



**INTERNATIONAL
SUPERCOMPUTING
CONFERENCE**

ISC'08

**June, 17th – 20th
Dresden/Germany**

Important Shipping Guidelines

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1 Preface

Schenker Hannover has been appointed by the organiser, Prometheus GmbH, as the **official worldwide Logistics and Customs Provider** for all exhibitors participating at the International Supercomputing Conference in Dresden.

With more than 50 years of experience in the fairs and exhibitions logistics sector, Schenker is the leading official logistics provider on the most important fairgrounds all over Germany. With over 91 offices in more than 39 countries Schenker has implemented a world-wide fairs and logistics network.

We are happy to provide you with important transportation and shipping guidelines, in order to ensure a timely and secure handling of your goods.

Please check the following guidelines carefully and contact any of the persons listed below, should you require more detailed information or instructions.

2 Contacts

The following contacts will advise and help you with any questions you might have. We are available for you any time.

Schenker Deutschland AG
Fairs & Events

Vincenzo Scudato ☎: +49 511 87005 30 vincenzo.scudato@schenker.com
☎: 0151 174 22 151

Katrin Witzke ☎: +49 511 87005 72 katrin.witzke@schenker.com
☎: 0151 174 33 416

Ute Kabus ☎: +49 511 87005 78 ute.kabus@schenker.com
☎: 0160 974 84 281

Telefax +49 511 87005 79

Schenker will be available at all times for your convenience. We will have a fully experienced team operating throughout the setup, duration and dismantling of the show. Schenker will unload and deliver materials, assist with positioning of exhibits and remove and store empty packagings.

3 Dates and Deadlines

Official dates:

■ Conference	June 17 th – 20 th 2008	
■ Exhibition Start	Tuesday, June 17 th	18:00 hrs
■ Exhibition End	Thursday, June 19 th	18:00 hrs
■ MOVE IN/SET UP	Monday, June 16 th	13:00 hrs – 24:00 hrs
	Tuesday, June 17 th	08:00 hrs – 14:00 hrs
■ Removal of empties to be finished by	Tuesday, June 17 th	14:30 hrs
■ MOVE OUT/Dismantling	Thursday, June 19 th	18:00 hrs
	Friday, June 20 th	07:00 hrs – 17:00 hrs

Deadlines:

To ensure **timely delivery** to the booth please respect the following deadlines:

- **Notification of the shipping requirements:** **May, 19th**
- **Booking of personnel and equipment:** **June, 11th**
- **Latest arrival at the warehouse, NOT customs cleared:** **June, 11th**
- **Latest arrival at the warehouse, customs cleared:** **June, 16th**

All documentation has to be sent to the following contact:

By Fax to: +49 511 87 005 79
By Mail to: vincenzo.scrudato@schenker.com

4 Delivery / Destination Address

Exhibitors are at liberty to arrange shipment of their goods through any forwarder of their choice. HOWEVER Schenker is happy to take over the entire logistical process up from your premises, to your booth and back.

In case you prefer organising your own transportation, please use the following delivery/consignment address:

Courier/Express:

We would advise you not to entrust your shipment to courier companies (Fedex, DHL, UPS, etc.), however should you have no option please notify us and consign the shipment in accordance to our instructions and address mentioned below:

Please note that neither the venue nor the organiser will accept or take any responsibility for courier shipments.

Schenker Messelager "ISC"
Messering 8
01067 Dresden - Germany
c/o Name of the Exhibitor and booth number

Delivery can be made starting June 2nd.

Anyway prior to such, a complete notification and/or shipping-advise is needed.

5 Packaging

In order to decrease the risk of damage and for reuse purposes after the event, we advise the use of solid and waterproof packaging/wrapping material. All packaging must be adequately labelled and has to be explicitly identifiable. Please use strong adhesive and waterproof labels.

6 Labelling

It is essential that all packages are sufficiently and well labelled, in order to warrant an unambiguous identification. Please label your goods as recommended below:

Schenker Deutschland AG
Messering 8
01067 Dresden
c/o Name of the Exhibitor
@ "ISC" – Booth Number

Schenker is happy to generate your labels and forward them to you. Please order them if required.

7 Storage

There is no possibility for storage of any cargo/material in the Congress-Centre.

7.1 Storage of empties

Schenker will collect all empty packages and will store them in a separate warehouse near by. The re-delivery will happen right after the exhibition closure and the release by the technical organiser on-site.

7.2 Storage of material, brochures and give-aways

By request we keep your 'Back-up material/equipment' in our near-by warehouse and will deliver the desired amount of material to your booth at any time you wish.

8 Transportation Insurance, Fairs and Exhibition Insurance

We recommend to take out an insurance for fairs and exhibitions, which covers a great range of risks for the outgoing transport, the duration at the booth, as well as the return transport. Best rates available!

9 Return transport

Of course we take care of your return transport or on-forwarding of your goods. We would like to visit you at your booth for personal consultation.

10 Enclosures and References

Please make use of the included order/request form, when placing an order.

Assistance for directions to the Congress-Centre and further information can be found at:
www.dresden-congresscenter.de/eng/eng_1.htm

11 Documentation / Customs options

11.1 Transports from Germany and Europe (EU)

For transports from Germany and the European Union, there are no specific regulations concerning the transportation.
In case of self-transportation, Schenker will need a notice of arrival and order confirmation for the delivery, including the preferred times of delivery.

11.2 Transports outside Europe (customs clearance necessary)

For transportations outside the EU, there are numerous customs regulations which have to be adhered.

Fundamentally, following types of customs clearance are in application:

11.2.1 Definitive or permanent Importation (payment of import duties):

For marketing material, consumable goods, as well as goods meant to remain in Germany, a definitive import clearance has to be accomplished. Indispensable for you to take are commercial invoices and packing lists. Depending on the country of exportation, there may be additional regulations which have to be respected.

11.2.2 Temporary customs clearance:

For exhibition material, which in principle will be re-exported from Germany, a so called temporary import customs clearance is intended. Here, no payment of import duties will incur, provided that the customs clearance of exports will equally be effected by Schenker after the event. Depending on the country of exportation, there may be additional regulations which have to be followed.

11.2.3 Customs clearance on Carnet ATA

For exhibition material and stand building material, which definitively will be re-exported from Germany, a so called Carnet ATA, which is only designated for fairs and exhibition material, can be completed by the exporter. The Carnet ATA has to be approved by the chamber of commerce in the country of exportation and subsequently needs to be dealt with by the customs authorities.

Schenker will arrange all customs formalities needed!
We are at your disposal for help and assistance any time.

12 Conditions, Insurance, Liability

All business is exclusively transacted subject to the most recent edition of the German Forwarders' Standard Terms and Conditions (ADSp). **According to §23 ADSp, the legal liability for damage to goods as stated in §431 HGB (German Commercial Code) is limited - to 5 EUROS/KG whilst in the care of a forwarder - to 2 SDR/KG (Special Drawing Right) for multimodal transports incl. sea transports - as well as to an additional 1 Million Euro or 2 Million Euro per damage or event or else 2 SDR/KG depending on which amount is higher.**

The liability of the forwarding agent ceases with the delivery of the goods at the booth of the exhibitor, even if the exhibitor or his/her appointee is not present. Claims have to be reported in written form immediately after reception, verbal claims are not sufficient. The liability on the return transport commences with the pick-up of the packed goods from the exhibition booth.

Should you require any further information and/or documentation, do not hesitate to contact us!

LOGISTICS ORDER FORM

Please return order form by May, 19th

Customer/Company details:

Schenker Deutschland AG
Mr. Vincenzo Scudato
Fax: +49 511 87 005 79
Tel: +49 511 87 005 30
vincenzo.scudato@schenker.com

*For individual requirements please
contact Schenker directly!*

ORDER CONFIRMATION

Please provide all necessary services for the following shipment
and instructions.

QUOTATION REQUEST

Please provide a quotation based on following specifications:

We want Schenker to arrange collection and shipping to the show-site (booth)
including all services and customs formalities, if required.

Collection address:

Pick-up date:

Pick up time:

Shipping to the destination mentioned in the guidelines will be arranged by
our own contractor respecting the arrival deadlines.

Name of contractor:

Estimated date of arrival:

Number of packages:

Estimated weight (kgs):

Package dimension (cms):

MOVE IN: Requested delivery to the booth:

Empty case storage required:

MOVE OUT: Return to the collection address:

Insurance: Insurance cover (all risks) required for a value of:
No insurance will be covered if no value mentioned!

All occurring service charges are to be billed to our a.m. address:
Remarks

Date:

ordered by:

Phone:

