



Timeslot Request Form

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EXHIBITION

Exhibitor _____

Booth No. _____

Contractor contact details _____

Company name _____

Address _____

Contact _____

Phone _____

Fax _____

Email _____

This form is not
applicable for shipments
via warehouse or
courier deliveries like
DHL, FedEx, etc.

SHIPMENT DETAILS

Transit van _____

Size _____

Part load trailer _____

Loading meters _____ ldm

Full load trailer _____

No. of trailers _____

Total gross weight _____ kgs

Volume _____ cbm

LOADING SLOTS

Build up _____ Date _____ Time _____

Dismantling _____ Date _____ Time _____

Build up _____ Date _____ Time _____

Dismantling _____ Date _____ Time _____

Build up _____ Date _____ Time _____

Dismantling _____ Date _____ Time _____

FORKLIFT SERVICES

needed for loading _____ yes no

needed for unloading _____ yes no

Please return answer to ↓

TERMS

Any form received later than _____ will be subject to a surcharge of 30% on the handling tariff. Slots will be given depending on size of shipment, stand size and location. Final Slots will be confirmed to you latest _____ . Cancellation of booked and confirmed slots less than three days prior to confirmed time slot will be subject to a cancellation fee of 500,00 € regardless of vehicle size. Please send this form latest _____ to one of the following contacts on the right.