



Unit 13, Central Park Estate,
Staines Road, Hounslow,
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Shipping Instructions for SPIEL Essen 2025

Consignment:

Delivery address:

Scanwell Logistics LHR Ltd
Unit 13, Central Park Estate,
Staines Road, Hounslow.
TW4 5DJ

Notify:

Name of Exhibitor:

City & Country:

c/o Schenker Deutschland AG

Hall / Booth Number:

Notification:

Please send all expected dates of arrival at Scanwell prior to shipping.

Deadlines:

For receipt of cargo by Scanwell

Airfreight 10 Days prior to show start date.

Road freight 15 Days prior to show start.

Exhibition Dates:

Build up period : 20.10.2025 – 22.10.2025

Runtime : 23.10.2025 – 27.10.2025

Dismantling period : 26.10.2025 – 27.10.2025

Customs Clearance:

All goods MUST clear Customs in Essen, whether the clearance is arranged on a temporary or permanent basis.

To clear the goods we require the following:

Documentation - Exhibits originating within the European Community:

- CMR – a truck waybill and packing list
- T1 document (customs transit document). Will be issued by Scanwell LHR.
- Proforma Invoice in English (1 x Original & 2 x Copies), showing the invoice date and number, separate prices, harmonized customs goods number (HS codes) and terms of delivery.
- Please arrange separate invoices for consumable/advertising material and exhibits that will be returned to you after the show.
- Packing List in English (1 x Original & 2 x Copies)
- Certificate of Origin or Import License may be required depending on product. Please check.
- Customs Authorization (Power of Attorney)
- Customs clearance will be submitted in the name of the exhibitor by Direct Representation.

Documentation - Exhibits originating from outside the European Community:

All of the above plus - An **EU or German** VAT and EORI number

Dual Use Items:

The client assures and warrants compliance with all export control regulations to which they are subject, including anti-boycott provisions, sanctions requirements and sanction list screening in relation to import, export, customs clearance and national transactions, in the performance of their duties as per this Agreement at present and in future.

The client is responsible for obtaining all necessary licenses, approvals, permits and/or exemptions. Particular care must be taken when exporting dual-use goods (in accordance with Annex 1 of the EU Dual-Use Regulation), goods listed in Part 1 Section A or B of the German Export List and with regard to applicable embargo regulations.

Packaging:

Internal Packaging

*For All necessary compliance and rules for selling board games in the EU/Germany please refer to the attached appendix

Shipping Packaging:

All packaging should be of the highest standard. If the exhibits are intended to be re-shipped, the cases must be re-useable.

All packaging must be equipped with skids for forklift and pallet truck handling.

Wood packaging requirements apply in the European Community.

Fumigation must be arranged for all wooden packing materials in the country of origin before shipping to Essen except or packing made entirely of plywood/wood chip board.

Empty packaging:

Once your empty packaging materials are ready to be removed from your booth, we will arrange to have them picked up and taken to the empty storage facility on-site.

We will provide special labels for your empty packing material.

Empties without those special labels will not be collected!

After the show closes, we will arrange for the re-delivery of your empties to your booth

Charges:

Scanwell can, via prior arrangements, cover all the on-site logistical charges for a fee of cost plus 10%.

Total charges invoice will be raised in GB£ after your return from the venue on an immediate payment basis.