

**Shipping Manual**

**CEORL HNS 2024 I The CCD I Dublin I 15th – 19th June 2024**

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.

We shall be offering transport services to and from the venue by road, air and express.

There will be a strict handling 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.

|  |
| --- |
| 1. ESSENTIAL DATES |
| **BUILD-UP > 12sqm****BUILD-UP < 12sqm** | **Friday 14th June 0800-1800****Friday 14th June 1400-1800****Saturday 15th June 0800-1630****Saturday 15th June 1630-1830 (decoration only)** |
| **OPENING HOURS** | **16th-19th June**  |
| **DISMANTLING** | **Wednesday June 19th 1400-2000** |

|  |
| --- |
| **2. PRE-ADVISE / ORDER FORM** |
| **DEADLINE ORDER FORM****(for our services and time slot request)** |  **17th May 2024**  |

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

DHL Trade Fairs & Events (UK) Limited

United Kingdom

Attn: Lucy Ireland Tel: +44 7866 312970

Email: Lucy@dhl-exh.com

If you dispatch your shipment without pre-advice to us, you may occur delays and additional expenses.

|  |
| --- |
| 3. TRANSPORT-INSTRUCTIONS |
| **3.1 AIRFREIGHT**  |

**Consignee:**

**Interflow Logistics Ltd.**

**CEORL HNS 2024 / Exhibitor name / Stand number.**

**Advantage Forwarding**

**Unit 6, CRV Buildings,**

**Dundalk, Co. Louth, A91NR23**

**Office ph: +353 42 9663291**

**Notify:**

**Ace Express/ Mr. Alan Doolan**

**C/O Interflow Logistics Ltd.**

**Phone +353 01 8702881 /**

**E-mail:** **air@ace-express.com**

|  |  |
| --- | --- |
| **AIRPORT OF DESTINATION** | Dublin |
| **DEADLINE** | **7th June 2024**  |

##### ALL SHIPMENTS MUST BE SENT “FREIGHT PREPAID”

Temporary / Permanent Goods **MUST** be packed separately and shipped on separate Invoices as per official invoice Template (supplied to Exhibitors upon request for completion)

|  |
| --- |
| **3.2 ROAD FREIGHT**  |

We can offer you road transport services by full truck loads or smaller shipments using

standard or express service.

If you arrange your own transport, then you **MUST** book unloading slots with our company for any vehicles arriving at the venue. *This is mandatory whether you use our handling services. Please note that slots will be allocated on a first-come, first-served basis, Stand size and location and method of unloading.*

We strongly recommend doing this as early as possible. Due to very limited space outside the hall, we can only allow a certain number of vehicles entering at the same time.

|  |  |
| --- | --- |
| **DEADLINE ORDER FORM**  |  **17th May 2024**  |

Any attempted deliveries to the Convention centre prior to the official build up dates will be re-routed to our onsite warehouse for acceptance and charged to exhibitor as per rates set out in the official logistics Tariff

|  |
| --- |
| **3.3 Advanced Warehouse** |

If you prefer to Deliver your material prior to the official set up days, 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:

**Interflow Logistics Ltd.**

**CEORL HNS 2024 / Exhibitor name / Stand number.**

**Advantage Forwarding**

**Unit 6, CRV Buildings,**

**Dundalk, Co. Louth, A91NR23**

**Office ph: +353 42 9663291**

For use of this service, please email details of your goods or completed order form and we arrange a full quotation.

Last date for receiving at Warehouse address is **11th June 2024**

For UK / Non-EU shipments please allow additional time for goods to clear customs. recommended latest arrival time is at least 7 working days before the event Date.

|  |
| --- |
| **3.4 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 Dublin & will not be re exported.

This includes give away items such as brochures & samples, local duties & taxes apply**. (You need**

**To provide a valid EU EORI number, GB EORI numbers are not valid)**

* Temporary entry: Allows temporary import into Dublin without paying duties & taxes,

Items cannot be sold or given away. **(You need to provide a valid EU EORI number, GB EORI**

**numbers are not valid)**

* ATA Carnet: Highly recommended for goods with high values. Carnet ATA us like a passport for your goods, all goods on Carnet cannot be sold, given away & must be re-exported after the show.

 **(No EU EORI number required if using a Carnet)**

|  |
| --- |
| **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.

|  |
| --- |
| 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.

|  |
| --- |
| YOUR LOGISTICS PARTNERS FOR CEORL HNS 2024  |

**DHL Trade Fairs & Events (UK) Limited**

**Unit 17 & 9 Second Exhibition Avenue**

**NEC Birmingham B40 1 PJ**

**United Kingdom**

Contact : Lucy Ireland E-Mail : Lucy@dhl-exh.com

***We wish your company every success at CEORL HNS 2024***

****

**www.dhl-exh.com**