



HYDRO 2016
ROSTOCK-WARNEMÜNDE
08.-10. NOVEMBER

Delivery and Collection of Exhibition Materials

Due to restrictions at the conference venue "Yachthafenresidenz Hohe Düne" it is not possible to send exhibition materials directly to the conference centre prior to the event nor to have courier services collecting items after exhibition break down.

There is an **official freight contractor** that is allowed to handle all freight on site. Please send all your goods for the HYDRO 2016 exhibition following the instructions below. You will receive the packages directly at your stand on Monday, 7th November, 15:00. Items for return will be collected after exhibition breakdown at the same place. Please ensure that you're your exhibits and promotion material is adequately insured.

For any questions regarding freight handling please contact the contractor directly.

All services from the freight contractor will be charged separately and directly to the exhibitor. Only prepaid shipments will be accepted.

Shipping of Goods

Please complete and return the attached **Freight Handling Form** as soon as possible. Deliveries should not arrive earlier than Tuesday, 1st of November.

All items needs to be clearly marked:

HYDRO 2016 / Stand No. xx / company name

and addressed to our contractor:

Nordlicht Kurier & Spedition GmbH & Co. KG
Ost-West Str. 5
18147 Rostock
GERMANY

Contact: Mr. Michael Buettner
Tel.: +49 381 67 00 464
Fax: +49 381 67 00 465
e-mail: hydro2016@nk-s.de

Please send a copy of the **packing list and pro forma invoice** to hydro2016@nk-s.de (if applicable).

In case of materials to be sent from outside the European Community customs will be handled by our freight contractor for simplicity.

Courier service (like UPS, DHL, TNT, FEDEX, ...):

Please ship directly to our contractor (address and contact as above). Only prepaid shipments will be accepted.

Airfreight through agent:

Please ship to **Hamburg airport (HAM)** only. Please dispatch **by direct AWB** only. No consol and back to back are accepted. **Delivery to and notify our contractor** (address and contact as above). Only prepaid shipments will be accepted.

Return of Goods

Following the exhibition breakdown (Thursday, 10th November, 16:00), materials may be left for collection by the freight contractor. Please hand in a completed **Freight Collection Form** to the Conference Office (Registration) before you leave the exhibition area. The form will be available from the registration desk. Your goods will be shipped by the freight contractor. All materials must be packaged ready for shipment and clearly labelled with the delivery address.



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HYDRO2016 Freight Handling Form

Stand No.:

Organisation	
Contact Name	
Position	
Telephone	
Fax	
e-mail	

A total number of packages will be sent prior to the event:

Package No.	Dimensions			Weight (kg)	Value (EUR)	Return after exhibition (yes / no)
	Width (m)	Height (m)	Depth (m)			

Please indicate approximate size and weight of each item. If the materials are sent from outside the European Community please also fill in value and indicate if the item has to be returned after the exhibition or not (like for promotional material, give-aways, etc.).

.....
Place, Date

.....
Signature

Please return this form by mail to hydro2016@nk-s.de as soon as possible.