

Deadline 25 September 2026

**1. Company Details**

Booth Number	Company Name
Street Address	Postal Code, City
Country	VAT Number/Tax Number

**2. Contact Person**

First Name	Last Name
E-Mail	Telephone

**3. Contact Person (on-site)**

First Name	Last Name
Telephone	

**4. Transport & Delivery**

Quantity <i>Anzahl</i>	Type of Cargo <i>Art</i>	Content <i>Inhalt</i>	Dimensions <i>Maße</i>	Weight in kg <i>Gewicht in kg</i>	Carrier/Shipper (e.g. UPS) <i>Spediteur (z.B. UPS)</i>

**Kind of Transport** | *Versandart*

Loading Meter | *Lademeter Teilpartie*  
Full Load Trailer | *13,6 m komplett LKW*

Groupage Freight | *Sammelgut*  
Courier Shipment | *Kuriersendung*

Insurance | *Versicherung*

Value € | *Warenwert €*

**Delivery Deadlines** | *Lieferfristen*

	<b>Pick Up from Shipper</b> <i>Abholung Absender</i>	<b>Delivery to Booth</b> <i>Anlieferung am Stand</i>	<b>Collection from Booth</b> <i>Abholung am Stand</i>	<b>Return until</b> <i>Rücklieferung bis</i>
Date (from-to)				
Time (from-to)				

All dates and times agreed for delivery are without any recourse.

**5. Onsite Handling**

Storage of Empties   <i>Leerguthandling</i>	Volume approx. (m <sup>3</sup> )   <i>Geschätzte Menge</i>		
Storage of Goods   <i>Vollguthandling</i>	Value (€)   <i>Warenwert</i>		
Forklift 3 t   <i>Gabelstapler 3 t</i>	Set Up (date & time)   <i>Aufbau</i>	Dismantling (date & time)   <i>Abbau</i>	
Pallet Truck   <i>Hubwagen</i>	Set Up (date & time)   <i>Aufbau</i>	Dismantling (date & time)   <i>Abbau</i>	
Worker   <i>Transportarbeiter</i>	Set Up (date & time)   <i>Aufbau</i>	Dismantling (date & time)   <i>Abbau</i>	

**6. Payment Details** (billing address if different from above)

Company Name	
Street Address	Postal Code, City
Country	VAT Number (mandatory for European Companies)
E-Mail Address for Invoice (only)	To the attention

Please note: If your order/PO numbers are necessary for our invoicing, these are to be sent to us on or with the order form! After the event/after billing, no more supplier forms will be processed, or other information transmitted!

I agree the prices, terms of payment and shipping guidelines stated in the Exhibitor Manual and Technical Guidelines (7. Logistic, Traffic, Set-Up and Dismantling)

Date	Signature
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**7. Liability & Insurance**

For our handling on exhibition ground, all terms and conditions of the exhibition corporation apply. 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 to €10.- per kg of the

gross weight of the consignment in normal cases. For a contract on multimodal transit as well as for mayor losses a further limit of 2 special drawing rights per kg respectively €1.0 Mio each occurrence or €2.0 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.



Please return this form to:

**BISCHOFF Event Service & Transport**  
An der Plantage 31  
16321 Bernau  
Germany

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