



# Timeslot Request Form

FAIREXX Logistics for Exhibitions GmbH  
Marienstrasse 28  
12207 Berlin · Germany

Phone +49 30 4403 47 11  
Fax +49 30 4403 47 79  
www.fairexx.com

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

## EXHIBITION

Exhibitor	_____
Booth No.	_____
Contractor contact details	_____
Company name	_____
Address	_____
Contact	_____
Phone	_____
Fax	_____
Email	_____

## SHIPMENT DETAILS

<input type="checkbox"/> Transit van	Size	_____
<input type="checkbox"/> Part load trailer	Loading meters	_____ ldm
<input type="checkbox"/> 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	<input type="checkbox"/> yes	<input type="checkbox"/> no
needed for unloading	<input type="checkbox"/> yes	<input type="checkbox"/> no

## 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.

Please return answer to ↓

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_