



Global Transport and Logistics

5th - 7th Dec 2023

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 ILTM 2023.

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:

Terry Brunton
terence.brunton@dsv.com
Tel: +44 (0) 7443 972 536

During the event:

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

Exhibition Timetable

Build up date(s):	2 nd – 4 th December
Show date(s):	5 th – 7 th December
Break down date(s):	7 th – 8 th December



Consignee Instructions



Road Freight / Courier – Via Warehouse

Consignee: (Exhibitor / Hall no. ILTM 23)
C/O MTI – POLYGONE
1235 Chemin Des Combes
FR-06600 Antibes – France
Stand no.

Notify Party: Terry Brunton
DSV Fairs and Events
Tel: + 44 (0) 7872 842546



Road Freight Direct – Stand Fittings Only

Consignee: Palais Des Festivals
Gare Routiere Niveau – 2
FR-06400 Cannes France
C/O ILTM
Exhibitor Name / Hall / Stand

Notify Party: Terry Brunton
DSV Fairs and Events
Tel: + 44 (0) 7872 842546



Air Freight Consignee

Consignee: Martini Technotrans
Aeroport Nice Cote D'Azur
Zone De Fret
FR- 06281 Nice Cedex 3
France

Notify Party: Exhibitor Name / Hall / Stand
C/O ILTM 2023
Email: Terence.brunton@dsv.com



Deadline Dates



Road Freight Arrival Direct / At Warehouse

Via Warehouse: 24th November 2023

Direct delivery: On stand delivery date

Pre-alert: 5 working days prior to vehicle arrival to terence.brunton@dsv.com



Air Freight Arrival

Nice (NCE) 22nd November 2023

Pre-alert: 5 days prior to flight arrival to terence.brunton@dsv.com



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 France will require French **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 France

You can apply for French EORI number online at.

<https://www.douane.gouv.fr/service-en-ligne/demande-dautorisation-douaniere-et-fiscale-soprano>

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

Temporary Import Items

Goods intended for display at **ILTM 2023** 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 and Martini

OR

Combined Commercial Invoice / Packing List

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

ILTM 2023

Exhibitor Name.....

Hall Number.....

Stand Number.....

The invoice should include the following information.

- Item number
- Full description of all items with individual quantities and values in USD, EUR, or GBP
- Total CIF value
- HS code for each item
- Serial numbers and model numbers for devices
- 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 France.

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'.



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:

ILTM 2023
5th – 7th December
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 we recommend sending them to our warehouse consigned as below; we will receive the courier shipment and deliver to your stand on the date required.

Exhibitor name – ILTM 2023
c/o MTI POLYGONE
1235 Chemin Des Combes
FR-06600 Antibes
France
Stand no.

Goods should be marked with ILTM 2023, name of exhibitor and stand number.

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

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



Special Requirements

Foodstuffs & Alcohol

The Import of foodstuffs or Alcohol into France are subject to additional screening by French 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.

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.

Special Handling

In order that we can provide the correct handling equipment please advise in advance full description of any material more than 1000 kgs and/or 5m³.

Any need for special equipment (cranes, long forks, etc.) must be advised in advance prior to arrival of the shipment.

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.



Terms of Payment

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

Bank details of DSV ROAD LIMITED, BANK DANSKE, 75 King William Street, London, EC4N 7DT

Account name	DSV Road Limited
Sort code	30 12 81
A/C No.	93451854
Swift Code	DABAGB2L
IBAN:	GB73DABA30128193451854

