



Shipping Guidelines

1. Delivery Address and Contact

Delivery Address

Kühne + Nagel (AG & Co.) KG
KN Expo & Event Logistics
iF Design Award 2022
Karlsruher Strasse 4
30880 Laatzen (Hannover)
Germany

Contact

Kühne + Nagel Team
phone +49 40 30333 2800
customer.event@kuehne-nagel.com

Contact

iF Team
phone +49 511 54224-224
service@ifdesign.de

2. Time Schedule for Delivery to iF Final Jury

Delivery Period: 21 January to 11 March 2022

Your delivery must arrive at the warehouse of K+N (Kuehne + Nagel) Hannover, Germany no later than 11 March 2022.






To ensure on time deliveries, it is imperative that the shipments meet the deadline. Failure to comply with the latest arrival dates could result in non-delivery / late arrival / extra charges.

In case you cannot meet the deadlines, please inform K+N (Kühne + Nagel) as soon as possible.

Please check

your tracking status to see if your shipment has arrived at K+N.

Time Schedule

	Arrival Seafreight Shipments at Hamburg Port	Full Container Load (FCL) Less Than Full Container Load (LCL)	21 January - 7 March 2022
	Arrival Airfreight Shipments at Hannover Airport (HAJ)	Foreign Countries and EU Member Countries	21 January - 11 March 2022
	Arrival Of Part- & Full Trailers as well as Groupage Shipments	Part- & Full Trailers Groupage Freight	21 January - 11 March 2022
	Arrival Courier Shipments	UPS, FEDEX, DHL and others	21 January - 11 March 2022
	Delivery to Jury Hall Berlin for self-assembling	Self-assembling	needs to be confirmed

3. Terms of Delivery and Self-Assembly

Terms of Delivery

All shipments have to be sent on a freight prepaid basis to the below mentioned air- and seaports or to our warehouse.



Shipments which are not shipped as freight prepaid, will NOT be accepted.

All products must be delivered pre-assembled or registered for self-assembly. For shipments that have to be installed by our team an additional fee can be charged by K+N depending on the expenditure (EUR 100 per hour).



In general you can choose any logistics company to send your article. For shipments from non-EU countries, you must ensure that the selected logistics company can handle customs clearance for you and **that all relevant documents are enclosed**. Shipments from non-EU countries must be delivered free of charge for recipient, i.e. "duty paid" or "DDP delivered duty paid".

Self-Assembly and Delivery of Motor Vehicles

iF does not assemble articles. If products are very large or it is necessary to have a product assembled by specialists, you can deliver the product directly to the jury hall in Berlin and assemble it there. All products that are set up by participants or their assembly team must also be dismantled after the jury or exhibition.



For motor vehicles, self-assembly is mandatory. Products for which self-assembly was selected cannot be sent to the K+N warehouse. These products must be delivered directly to the jury hall.

Please note

Register your entries for self-assembly under service@ifdesign.de

[More information for self-assembly](#)

4. Transport Information, Markings, Documentation

Shipping Marks

To ensure a smooth inbound handling, please use the below shipping marks for all shipping documents such as

- Bill of Lading
- Air Waybill (AWB)
- Express Courier Waybill
- CMR Waybill

Consignee Address for Air / Sea / Truck

Kühne + Nagel (AG & Co.) KG,
KN Expo & Event Logistics
iF Design Award 2022
Karlsruher Strasse 4
30880 Laatzen (Hannover)
Germany

Please use

the prepared logistics label and note all entry IDs. The label is available for download in your my iF account.

Time Frame

Delivery possible 21 January to 11 March 2022,
Monday to Friday from 8:30 a.m. to 3:30 p.m. daily.

Markings per Piece

Please send your articles in sturdy multiple packaging. All articles and their transport packaging must be clearly marked with the entry ID and the category number.

All entry IDs must be listed on the outside of the packaging.

Of course other specific marks such as dangerous goods have to be on the cases as well. Dangerous goods need to be packed in appropriate packing and separately from the rest of the shipment.

Please use

the prepared entry labels in your my iF account.

4. Transport Information, Markings, Documentation

Documents for Customs Clearance

Mandatory for all Shipments from NON-EU countries

For temporary or final customs clearance, please provide the following documents (copies are needed in advance, along with your booking):

- Bill of Lading, AWB, Express Courier waybill or CMR
- Commercial or **Proforma Invoice** as well as Packing List and **EORI number**, power of attorney

If applicable

- Certificate of Origin (Form-A)
- EUR.1
- A.TR
- Fumigation Certificate
- DGR Certificate

The Invoice has to contain following information:

- Name of the Exhibition (iF DESIGN AWARD 2022)
- Shipper and Consignee Address
- Detailed description of the goods (incl. serial and model number/s)
- VERY IMPORTANT: Customs codes / H.S. numbers
- Value per every single item as well as total value
- Shipping term: DAP Hanover, Country of origin or manufacture
- Number of pieces, dimensions and weight
- Place, Date, Signature and Stamp

Please categorise

the goods into exhibits, display or stand building materials and brochures, gifts or other give-away items. Please take note of import restrictions.

EORI number

is necessary for permanent customs clearance and as well for consumable items.

Change in European Customs Law / EORI No. Mandatory

From the beginning of 2011 each company that wants to import goods into European Union needs a registration number, so called

EORI (Economic Operators' Registration and Identification System)

This number must be submitted only once and can be used for all future imports into European Union. To apply for this number, please use following link:

[Application form for EORI](#)

[Information about EORI number](#)

EORI number

Please add this number to your order. Without this number we are not able to start the customs clearance process.

Incorrect information on the shipping documents will cause problems and delays.

5. Import Restrictions

Import Regulations

Because of strict import regulations in Germany, no food, beverages (especially alcoholic products), tobacco products, some silicon photovoltaic modules or products made of animal skins should be packed by, otherwise it can cause a delay or complete customs stop of the whole shipment.

Electronic Products

Important for all types of electric devices, machinery, medical devices, USB-Stick etc. A "CE sign" incl. the following information is mandatory on device:

- Non removable CE Sign
- German manual
- EC-Declaration of Conformity
- European Representative incl. address
- ID number

Dangerous Goods

Import of dangerous goods to an exhibition is also restricted. Therefore it is essential to contact us beforehand, if you are planning to ship dangerous goods as per ADR / RID / IMO or per IMDG-Codes or per IATA-DGR or other applicable DGR.

6. Packaging

It is essential that each sender ensures, the cases utilized to transport their exhibits and displays, are of sufficient strength and are waterproof.

Cases should be constructed with sturdy bases, have pre-fabricated sections and have been built as a bolted returnable container.

For heavy goods, the exhibits must be fixed on a base plate, to position it with a forklift on the booth.

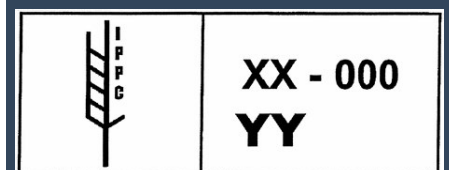
The risk of damages and loosing cartons is very high in case of sending single cartons on a pallet without proper packing. Therefore we suggest to send only closed and sturdy cases.

The approved treatments for solid wood packaging material are

- heat treatment to a minimum wood core temperature of 56°C for a minimum of 30 minutes or
- fumigation with methyl bromide.

Logo

To certify treatment, the WPM must be marked with the International Plant Protection Convention (IPPC) logo.



7. Transport Insurance

We would like to mention that all work, which is undertaken by iF and their logistics partner K+N, will be done at the owner's risk. Our logistics partner K+N operates exclusively in accordance with the 2017 version of the Allgemeinen Deutschen Spediteurbedingungen – ADSp (German Freight Forwarders' General Terms and Conditions). Particularly, we expressly refer to the deviating statutory liability limitations in clause 23 and 24 ADSp.

Recommendation

We can recommend you to cover a transport insurance. Please do not hesitate to contact K+N to request an offer upon insurance.

8. Bank Information

Inbound and outbound charges, including customs duty deposit and other charges as per tariff or agreement, have to be paid by bank transfer or via credit card prior arrival of the cargo at the foreign destination.

Recipient name: Kühne + Nagel (AG&Co.) KG
Name of Bank: Deutsche Bank AG, Frankfurt
IBAN: DE03 5007 0010 0313 1331 00
BIC: DEUTDEFF

9. After the iF Final Jury

With your registration you have to select what should happen with your entry after the iF Final Jury in March 2022.

Do not Return Entry

You agree that your entry will not be returned and will become the property of iF International Forum Design GmbH. iF has the right to dispose of or donate your entry directly after the jury.

Pick up of Entry

You agree to have your entries picked up at the warehouse of iF's logistics partner Kühne + Nagel or to have a company do so at your own expense.

Dates for Collection

12 to 27 April 2022,

Monday to Friday from 8:30 a.m. to 3:30 p.m. daily.

Important

The above collection dates are fixed and mandatory. Products not picked up by the end of this period will be automatically disposed of or donated by iF.

To ensure a smooth process, you must notify K+N by email or phone at least one day prior to the pickup. The entry-ID (e.g. 351-PD-xxxxxx) is required as a reference number for the pickup. If you assign someone to do the pickup, please give them all the entry IDs. Otherwise it is not possible for the iF logistics partner K+N to identify and release your entries.