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## **2<sup>nd</sup> EAGE Digitalization Conference**

mar. 23<sup>rd</sup> – 25<sup>th</sup> 2022, Vienna

Shipping manual



We are pleased to be the preferred international forwarder for “**2<sup>nd</sup> EAGE Digitalization Conference 2022**”. As the sole official exhibition forwarder from Reed Exhibition Vienna we have an onsite office and warehouse at the showground in Vienna.

We will offer you all logistic-works before, during and after show.

- .) Transport to and from show-site
- .) Storage before, during (empties, consumables) and after the show
- .) Timely delivery and pick up from the stand
- .) Customs clearance
- .) Workers for unpacking and packing

**Projectmanager DHL:**

Thomas Hausmeister      +43 (0)1 7283160 8700      [thomas.hausmeister@dhl.com](mailto:thomas.hausmeister@dhl.com)

**DEAD LINES:**

To avoid waiting times we need **your order** until: 16.03.2022  
But at least **2 days before** shipment will arrive in Vienna

Kind of transport	point of destination	latest arrival date
Ocean Freight FCL/LCL		on request
Airfreight	Vienna Airport	18.03.2022
Truck direct deliveries	Vienna exhibition ground	as per move in date
Truckshipments for storage	Vienna exhibition ground	daily (mo.–fr. 08:00 – 16:00)

**PLEASE SEND YOUR PRE-ALERT MESSAGE WITH A COPY OF ALL DOCUMENTS, BEFORE DESPATCHING THE GOODS.**

After receiving your doc. we will check them and send you our “green light”, if everything is right.

**CONSIGNING INSTRUCTIONS:**

All freight should be shipped **prepaid** and consigned as follows:

DHL Freight – Global Event Logistics  
Trabrennstr. 5 / **DHL office container in front of hall A/B**  
A-1020 Vienna Fairground

Attn.: Mr. Hausmeister tel.: +43 (0)1 728 31 60

c/o: “EAGE Digitalization Conference 2022”

exhibitor: \_\_\_\_\_ hall: \_\_\_\_\_ stand: \_\_\_\_\_



## DOCUMENTARY REQUIREMENTS

- Your order / or DHL order form
- Invoice in english or german 2-fold  
issued to the exhibitor c/o "EAGE Digitalization Conference 2022"  
hall: \_\_\_\_\_ stand: \_\_\_\_\_
- Carnet ATA – optional  
letter of authorization to handle the Carnet  
issued to DHL Global Forwarding (Austria) GmbH

## CUSTOMS CLEARANCE

As per customs regulations all invoices must include following points:

- HTC codes
- Quantity from each items
- Weight
- Value (fair market value to avoid a possible value adjustment by the Customs)  
separate value from each kind of product
- Origin of the goods
- CIF term
- Serial no – if available / product description

Goods which shall be returned after the show, **must be packed separate** from give - aways, prospects and consumables.