Shipping Guidelines



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

INTRODUCTION

DHL Trade Fairs & Events UK Limited has been appointed as the official logistics contractor and as such is the only company providing handling, storage, and customs clearance for this event. Below you will find information on the services we offer and guidance as how to dispatch shipments to the event.

There will be a strict delivery schedule in place to ensure that all goods will be handled to or from stand within a set time frame which exhibitors and stand builders will need to apply to DHL for unloading slots prior to the event. Delays will occur for anyone attempting to deliver without a timeslot.

All shipments must arrive on tailgate-equipped vehicles, as forklift unloading is not available on site. we strogly recommend delivering to our advanced warehouse prior to the event set up. please contact us for rates for this service.

1 IMPORTANT DATES

Set-up	Thursday	29th April 2027
	Friday	30th April 2027
Congress Dates	Saturday	1st May 2027
	Sunday	2nd May 2027
	Monday	3rd May 2027
Dismantling	Monday	3rd May 2027

2 PRE-ADVISE / ORDER FORM DEADLINES

(Orders received after the deadlines will incur surcharges as outlined in the Official Logistics Tariff)

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

ALL VEHICLES MUST BE PRE BOOKED AND REGISTERED TO BE ABLE TO ACCESS UNLOADING ZONE
(TO DISCUSS & ARRANGE YOUR DELIVERY PLEASE CONTACT Nigel.williams1@dhl.com

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

DHL Trade Fairs & Events (UK) Limited
United Kingdom
Contact: Nigel Williams / nigel.williams1@dhl.com / Tel: +44 7967 632 867

All shipments must arrive on tailgate-equipped vehicles, as forklift unloading is not available on site.

3 TRANSPORT INSTRUCTIONS

We are happy to assist with any transport requirements you have to / from the event by various modes available. DHL are able to arrange shipments via Airfreight, Roadfreight, Express shipments and Ocean Freight.
If you require assistance please advise the blow information and we would be happy to assist and make you an offer.

• Size / Weights of goods to be transported
• Earliest date for possible collection
• Full collection address & loading facilities
• Value for customs purposes (for non EU shipments)

3.1 AIRFREIGHT

(Documents must be sent to DHL prior to shipping to be checked and given the green light to send)

If you require Air freight, please contact us for full instructions and this will be advised on request.

3.2 Road Freight

(Direct deliveries to Venue)

If you arrange your own transport, then you MUST book unloading slots with our company for any vehicles arriving at the venue as outlined in the introduction. Address for direct deliveries to the venue can be found below

All shipments must arrive on tailgate-equipped vehicles, as forklift unloading is not available on site.

Postillion Hotel & Convention Centre
WTC Rotterdam
Beursplein 37
3011 AA Rotterdam
The Netherlands

C/O ICRS 2027 / Stand name & Number

3.3 Advanced Warehouse

If you wish to send your shipmnet to our advanced warehosue facility prior to the event, please ensure you send to the below address and goods are clearly labeled with the Event name, Exhibitor name and stand details.

Gliese Event & Logistics GmbH
Auf Dem Sand 27
40721 Hilden
Germany
C/O ICRS 2027 / Stand Name / Stand Number
Contact: Julia Schmidt / +49 173 320 8034

LATEST ARRIVAL DATE (EU Origin shipmnets)	**Monday 26th April 2027**

For UK / Non-EU shipments please allow time for goods to clear customs (see below) recommended latest arrival time is at least 7 working days before build-up of the event. If customs formalities are required, DHL will automatically plan any customs procedures required for courier shipments sent without pre-advice once notified by the carrier to avoid exhibitors having delays with their goods. All charges for handling, customs clearance, T-Document registrations, and VAT & Duties with payable by the exhibitor or shipper and no goods can be released from our warehouse until payment has been agreed.

LATEST ARRIVAL DATE (Non EU Shipments)	**Friday 23rd April 2027**

3.4 Customs Clearance

Permanent Shipments

We can assist with permanent imports into th EU for international shipments. prior to dispatch please contact us to obtain a shipping invoice template in which you should complete along with signing and stamping and retrun to us for checking.
permanent materials include items such as Givaways, Literature, Stationary and items with relatively low value.

Temporary Shipments

For Temporary imports into EU it is strongly advised you obtain a Carnet ATA for the goods.
Temporary imports with invoice is possible depending on the value and shipment contents. Please seek advice from us prior to dispatch so all possibilities can be advised

All goods imported Temporary can not be sold, given away & must be re-exported after the show.
(No EU EORI number required if using a Carnet)

If sending both temporary & permanent goods ensure these are packed separately on seperate pallets / boxes.

3.5 OCEAN FREIGHT

If you require Ocean freight, please contact us for full instructions and this will be advised on request.

4 PAYMENT TERMS & 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 / cash payments are not acceptable Settlement can be made by the following methods on receipt of our invoice accompanied by a secure payment link. needs to be made by either bank-transfer, MasterCard, VISA or Amex on receipt of our invoice

- Bank Transfer (BACS)
- Mastercard / Visa
- American Express (AMEX) please advise if this is your preferred method

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

5 Insurance & Liability

We operate exclusively in accordance with the latest version of the British International Freight Association (BIFA) 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 you are tranporting valuable goods. we strongly suggest sourcing additional insurance yourselves to cover the value of the goods.

YOUR LOGISTICS PARTNER FOR ICRS 2027

DHL Trade Fairs & Events (UK) Limited
Unit 17 & 9 Second Exhibition Avenue
NEC Birmingham B40 1 PJ
United Kingdom
Contact: Nigel Williams / nigel.williams1@dhl.com / Tel: +44 7967 632 867

We wish your company every success at ICRS 2027

ESSA Accredited Member

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