROUND ALL TERMS AND CONDITIONS OF THE EXHIBITION COOPERATION ARE VALID. OTHERWISE WE WORK ON A BASIS OF THE GENERAL GERMAN FORWARDING CONDITIONS (ADSp) WE ACCEPT ORDERS EXCLUSIVELY ON THE BASIS OF THE GERMAN FORWARDERS`STANDARD TERMS AND CONDITIONS - ADSP - LATEST EDITION. WE WISH TO DRAW YOUR ATTENTION TO THE FACT THAT ACCORDING TO ART.23 OF THE ADSP THE LIABILITY OF THE FREIGHT FORWARDER FOR LOSS AND/OR DAMAGE TO GOODS IS LIMITED IN NORMAL CASES TO 10 EURO/KG OF THE GROSS WEIGHT OF THE CONSIGNMENT AND THAT FOR A CONTRACT ON MULTIMODAL TRANSIT AS WELL AS FOR MAYOR LOSSES A FURTHER LIMIT OF 2 SPECIAL DRAWING RIGHTS/KG RESPECTIVELY EURO 1 MIO EACH OCCURRENCE OR EURO 2 MIO FOR ALL CLAIMS IN AGGREGATE IN CONNECTION WITH THE SAME OCCURRENCE - WHICHEVER IS HIGHER - APPLIES. WE RECOMMEND TO COVER GOODS IN TRANSIT INSURANCE VIA OUR OFFICE.