

78. KONGRESS DER
DEUTSCHEN GESELLSCHAFT
FÜR UROLOGIE E. V.

16.–19.9.2026 Congress Center Düsseldorf



WWW.DGU-KONGRESS.DE



SHIPPING INSTRUCTIONS

Important information for the transport & handling of your exhibits

DSV Fairs & Events



Exhibition dates:

Early build up:	12. – 13.09.2026 (chargeable)
Regular build up:	14. – 15.09.2026
Runtime:	16. – 18.09.2026
Dismantle period:	18. – 19.09.2026

Services and Costs

DSV Fairs & Events GmbH provides complete 'door-to-stand' logistic services within our own global network and preferred partner, varying from a single box of brochures to any kind of heavy machinery. These services include:

- transportation up to the booth and back
- warehouse storage
- customs clearance (Permanent Import, Temporary Import and Re-Export)
- forklift and crane services
- pick-up, storage during the event and re-delivery of empty packaging and full goods
- rental of various equipment and provision of transport/packing workers
- transport insurance

Orders can be placed in a written form via e-mail to congress@dbschenker.com

All details of the costs are listed in the Handling Tarif and do not include VAT. Surcharges may arise e.g. for late arrivals/orders, cancellations and wrongly issued customs documents and are also listed in the Handling Tarif. For any other charges please contact us via congress@dbschenker.com

Delivery Address

Delivery to warehouse

DSV Fairs & Events GmbH
Stockumer Kirchstr. 61
Entrance Gate 1 via A44
40474 Düsseldorf

Notify:

DGU 2026
"Exhibitor Name"
Hall 1, "Booth No."
"Delivery to booth date and time"
"Contact on site with phone no."

Unloading directly at the exhibition stand

"Exhibitor" c/o DGU 2026
Hall 1 / "Booth"
Stockumer Kirchstr. 61
Entrance Gate 1 via A44
40474 Düsseldorf

Important information:

A **time slot** for unloading/ loading of direct deliveries/ pick-ups is needed. Therefore, it is important to advise your incoming and outgoing trucks **latest 5 days prior** date of delivery/collection. This is valid for all vehicles which have to unload/load at the hall with requirements of DSV logistic service. **Per Slot we charge as per Handling Tariff point 7.**

Vehicles with tail lift (self-loading) must book and purchase the slot on arrival on site. The use of own forklifts or truck-mounted forklifts is prohibited.

Your Contact at DSV

Annemarie Freier
Mobil: +49 1523 313 7732

congress@dbschenker.com

Deadlines for Shipments, Pre-Alert and Documents via E-Mail

When planning your shipment to the fairground please note the official set-up and dismantling times specified by the organizer, as well as the following deadlines for the arrival of the shipments and necessary documents.

Couriers, air freight & general cargo by road freight to warehouse:

Deadline for **NON-EU** shipments: **07.09.2026**

Deadline for **EU** shipments: **09.09.2026**

All shipments have to be consigned **“freight pre-paid”**. A detailed pre-alert must be sent to the DSV contact person **latest 5 working days before cargo arrival**

PRE-ALERT MUST CONTAIN:

- Event Name / Exhibitor Name / Hall and stand number
- Contact on stand with phone number
- Shipment details (no. of pieces, dimensions, weight, description of goods)
- Shipping docs / tracking information / ETA

Case marking & packing:

DGU 2026

Exhibitor: _____ Hall 1 /Booth: _____

Shipments that arrive later than these deadlines and/ or without proper pre-alert may still be able to be delivered and customs cleared. However, they may arrive delayed at the booth and special handling charges will occur.

Instructions for re-exports need to be presented in a written form - for Airfreight and Truck freight latest during the exhibition - for Seafreight not later than two weeks / 14 days prior to the end of the exhibition. The booking of Air- and Seafreight cannot be guaranteed in time since it is dependent on the capacities of the carrier.

Temporary storage charges in our facilities might occur.

Paperwork & Customs regulations:

Cargo arriving under customs bond needs to be customs cleared perm. / temp. basis.

Therefore, we need

- Shipping docs (waybill)
- Detailed commercial invoices with HS-Codes / ATA-Carnet
- EORI number (mandatory for all imports from NON-EU countries)

DSV cannot be the importer of records for your shipment! Please send your shipment only after our green light

Special advice for courier shipments:

Courier companies are not able to clear customs & deliver the goods to your stand.

To ensure the timely arrival of your exhibits, we strongly recommend to send them to our warehouse.

Storage of Empties

Your empty packing material will be stored during the event. Please note that we cannot accept any liability for items – intentionally or unintentionally - left in packing. Cases will be measured and recorded when storing and storage tickets available upon request for checking. Re-delivery of goods will be after the close of the event automatically. We cannot guarantee any deadline for re-delivery.

Packing and Marking

All shipments must be packed safely to withstand the handling and transport (especially by an international carrier). Reuseable crates are mandatory if the exhibits are intended to be reshipped. All packing must be equipped with skids for handling by forklift- and pallet truck. Wooden packaging must comply with the regulations of the European Community and the ISPM 15 Guidelines be marked/stamped accordingly. German Customs regulations prohibit the use of hay or straw for packaging material inside any case. All packages have to be clearly marked on two sides (Customer Name, Hall/Booth No., Weight, Case No. e.g. 1/X and Dimensions). For skidded or containerized cargo, it is necessary that each piece be individually labeled with these same marks.

Schedule

Please check Exhibitor Manual for detailed timeline

Build up	Exhibitions Hours (for exhibitors)	Break down
12.09.2026, 12:00 – 22:00h	16.09.2026, 10:00 – 18:00h	18.09.2026, 18:30 – 24:00h
13.09.2026, 07:00 – 22:00h	17.09.2026, 08:00 – 18:00h	19.09.2026, 00:00 – 18:00h
Early build up (chargeable)	18.09.2026, 08:00 – 16:30h	
14.09.2026, 07:00 – 22:00h		
15.09.2026, 07:00 – 22:00h		
16.09.2026. 07:00 – 10:00h (small stands and booth decoration)		

Remarks

- **DGR goods**
Transportation of dangerous goods shipments must be arranged separately in advance. This also counts for lithium batteries / cell phones / laptops and Liquids that fall within the hazard classification.
- **Forwarding agents legal limited liability**
We operate exclusively in accordance with the Allgemeine Deutsche Spediteurbedingungen 2017 - ADSp 2017 - (German Freight Forwarders' General Terms and Conditions 2017) and - if they do not apply for performing logistics services - with the Logistic-AGB (General Terms and Conditions of Logistics-Services Providers), as of 2019.
Note: In clause 23 the ADSp 2017 deviates from the statutory liability limitation in section 431 German Commercial Code (HGB) by limiting the liability for multimodal transportation with the involvement of sea carriage and an unknown damage location to 2 SDR/kg and, for the rest, the customary liability limitation of 8,33 SDR/kg additionally to Euro 1,25 million per damage claim and EUR 2,5 million per damage event, but not less than 2 SDR/kg.

In case of any further questions please do not hesitate to contact us!

Handling Tariff

1. Onforwarding from arrival terminal

Transport from free arrival designated warehouse upto delivered exhibition stand (one-time spotted)
(exact address is mentioned in shipping instructions)

Handling charges, per starting 100 kg minimum 300 kg	€	70,00
Small shipments up to 30 kgs chargeable weight from 2500 kg	€	210,00 upon request

Conversion rate for bulky shipments
Volume a kg 1 cbm = 333 kg

- + Customs clearance if applicable under point 6!
- + Surcharges if applicable mentioned under point 7!

2. Transport

Transport to the designated warehouse and vice versa after end of exhibition upon request

3. Storage of empty packing material

Pick up from booth, storage for the duration of the exhibition and re-delivery to booth per starting cbm / collo € 85,00
minimum 2 cbm

- + Surcharges if applicable mentioned under point 7!

4. Storage of full material

Pick up from booth, storage for the duration of the exhibition and re-delivery to booth per starting cbm / collo € 98,00
minimum 2 cbm

- + Surcharges if applicable mentioned under point 7!

5. unloading and delivery to booth

by forklift 3,0 to. incl. driver & fuel, min. 1 hour

Mo.-Fr. 8-17 h	per beginning hour	€	225,00
Sa.	per beginning hour	€	265,00
So. / holidays	per beginning hour	€	315,00

- + Customs clearance if applicable under point 6!
- + Surcharges if applicable mentioned under point 7!

6. Customs Clearance

6.1. Temporary customs clearance

Carnet-ATA clearing of formalities per document	€	185,00
Carnet-ATA safe keeping per document	€	115,00
Customs inspection per shipment & document	€	165,00

Clearing formalities on TIB incl. 1 tariff item	€	185,00
+ each add. customs tariff item	€	45,00
Customs bond fee / of CIF value minimum	€	1%
€	75,00	
Customs inspection per shipment & document	€	165,00

Issuance of transit document

€	185,00	
Transit document security based on CIF-value minimum per document	€	1%
€	75,00	
Customs inspection per shipment & document	€	165,00

6.2. Permanent customs clearance

Clearing formalities incl. 1 tariff item	€	185,00
+ each add. customs tariff item	€	45,00
Customs duties and taxes as per expenses		
Outlay commission of duties and taxes minimum	€	15%
€	75,00	
Customs inspection per shipment & document	€	165,00

7. Miscellaneous

Service fee, per order	€	70,00
Booking of entry Slot, per Slot	€	20,00
Surcharge for working 17-8 h, Saturday		50%
Surcharge for working Sunday/Holidays		100%
Surcharge for cargo arriving beyond deadline		50%
Surcharge for missing or late pre-alert/not booked services		100%
Surcharge for freight collect oder cash on delivery shipments		50%
Forwarding insurance per shipment and order according value of goods		
Liability fee per shipment and order	€	6,00
bulkiness factor volume -> kg / 1cbm=333 kg		

For the exportation and return transportation we charge according to the above (No. 1 - 7)

Trade fair logistics regulations

DSV Fairs & Events GmbH operates exclusively in accordance with the Allgemeine Deutsche Spediteurbedingungen 2017 - ADSp 2017 - (German Freight Forwarders' General Terms and Conditions 2017) and - if they do not apply for performing logistics services - with the Logistic-AGB (General Terms and Conditions of Logistics-Services Providers), as of 2019. They are available at the following [link](#).

Note: In clause 23 the ADSp 2017 deviates from the statutory liability limitation in section 431 German Commercial Code (HGB) by limiting the liability for multimodal transportation with the involvement of sea carriage and an unknown damage location to 2 SDR/kg and, for the rest, the customary liability limitation of 8,33 SDR/kg additionally to Euro 1,25 million per damage claim and EUR 2,5 million per damage event, but not less than 2 SDR/kg.

However, for heavy transport and crane work with unit weights exceeding 20 tonnes, as well as for rough assembly as part of the crane or transport service, DSV Fairs & Events GmbH is liable in accordance with the current version (currently 2014) of the "General Terms and Conditions of the "Bundesfachgruppe Schwertransporte und Kranarbeiten (BSK)" (AGB-BSK). In addition, the trade fair logistics regulations agreed between the parties and the trade fair shipping rates apply.

The freight charges for trade fairs and exhibitions apply to all services provided by the freight forwarder for the transport of exhibition goods to and from the venue for exhibitors and stand construction companies at trade fairs and exhibitions. The fees are based on the current regulations and are calculated on the basis of the currently applicable wages and rates, assuming a 5-day working week,

The obligations under the contract of carriage and the liability of DSV Fairs & Events GmbH end with the delivery of the exhibition goods to the designated exhibition stand, even in the absence of the exhibitor or his representative on the agreed delivery date. Delivery of incoming shipments will take place from the first day of set-up, provided that no specific delivery dates have been specified. When returning the exhibition goods, liability commences only when the goods are collected from the exhibition stand within the official dismantling period, even if the exhibitor or his representative is not present or the shipping documents have already been handed over to the forwarding agent's office beforehand.

The collection and storage of empty and full goods during the exhibition is based on a separate order. Liability begins when the material is picked up at the stand and ends when it is returned to the stand. If empties are still at the exhibition stand immediately before the event opens, they may be removed by the exhibition freight forwarder – in accordance with the instructions of the exhibition company or the organizer – at the exhibitor's expense, even if the exhibitor has not yet placed an order. The return of empties will commence on the last day of the exhibition after closing time and will be carried out as quickly as possible. No liability is accepted for exhibition or stand construction materials stored in empty goods containers. Exhibition or stand construction materials must be registered by the exhibitor/stand builder as full goods and labelled with full goods stickers. Insurance for the storage of empty and full goods is only provided upon special request. Full goods will only be returned upon request by the client, as the delivery must be signed for by the client.

Empty and full goods must be packed securely for transport (in particular, protected against moisture) and labelled with the stickers provided by the exhibition freight forwarder. No liability is accepted for damage caused by defective or missing packaging.

For safety and liability reasons, lifting equipment such as cranes, forklifts, etc. must be requested exclusively through the official trade fair and exhibition forwarding agents. The booking times specified when placing the order for the provision of equipment are for guidance only – the service will only be provided when requested by the client. In the event of significant deviations, waiting times may arise due to capacity bottlenecks. Fixed dates must be expressly declared as such in advance.

Due to delays in the trade fair schedule, time shifts may occur, in particular delays. Any claims for compensation or demurrage arising therefrom shall not apply and are expressly excluded.

If forklift services with booked time slots are not used, the trade fair forwarding agent reserves the right to charge a service cancellation fee equivalent to one forklift hour.

Complaints of any kind must be submitted in writing. Verbal damage reports are not sufficient for further processing of the case with reference to Section 438 of the German Commercial Code (HGB) and Paragraph 22 of the ADSp.

The basis for invoicing is the prices listed in the freight forwarding tariff. These are calculated on a net basis; value added tax is added separately to the shipping invoices in accordance with statutory provisions. The prices

listed apply exclusively to trade fair events for which DSV Fairs & Events GmbH is the officially nominated trade fair forwarding agent.

The prices do not apply to guest events with different rates. DSV Fairs & Events GmbH reserves the right to carry out a credit check for each individual order. If the credit check carried out by DSV Fairs & Events GmbH is negative, DSV is entitled to invoice the ordered services in advance via online payment.

The payment term is 10 days from the invoice date. Payment is deemed to be in arrears without the need for a reminder at the latest after this period has expired. The carrier may charge interest in the event of default.

Exhibitors are advised to take out their own transport and storage insurance. This can be arranged by DSV Fairs & Events GmbH. This requires an expressly order from the client.

DSV Fairs & Events GmbH is entitled to take out freight forwarding liability insurance (SpV) for the exhibition goods. If a written SpV waiver declaration is available, the premium calculation is waived and the liability fee in accordance with the tariff is charged.

The exclusive place of performance for all obligations arising from the concluded contracts is the Venue. The place of jurisdiction for both parties is Bremen. German law applies.