



SHIPPING INSTRUCTIONS



DSV
Official Freight & On-site Handling
Contractor





Introduction

Contact Details

Exhibition Timetable

Introduction

DSV have been appointed as the official freight and on-site handling contractor for exhibitors at IAAPA 2024.

The following instructions are designed to assist you with the movement of exhibits and stand building materials.

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

Contact Details

Before the event, all enquiries should be routed via:

josie.smith@dsv.com

terence.brunton@dsv.com

Tel: +44 (0) 121 780 2627

During the event:

DSV will be contactable during the build-up, show open & break-down periods.

Exhibition Timetable

Build up date(s): 21-23 September 2024*

Show date(s): 24-26 September 2024

Break down date(s): 26-27 September 2024

*access to exhibition halls on 21 September will be from 1000hrs.



Consignee Instructions



Non EU Road Freight Consignee – via Warehouse

Schenker Logistics Nederland B.V.
Fairs, Events & Special Logistics
Casablancaweg 22
NL- 1047 HN Amsterdam

Notify Party: IAAPA 2024
c/o Exhibitor Name
Hall No. / Stand No.

All non-EU freight requiring customs clearance MUST deliver via warehouse and should consign T1 as follows:

Schenker Logistics Nederland BV
Casablancaweg 22
NL-1047 HN Amsterdam

Customs office NCTS code: NL000432



Direct Road Freight.

Schenker Logistics Nederland BV
c/o DSV Solutions
RAI Amsterdam
Europaplein
NL-1078 GZ Amsterdam

Notify Party: IAAPA 2024
c/o Exhibitor Name
Hall No. / Stand No.



Air Freight Consignee

Schenker Logistics Nederland BV
Fairs, Events & Special Logistics
Fokkerweg 300
NL-1438 AN Oude Meer
Tel. +31 30 4100456

Notify Party: IAAPA 2024
c/o Exhibitor Name
Hall No. / Stand No.



Sea Freight Consignee

Schenker Logistics Nederland BV
Fairs, Events & Special Logistics
Scheepsbouwweg 65
NL-3089 JW Heijplaat-Rotterdam
Tel. +31 30 4100456

Notify Party: IAAPA 2024
c/o Exhibitor Name
Hall No. / Stand No.

Deadline Dates and Pre-alerts



Booking Deadline

All bookings must be made by the **6th September 2024**. Any booking after this date may incur a late booking surcharge. All bookings to be sent to josie.smith@dsv.com / terence.brunton@dsv.com



Road Freight Arrival at Warehouse / Direct

Via warehouse:	5 days prior to stand delivery date
Direct deliveries:	On stand delivery date
Pre-alert:	10 days prior to vehicle arrival to; josie.smith@dsv.com / terence.brunton@dsv.com

Road freight arriving from non EU countries **MUST** report via warehouse this is where customs formalities will take place.



Air Freight Arrival at Amsterdam Airport

Freight:	10 days prior to stand delivery date
Pre-alert:	10 days prior to flight arrival to; josie.smith@dsv.com / terence.brunton@dsv.com

* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.



Sea Freight Arrival at Rotterdam Port

LCL:	14 days prior to stand delivery date
FCL:	10 days prior to stand delivery date
Pre-alert:	10 days prior to vessel arrival to; josie.smith@dsv.com / terence.brunton@dsv.com

* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.



Preshow / Post show Warehouse Handling

If you wish to use our preshow / post show warehouse handling service, please contact our show manager for further details and instructions.





Customs Documentation

All shipments from outside of the European Union must be accompanied by customs documents. Please see below requirements.

EORI Number

IMPORTANT: Any exhibitor from outside the European Union sending goods for FINAL import into The Netherlands will require a **Dutch or EU EORI number**. This includes international companies not registered in the EU.

If you already have an EORI number from any other EU country this will be valid in The Netherlands

You can apply for a Dutch EORI number online here:

[EORI - Application EORI-number for companies headquartered outside the European Union \(belastingdienst.nl\)](https://belastingdienst.nl)

This process can take 2-4 weeks so please apply as early as possible

Temporary Import Items

Goods intended for display at IAAPA 2024 which will be re-exported at the close of event, should be documented using:

ATA Carnet

Please contact your local Chamber of Commerce to obtain instructions for obtaining and completing an ATA Carnet.

If using an ATA Carnet we will need Power of Attorney for DSV Solutions Ltd and Schenker Logistics Nederland BV

OR

Combined Commercial Invoice / Packing List

This should be completed on your company letterhead addressed as follows:

IAAPA 2024

Exhibitor Name.....

Hall Number.....

Stand Number.....

The invoice should include the following information;

- Full description of all items with individual quantities and values in EUR, USD or GBP
- Total CIF value
- HS code for each item
- Serial numbers if applicable
- Country of Origin
- Gross weight and dimensions of each case / package

Please remember the description will need to be understood by people that are not familiar with your goods. The invoice should clearly state that the shipment is a 'Temporary Import'.

Please be advised that all goods entered under our bond / guarantee, remain under our control. At the end of the show, they should either be re-exported or subsequently permanently imported, by DSV only. Goods imported on DSV bond cannot be handed over to third parties to export from The Netherlands.

Final Import Items

Goods that will not be returning after the event, should be documented using a Combined Commercial Invoice / Packing List as above clearly stating that the shipment is a 'Final Import' or intended as 'Giveaways'.



Documentation

Each shipment must be accompanied by a full set of documents.

Sea freight

- 2 original and 3 copies of Bill of lading
- 3 copies of commercial / proforma invoice
- 3 copies of packing list (if available)
- 1 copy of insurance policy (if available)
- 1 original of certificate of origin / preferences (if applicable*)

Airfreight

- 2 copies of air waybill (AWB)
- 3 copies of commercial / proforma invoice
- 3 copies of packing list (if available)
- 1 original of certificate of origin / preferences (if applicable*)

Road freight

To avoid any problems with customs authorities, please present all necessary customs documents such as T-form, Carnet ATA etc., certificate of origin / preference (if applicable*) to our office upon arrival at Amsterdam. *(G.S.P. FORM-A, EUR.1, ATR.1)

Commercial invoice / packing list

For the handling of your goods, commercial / proforma invoices are required. These should contain at least the following information:

- Full address of the exhibitor, hall, and booth number (as consignee or notify)
- Detailed description of the goods (incl. model and serial number/s)
- Value of every single item as well as total (CIF)-value
- Country of origin or manufacture

It is also possible to use a combined commercial invoice/packing list. This form should contain the above mentioned details as well as number of pieces, weight, and dimensions.

It will be of assistance to categorize the goods as follows:

- exhibits
- display stand materials.
- brochures, gifts and other give away items.





Case Markings

Courier Shipments

Case Markings

We suggest that your goods are well packed and labelled for easy identification, all packages should be marked as follows:

IAAPA 2024
Amsterdam,
c/o DSV

Name of Exhibitor: _____

Stand Number: _____

Case Numbers: _____

Gross Weight/Net Weight: _____

Dimensions: _____

If your goods are from outside the EU, they may be examined by customs. Please attach a packing list to the outside of your case to assist customs in locating items within your shipment.

Courier Shipments

Courier companies cannot arrange temporary import customs and will not deliver to your Hall / Stand unless you are there to receive the shipment. We strongly advise against using them but should you wish to do so please consign the shipment as below; we will receive the courier shipment and deliver to your stand on the date required.

Schenker Logistics Nederland BV
Casablancaweg 22
NL-1047 HN Amsterdam
Tel. +31 30 4100456

Goods should be marked with IAAPA 2024, name of exhibitor, hall and stand number.

IMPORTANT: Any courier shipment from outside the European Union will require a Dutch or EU EORI number – please see previous section for details.

Courier shipments should arrive customs cleared and with duties / taxes charged back to sender. Schenker Logistics Nederland BV or DSV Solutions will not accept shipments with charges outstanding.



Special Requirements

Foodstuffs and Alcohol

The Import of foodstuffs or Alcohol into The Netherlands are subject to additional screening by the Dutch Authorities. We recommend that you contact our show manager before shipping such items as they may be subject to health checks and may require additional health documents / certificates.

Restricted items

The following items commonly require additional documentation, Certification and may not be possible to import for the exhibition.

- Tobacco Products
- Mineral Water
- Plants / Seeds
- Items containing leather or animal parts (including ivory)
- Certain electronic / communication equipment
- Textiles
- Pharmaceutical Products
- Weapons / ammunition or other Defence related products

We recommend that you contact our show manager before shipping such items as they may be subject to health checks and may require additional health documents / certificates.

Wooden Packing Materials

All wood packing materials must confirm with the International Phytosanitary Standard (ISPM-15).

This means that only wood, free of bark, correctly treated and showing the IPPC will be accepted.

Brexit information

Please note that the information provided on this page is general guidance issued without warranty, each trader should take care to review the TCA in detail to understand how to apply the terms to their own business model.

<https://www.dsv.com/en-gb/insights/brexit-impact-on-logistics>

Insurance – Payment Terms



Insurance

All work is covered under our General Trading Conditions. It is recommended that all exhibitors should arrange a comprehensive cover for their goods. This should cover the shipment to the show site, the period of display and the return to the country of origin, or an, appropriate disposal period at the conclusion of the exhibition.

Unless specifically insured, DSV is not responsible for any loss, pilferage, or damage whilst goods are left unattended on the stand. Although we will aim to make delivery to and collection from the stand, at the specified time requested, we cannot always guarantee this. Therefore, please ensure that goods are fully insured to cover all risks.

DSV can offer a competitive insurance quotation. Please contact your show manager for further details.



Terms of Payment

Please note that credit will only be offered if you have an active credit account with **DSV Solutions Ltd** or are shipping through an agent with such an account.

Bank details as follows:

Bank name:	Danske Bank Plc, 75 King William Street, London EC4N 7DT
Currency:	EURO
Account name	DSV Road Ltd
Sort code	30-12-81
A/C No.	93451854
Swift Code	DABAGB2L
IBAN:	GB73DABA30128193451854

All business is transacted only in accordance with our General Trading Conditions, a copy of these conditions are available via this [LINK](#)

