



SHIPPING INSTRUCTIONS



ICRS 2025 | Hilton Boston Park Plaza | 11-14 October 2025

DHL Trade Fairs & Events (UK) Ltd is the official logistics provider for ICRS 2025 in Boston, USA

This year's event is located at the Hilton Park Plaza Hotel in Boston. All deliveries made to the congress are required to be made by the hotel elevator. Due to the challenges that arise from this and the limited unloading area of the hotel. It is recommended that all shipments are delivered to our advanced warehouse prior to the set-up of the event and then collected from the same location once the event is finished.

Details for the address can be found in the sections below.

Prior to dispatching your goods to the event, we will work with you to approve and check all documents and import procedures and potential license requirements for your shipment.

We will also give you detailed charges specification for your shipment so that you can budget for your shipment and make an informed decision prior to good leaving your premises.

Please start this process as early as you can by completing our order form and sending us your shipping invoice for all items you wish to send to the event.

All documents can be obtained by contacting sean@dhl-exh.com

1. ESSENTIAL DATES	
Build up	<ul style="list-style-type: none">Thursday Oct 9 20:00 – 23:00Friday Oct 10 07:30 – 23:00Saturday 11 Oct 07:30 – 10:00 Cleaning only
Opening	11 - 13 October 2025
Dismantling	<ul style="list-style-type: none">Monday Oct 13 17:00 – 23:00Tuesday Oct 14 07:30 – 10:00

2. PRE-ADVISE / ORDER FORM	
DEADLINE ORDER FORM	1 September 2025

ALL PRE-ADVISES INCL. A FULL SET OF DOCUMENTS MUST BE SENT TO:

DHL Trade Fairs & Events (UK) Limited
United Kingdom



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Sean Hemphill – sean@dhl-exh.com

All shipments should be advised to us prior to sending, any requests after the 1st September maybe subject to additional charges or in worst case not being able to be sent to the event.

3. TRANSPORT-INSTRUCTIONS

3.1 AIRFREIGHT / INTERNATIONAL SHIPMENTS

We can assist with international shipping of any size pallets or boxes you wish to send to the event. So we can advise the quickest and most cost effective method of shipping, please supply us with the following information and we can assist you with your requirements.

- Size & Weights of your goods
- Value
- Contents list
- Shipping addresses
- Return details (Will goods return after the event)

If you have an external agent who you may use for shipping, please ensure they contact us in advance and all AWB instructions and details will be shared with them on request.

3.2 CUSTOMS CLEARANCE

We can handle the customs formalities on your behalf.

Depending on your needs, we can clear your shipment in one of three ways.

- **Permanent entry:** Used for goods which will remain in USA & will not be re-exported. This includes give away items such as brochures & samples, local duties & taxes apply.
- **Temporary Imports –** For Temporary imports into USA you may be required obtain a Carnet ATA for the goods or alternatively Temporary imports with Invoice maybe possible depending on the type of goods and the Value. Please advise your requirements by the order deadline so we can advise which method is required.
Carnet ATA is like a passport for your goods, all goods on Carnet cannot be sold, given away & must be re-exported after the show.
- **Please ensure temporary & permanent goods are packed separately.**



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3.3 Advanced Warehouse

For national deliveries, all deliveries should be made prior to our advanced warehouse and then all material delivered on the same vehicles to the event due to the logistical challenges faced at the venue, you can dispatch your shipment to our local Holding warehouse for us to receive cargo and transfer to venue & deliver to your stand at day and time of your requirement. Please view the official tariff for charges for this service. The delivery address is:

Capital Convention Contractors, Inc.
ICRS 2025 – Boston (Stand name / Number)
53 Northboro Road, Suite 6
Southborough, MA 01772 USA

For use of this service, please email details of your goods or completed order form and we arrange a full quotation. All deliveries to the above address Must be notified to us in advance to prevent any deliveries being refused.

Last Arrival Date	6 October 2025
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Shipments arriving after the above-mentioned date will be transferred to the venue by special vehicle and all charges will be liable to the exhibitor.

4. Payment Terms and Rates

Unless freight is routed via one of our appointed agents, we will require payment of all charges, as advised by us, prior to the start of the exhibition. Personal or foreign cheques are not acceptable. Settlement needs to be made by either bank-transfer, MasterCard, VISA or Amex on receipt of our invoice accompanied by a secure payment link.

For all onsite handling rates please see our Official Logistics Tariff available in the Exhibitor Manual.



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5. INSURANCE & LIABILITY

We operate exclusively in accordance with the latest version of the British International Freight Association General Terms and Conditions of Trading.

These limit the legal liability for damage to goods in certain circumstances whilst in the care of a forwarder. The forwarders custody liability ends with the delivery of the consignment to the exhibitor's stand even if the exhibitor or his representative is not present.

If Full value insurance is required, please advise this in advance so we can offer accordingly.

Your Logistics Partner for ICRS 2025

DHL Trade Fairs & Events (UK) Limited
Unit 17 & 9 Second Exhibition Avenue
NEC Birmingham B40 1 PJ
United Kingdom

Contact: Sean Hemphill E-Mail: sean@dhl-exh.com

We wish your company every success at ICRS 2025.

