GLOBAL EVENT LOGISTICS

ORDER FORM



ICRS 2027|Rotterdam | The Netherlands | 01 - 03 May 2027

Please indicate the services below which you require from DHL

		Set up date / Time	Dismantling Date / Time
1	Direct handling at venue with 3T Forklift		

		Set up date / Time	Dismantling Date / Time
2	Timeslot Request only for Self unloading vehicles		

		Date / Time Delivery to Stand	Return collection required after event?
3	Delivery Via Advanced Warehouse		Yes / No

		Empties	Full Goods	Accessible storage
4	Storage During Event			

		Unskilled workers	Forklift / scissor lift hire for working on stand
5	Unskilled workers / plant for construction purposes		

		customs Value	Clearance required
6	Customs Clearance (For non EU Shipments) please send all documents to Lucy@dhl-exh.com	€	Perm / Temp / Carnet

		Inbound	outbound
7	Full Transport Service from your premises to / From Event please advise requirements via email to Simon@dhl-exh.com Sizes / weights / Full pick up address / earliest collection date		

		Delivery Date / Time	Collection Date / Time
8	Timed Deliveries onsite during event from DHL Storage		

Description of Shipmnet including sizes / weights

Shipment Type:		Pallets	Cases	Boxes

PLEASE ADVISE SIZE / WEIGHTS

Exhibitor & Stand Details

Exhibitor Name		**stand contact & Number**	
Hall		**Stand Number**	

Invoicing Details

Invoicing Address					
City		**Postcode**		**Vat Number**	
Contact		**Email Address**			

Payment Terms & Conditions

upon receipt of your order form you will receive a charges specification confirming all services and costs and upon your acceptance we will raise our invoice for payment either by bank transfer or secure credit card payment link. Please return completed order form to the following:

Contact: Nigel Williams / nigel.williams1@dhl.com / Tel: +44 7967 632 867

ORDER FORM RETURN DEADLINE

Order Deadline for Transport, Forklift and onsite Services	**Friday**	**2nd April 2027**

ORDERS OR AMENDMENTS AFTER THE SPECIFIED DEADLINES WILL BE SUBJECT TO LATE BOOKING CHARGES

All our business is transacted under B.I.F.A conditions that may exclude or limit our liability in certain circumstances.

ESSA Accredited Member

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