



## **Official Shipping Instructions For Road, Air & Sea Shipments**

DB Schenker is the official **Logistics Contractor** for  
WOMEX 2025 on 22nd to 25th  
October 2025 Tampere, Finland



## General Information & Deadlines

WOMEX 2025 is in collaboration with DB Schenker Finland, who is responsible of controlling the shipments inbound and outbound flow to/from Tampere. The event is taking place between 22nd-26th of October 2025 at Tampere Talo.

DB Schenker will help the sender to choose correct shipping mode from exhibitor door to stand in event location in Tampere and back. For any enquires regarding at WOMEX 2025, please do not hesitate to contact us using the below details:

Schenker Deutschland AG  
Hannover Branch Office / Fairs, Events and Special Logistics  
[tobias.krause@dbschenker.com](mailto:tobias.krause@dbschenker.com) & [francesca.lorenzi@dbschenker.com](mailto:francesca.lorenzi@dbschenker.com)

**PLEASE NOTE THAT IT IS NOT ALLOWED TO SEND ANY GOODS DIRECTLY TO TAMPERE TALO**

### General information about event timeline & Deadlines

All shipping documents and other relevant information must be forwarded to [tobias.krause@dbschenker.com](mailto:tobias.krause@dbschenker.com) & [francesca.lorenzi@dbschenker.com](mailto:francesca.lorenzi@dbschenker.com) before the deadlines. Failure to do so may result in delays to your shipment.

If you have anything to ask about the deadlines or shipping, please contact:  
[tobias.krause@dbschenker.com](mailto:tobias.krause@dbschenker.com) & [francesca.lorenzi@dbschenker.com](mailto:francesca.lorenzi@dbschenker.com)

Late pre-advice surcharges apply after: 12.10.2025

Shipments arriving after deadlines will incur a 30% surcharge on all handling rates. The requested delivery date to stand may also be affected. DB Schenker will make reasonable efforts to ensure late shipments arrive prior to the show opening but the on time arrival cannot be guaranteed, if the deadlines are not followed.

Please note that below build-up, exhibition and breakdown dates and times have been provided by the event organizer. If you require or have arrangements outside of the time, please do not hesitate to contact us for more details.

### Event timeline, arrival and Documentation Deadlines:

Event:	Dates:	Times:
<u>Build-up</u>	20.-22.10.2025	10.00 -14.00
<u>Event</u>	22.10.2025 – 25.10.2025	14.00-18.00 (22th) 10.00-18.00
<u>Breakdown</u>	25.10.2025	18.00-22.00

After the event, please note that you don't leave the stand before the goods have been released to DB Schenker. The responsibility of the goods transfers from the exhibitor to DB Schenker after the release.

### Latest Shipping deadlines:

Transport Mode:	Documents Pre-Advice:	Freight Arrival deadline:
<u>LAND FREIGHT</u> Arrival at Schenker Lempäälä terminal	3.10.2025	10.10.2025
<u>AIR FREIGHT</u> Arrival at airport Helsinki HEL	26.9.2025	1.10.2025
<u>OCEAN FREIGHT</u> Arrival at Port Helsinki HEL	22.9.2025	26.9.2025
<u>COURIER / SMALL PARCELS</u>	8.10.2025	10.10.2025

### Deliveries & Warehouse:

Schenker Warehouse Lempäälä

All shipments must arrive to Schenker warehouse according to above shipping deadlines. It is not allowed to send any goods directly to the event location.

#### Warehouse address:

Schenker Fairs, Events and Special Logistics / Schenker Oy / WOMEX 2025  
 Terminaalitie 2  
 37570 Lempäälä  
 Delivery time: Mon- Fri 07.00-21.00  
[fi.sm.hel.events@dbschenker.com](mailto:fi.sm.hel.events@dbschenker.com)  
 Phone: +358 105 204 285

It is important to send all emails to our shared mailbox to avoid delays

# Delivery information

## Customs Clearance:

All shipments for the Fairs & Events that are not C-status (EU Community goods) cargo needs to be customs cleared under standard conditions.

DB Schenker Finland will help with customs clearance topics. Please note that DB Schenker can only handle the customs to shipments which arrive within DB Schenker network. Shipments which are arriving in other networks, customs needs to be handled within that network.

## Permanent importation:

Giveways, promotional material and consumables must be custom cleared with an invoice. No taxes and duties will apply for these types of goods.

The Invoice need to contain the following information:

- Shippers address
- Package information
- Item description and HS-Code
- Quantity, Value and Weight
- Name of Consignee
- Name of exhibitor
- Stand No.

## Temporary importation:

Cargo that will return after the event can be handled as temporary cargo.

- ATA Carnet
- Temporary clearance

For temporary clearance an invoice will be needed and depending on value of the cargo a deposit to Schenker Finland can be required.

- Shippers address
- Package information
- Item description and HS-Code
- Quantity, Value and Weight
- Expected stay in Finland
- Name of Consignee
- Name of exhibitor
- Stand No.

Please contact us for further details.

# Delivery information

## Re-Export:

Any items imported under Carnet-ATA or temporary clearance must be re-exported completely within the authorized time period (12 months).

Carnet-ATA enables the temporary import avoiding any duties and taxes or customs deposits in destination country. It does not cover consumable goods, disposable items or goods intended for commercial use. The Carnet-ATA covers eligible goods temporarily imported for up to one year. Such goods must be exported back by the holder before the permitted term for a temporary stay expires.

If goods are under temporary clearance, shipment need to be re-exported within 6 months, the DB Schenker Fairs Team will need to know exactly the items staying in Finland and subsequently arrange the permanent clearance for those. The relevant import customs duties and taxes must be paid.

For any additional items to be exported as cargo such as received gifts/goods imported permanently/purchased goods, ect., a new proforma invoice showing the additional items will be required.

## Freight instructions & Labeling:

### Freight instructions:

Freight Mode:	Consignee information:	Notify Party:
Air	MAWB & HAWB: DB Schenker Finland, Fairs & Events, Special log. Tikkurilantie 147, 01530, Vantaa	WOMEX 2025 Exhibitor name Stand number
Ocean	Upon request	WOMEX 2025 Exhibitor name Stand number
Road	Schenker Fairs, Events and Special Logistics WOMEX 2025 Terminaalitie 2 37570 Lempäälä	WOMEX 2025 Exhibitor name Stand number
Courier / Small parcels	Schenker Fairs, Events and Special Logistics WOMEX 2025 Terminaalitie 2 37570 Lempäälä	WOMEX 2025 Exhibitor name Stand number

### Air:

All shipments must arrive at airport (HEL) on own MAWB, addressed to the consignee above. Please follow the above mentioned deadlines. Exhibition goods need to be mentioned on AWB

### Ocean:

All shipments must arrive at port, on own Master Bill of lading and addressed to above mentioned consignee. Please follow the above mentioned deadlines. Exhibition goods need to be mentioned on AWB.

### Truck:

Please follow the deadlines and mark goods as in instructions

#### Courier shipments:

All courier shipments need to be sent to DB Schenker warehouse before the event. It is not allowed to send goods directly to the Tampere Talo

#### On-site service:

Please contact DB Schenker for on-site services. There are no services available by default.

#### Labelling:

Any packages shall be properly labeled and marked for easy identification, showing the following details:

#### Import:

- Shippers' address
- Package No (f.e. 1 of 6)
- Name of Consignee
- Name of exhibitor & exhibition
- Stand No.
- Contact name and phone number

#### Re-Export:

- Shippers' address
- Package No (f.e. 1 of 6)
- Name of Consignee and address of the consignee
- Contact name and phone number

#### Insurance:

DB Schenker has limited liability on any shipments lost or damaged in our care, as per international transport conventions.

As such, we encourage all Exhibitors to purchase full cargo and transport insurance policies which will cover cargo up to full value if your cargo is damaged or lost while in transit and at the Convention. Please note that during the fair cargo is on exhibitors own liability. The liability transfers back to DB Schenker after the cargo has been handed over back to DB Schenker after the fair.

The Fairs team can assist with all cargo insurances along with all questions linked to insurance.

The General Conditions of the Nordic Association of Freight Forwarders (NSAB 2015) applies to all agreements and assignments for transport, freight forwarding, warehousing or other Logistic Services entered into or performed by DB Schenker.

# Liability & Payment Details

Notes on the calculation of rates:

Chargeable weights:

- Air freight 1 cbm = 167 kgs
- Land freight 1 cbm = 333 kgs
- Ocean freight 1 cbm = 1000 kgs

For calculation of costs as per tariff, shipment weight will be rounded up to the next full 100 kgs. Same applies for cubic meters; the volume will be rounded up to the next complete cbm. The same rates will apply per each inbound and outbound handling. Finnish VAT for domestic services (25,5%) is NOT included and will be added on top.

Invoices will be issued in EURO.

The exhibitors are responsible for any costs and damages relating to wrongly documented weights (of packages).

For any special requests in regards to freight handling instructions, e.g. immediate deliveries, specific handling instructions, or voluminous, heavy and oversized cargo weighing over 5.000 kgs per piece, dangerous goods, hanging garments etc. please submit your special request to [tobias.krause@dbschenker.com](mailto:tobias.krause@dbschenker.com) & [francesca.lorenzi@dbschenker.com](mailto:francesca.lorenzi@dbschenker.com) to confirm the charges which will be based on a case by case basis. The same applies for services which are not specified in this tariff.

The following instructions must be read very carefully. Failure to comply may result in delays with the Customs clearance and subsequently lead to additional charges and/or late delivery to show site.

## Terms & Conditions:

Prices based on information received, current price and cost level and work during normal working hours. Rights to the price changes reserved accordingly. Possible overtime work will be charged separately. Exhibition goods insurance will be marked on your written order.

The assignments apply to the international and national orders and laws per each transportation mode.

Free loading- / unloading time is 1 hour (direct collect / unloading on wheels), overtime charge 75 € / hour.

Taxes, duties, official fees are not included. Taxes and price increases due to changes in law or regulations or any other actions taken by authorities will be added to the rates as from effective date. The increase also concerns offers and agreements already made.

The general Conditions of the Nordic Association of Freight Forwarders (NSAB 2015) will be applied to the transports and other services. NSAB 2015, paragraph 27§C.3 is not applied to the warehousing agreements. Schenker Oy does not insure the goods. Confirmed transportation times (ETS/ETA) are estimates, those can change not caused by our actions. DB Schenker transports the goods as carrier's liability. When concerning unloadings, loadings, during the exhibitions and other intermediated services Schenker Oy acts as intermediary and is not responsible of the actions or neglects of a third party. Conditions of NSAB 2015 are available in our office.

# On-site handling tariff

## Exhibition tariff sheet:

All rates are given in EUR and excluding VAT (25,5%). Any additional costs applying on the fair ground or event are as per outlay +10%.

If you need any help to understand the fees applicable to your shipment, do not hesitate to contact us

Delivery from DB Schenker warehouse to the booth and vice versa:

Service (Inbound to warehouse)	Remark:	Price:
Shipments in DB Schenker land, air & ocean network		Please ask a quotation: <a href="mailto:tobias.krause@dbschenker.com">tobias.krause@dbschenker.com</a> <a href="mailto:francesca.lorenzi@dbschenker.com">francesca.lorenzi@dbschenker.com</a>
AIR: Terminal surcharge	per kgs, 1 CBM = 167 kg	0,30 EUR / kg
AIR: Handling		35 EUR / Shipment
AIR: Clearance		135 EUR / Shipment
AIR: Delivery to DB Schenker warehouse		+100 kg = 0,70 e / kg +300 kg = 0,63 e / kg + 500 kg = 0,57 e / kg
Service (Warehouse to fairground):	Remark:	Price:
Delivery from DB Schenker warehouse to the stand	Min: 195 €, Max 5 days of storage, 1 CBM = 200 kgs, price per 100kgs	97,50 EUR / 100 kg
Delivery from stand to DB Schenker warehouse	Min: 195 €, Max 5 days of storage, 1 CBM = 200 kgs, price per 100kgs	97,50 EUR / 100 kg
Delivery of courier shipments	Price per package, max 15 kgs	57,50 EUR / package
Service (Customs):	Remark:	Price:
Permanent import customs clearance incl. 1 tariff code	Additional tariff code: 22 EUR	150 EUR
Temporary import customs clearance under invoice (free pass) Incl 3 tariff code	Additional tariff code: 22 EUR	200 EUR
Bond fee for temporary customs clearance under invoice (free pass)	Min. 115 EUR	5 % CIF Value
Import customs clearance under ATA-Carnet		200 EUR
Permanent export clearance incl. 1 tariff code	Additional tariff code: 22 EUR	150 EUR
Permanent export clearance, incl 3 tariff code, of temporary imported goods	Additional tariff code: 22 EUR	200 EUR
Export clearance under ATA-Carnet		200 EUR
Service (Outbound from the warehouse):	Remark:	Price:
Shipments in DB Schenker land, air & ocean network		Please ask a quotation: <a href="mailto:tobias.krause@dbschenker.com">tobias.krause@dbschenker.com</a> <a href="mailto:francesca.lorenzi@dbschenker.com">francesca.lorenzi@dbschenker.com</a>
Service (Other surcharges):	Remark:	Price:
After hours: 16:00 – 08:00	Monday to Friday	+ 50%
Saturday fee		+ 50 %
Sunday & Bank holiday fee		+ 100 %
Shipment fee	per exhibitor / shipment	145 EUR
Shipment arriving after deadlines		+ 30 %

On-site service fees:

1. Unloading / Loading:	Remark:	Price:
Direct unloading / Forklift rental		AS PER REQUEST
2. Empty Storage	Remark:	Price:
Storage of empties	min charge 2 cbm = EUR 150,00	EUR 75,00 / cbm
3. Lifting Equipment / Manpower	Remark:	Price:
Labour	min. 2 hours	AS PER REQUEST
Forklift 2,5 to with driver - for construction purposes only!	min. 1 hour	AS PER REQUEST
4. Surcharges	Remark (applicable to 1,3,4 and 5):	Price:
Monday-Friday 18:00 - 08:00		+ 50 %
Weekends and Bank Holidays	per exhibitor / shipment	+ 50 %
Work done before or after official build-up / breakdown period		+ 35 %
Work done on 1st and 2nd floor		+ 35 %
Surcharge for consolidated shipments arriving after deadline		+ 100 %

Services that can be requested:

- Round trip transportation from your premises
- Shipping via Air, Sea or Road
- Delivery directly to your exhibition stand
- Customs clearance formalities for both temporary or permanent requirements
- Removal, storage and return of your empty or full cases during the exhibition
- Onsite lifting requirements using forklifts or cranes
- Lifting platforms such as scissor lifts or cherry pickers
- Labour for packing/unpacking
- Insurance
- Event to event shipping services

Please send all inquiries to [tobias.krause@dbschenker.com](mailto:tobias.krause@dbschenker.com) & [francesca.lorenzi@dbschenker.com](mailto:francesca.lorenzi@dbschenker.com)

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## 3 Shipping Notification / WOMEX 2025, Tampere Talo Finland

Please complete the following details and email to  
[tobias.krause@dbschenker.com](mailto:tobias.krause@dbschenker.com) & [francesca.lorenzi@dbschenker.com](mailto:francesca.lorenzi@dbschenker.com)

Sender	Company	
	Street	
	City Code + Country	
	Contact Person	
	Phone number	
	Email	
Exhibitor	Company	
	Hall/ Stand No.	
	Contact Person	
	Phone Number	
Invoice address	Company	
	Street	
	City Code + Country	
	Contact Person	
	VAT-ID Number (EU)	
Transport Company	FEDEX	
	UPS	
	DHL	
	Others (please advise name)	
	Tracking Number	
Shipment Details	Country of Origin	
	Number of packages	
	Total weight (kg)	
	Dimensions	
Delivery to the stand :	Date	
	Time	
SHIPMENT CONTAINS BAG INSERTS ONLY	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Pick-up from the stand and interm. storage after Womex required:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes: Pick-up from Stand	Date	
	Time	

For the handling via Schenker, charges as per our official WOMEX 2025 tariff will apply.



**SCHENKER**

# URGENT EXHIBITION GOODS

EXHIBITOR NAME:

EXHIBITION NAME:

WOMEX 2025

22. - 25. October  
Tampere, Finland

HALL  
No.:

STAND  
No.:

Exhibitor's Contact Details:

Shipper:

Gross Weight (KG)

Dimension (CMS)  
(L x W x H)

Piece-No.

Total number  
of pieces: