

## **FREIGHT FORWARDERS / SHIPPING INSTRUCTIONS**

The following companies are the recommended freight forwarders of Messe Düsseldorf North America:



### **GEM Go-Events Management, Inc.**

36 Seabring Street  
Brooklyn, NY 11231  
Tel. (718) 624-2000 / Fax (718) 625-2337  
E-mail: [annen@goeventsmgmt.com](mailto:annen@goeventsmgmt.com)



### **ROCK-IT CARGO USA, LLC. FAIRS & EXHIBITIONS**

2025 E. Linden Avenue  
Linden, NJ 07036 U.S.A.  
Tel. (908) 486-3939 / Fax (516) 706-7677  
E-mail: [bill@rockitcargo.com](mailto:bill@rockitcargo.com)



### **Schenker, Inc.**

Chicago Fairs & Exhibitions, Sports Events  
1901 N. Roselle Road, Suite 200  
Schaumburg, IL 60195  
Tel. (847) 954 6610  
Mobile (224) 200 0081  
Email: [Zhana.Kartelyan@dbshenker.com](mailto:Zhana.Kartelyan@dbshenker.com)

## **COURIER SHIPMENTS**

Shipping companies such as DHL, FedEx, and UPS are only able to deliver shipments to your booth starting two (2) days prior to the opening day of the show, **and someone from your company must be at the booth location to sign as the recipient.** (Please keep in mind that they also do not deliver or pick up on weekends or holidays.)

We strongly recommend that you consign any courier shipments to one of the two authorized onsite drayage companies since they can arrange the handling, and in most circumstances, the clearance and delivery to your booth. We suggest that you send them a copy of the courier waybill in advance along with your requested delivery date.

Kühne + Nagel (AG & Co) KG  
Stockumer Kirchstrasse 61  
(Messe Einfahrt Tor 1)  
40474 Düsseldorf, Germany

Tel. +49 (211) 45 46 80  
Fax +49 (211) 43 45 49  
[exposervice.duesseldorf@kuehne-nagel.com](mailto:exposervice.duesseldorf@kuehne-nagel.com)

Schenker Deutschland AG  
Stockumer Kirchstrasse 61  
(Messe Einfahrt Tor 1)  
40474 Düsseldorf, Germany

Tel. +49 (211) 43 62 80  
Fax +49 (211) 45 42 648  
[fairs.duesseldorf@dbshenker.com](mailto:fairs.duesseldorf@dbshenker.com)

If you decide to courier items to your hotel, check first with the hotel. Most hotels do not accept packages before a guest's actual arrival.

In case you need to track a missing shipment, or require a pickup at your booth, you can call the following courier companies. Local German offices are closed weekends and holidays.

**DHL:** (0800) 225-5345 Germany    **FEDEX:** (0180) 3123-0800 Germany    **UPS:** (0800) 882-6630 Germany  
**DHL:** (1-800) CALL-DHL USA    **FEDEX:** (1-800) 463-3339 USA    **UPS:** (1-800) 742-5877 USA

(continued)

## **SHIPPING LABELS**

It is important that your freight is clearly marked and labeled for easy identification. Your chosen U.S. freight forwarder should provide you with the label format for your shipment(s) to the show. Should you nevertheless decide to send your shipment directly to your booth via an alternative method, the marking should be as follows.

### **When consigning your shipment to one of the on-site freight forwarders:**

Exhibitor Name  
Show Name, Hall and Stand Number  
C/O: *(Name of the Freight Forwarder)*  
Stockumer Kirchstrasse 61  
(Messe Einfahrt Tor 1)  
40474 Düsseldorf, Germany

### **When shipping directly to your booth:**

Exhibitor Name  
Show Name, Hall and Stand Number  
C/O: Messe Düsseldorf  
Messeplatz  
40474 Düsseldorf, Germany

**IMPORTANT:** Bring copies of your shipping documents with you to the show. You should know how your freight was sent, when, and with what freight forwarder. Without this information, it is very difficult to assist you in locating your freight should any problems occur.

## **CUSTOM CARNETS**

CARNETS ARE NOT NECESSARILY REQUIRED when shipping to Düsseldorf. Your U.S. freight forwarder can arrange a temporary import TRADE SHOW clearance of your goods for the show. It allows for the temporary import without duties and taxes being assessed. This temporary import can be changed at the conclusion of the show depending on if your goods are sold, given away, or will not be returning to the US afterwards for any reason. There are instances when a carnet is preferred, but only if the goods are being sent to another trade show or event at the conclusion of the show in Düsseldorf. To determine whether or not a carnet is a viable option to be considered for your shipment, please consult with your U.S. freight forwarder.

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150 N. Michigan Avenue,  
Suite 2920  
Chicago, IL 60601  
E-mail: [info@mdna.com](mailto:info@mdna.com)  
Tel. (312) 781-5180  
Fax (312) 781-5188  
Web site: [www.mdna.com](http://www.mdna.com)

