



Shipping Guidelines

EBCOG 2025 | Messe Frankfurt | Germany | 5th – 7th June 2025

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.

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.

Please see section 3.2 for all details regarding deliveries to / from the event and how to obtain your unloading slot.

1. ESSENTIAL DATES

Build up	4th June 0700-2200
Opening	5th – 7th June 2025
Dismantle	7th June 1800-0000

2. PRE-ADVISE / ORDER FORM

DEADLINE ORDER FORM (for our services and time slot request)	8th May 2025
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ALL PRE-ADVISES WITH ALL DETAILS MUST BE SENT PER EMAIL TO:

DHL Trade Fairs & Events (UK) Limited
 United Kingdom
 ATTN: Mr Simon Latchford
E-Mail : Simon@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 AIRWAYBILL (AWB)

DHL Trade Fairs & Events GmbH
c/o EBCOG 2025 Exhibitor’s Name & Stand Number
 Cargo Centre Messe Frankfurt Ludwig Erhard Anlage 1
 D-60327 Frankfurt

Consignee HAWB:

AIRPORT OF DESTINATION	FRANKFURT
DEADLINE	28th May 2025

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 plan to arrange transport to the event using your own method, An unloading and reloading slot **MUST** be booked whether you unload manually yourselves or use our handling services via our order form. Please note that slots will be allocated by unloading method, stand size and location and a first come first serve basis.*

Due to very limited access to the exhibition hall via elevators, we can only allow a certain number of vehicles entering at the same time. If you do not register your truck and delivery, you will not be able to access the exhibition hall until all pre registered vehicles have been unloaded.

To enter Messe Frankfurt every truck must be registered on the portal to receive an access pass.

Be aware that all deliveries by truck and loading slots must be booked through DHL and must be requested until **8th May 2025**

Option 1: DHL can assist with the registration and apply for you (admin fee € 75)

Option 2: DHL will send you the information on how to register and advise on delivery time you are allowed to request, (registration at no charge)

Please email Simon@dhl-exh.com.

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.

3.3 ADVANCED WAREHOUSE

You can send goods prior to build up dates to address below, we will receive cargo and transfer to venue & deliver to your stand at day and time of your request, charges as per official tariff.

DHL Trade fairs & Events GmbH

EBCOG 2025 Exhibitor's Name & Stand Number

Cargo Center Messe Frankfurt Ludwig Erhard Anlage 1
D-60327 Frankfurt

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

Last Arrival Date (Applies to Shipments of EU Origin Only)	Friday 30th May 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.

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.

3.4 EXPRESS / COURIER SHIPMENTS

If your company consigns shipments by express/courier services, please note that courier companies will not deliver to stands during busy build up and dismantling period and the venue and organiser will not accept deliveries on your behalf.

In order that these shipments still reach you on the stand we recommend that all shipments to be dispatched to our local warehouse (see 3.3 for address) where we can accept your shipment and then deliver to your stand upon your arrival. Please view the official tariff for this service.

3.5 CUSTOMS CLEARANCE (UK / Non-EU shipments)

We can handle the customs formalities on your behalf.

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

From now on every exhibitor will need his own EU (European Union) EORI number for ALL imports into this event PERMANENT or TEMPORARY - THIS IS COMPULSARY

- Permanent Entry: used for all goods which will remain in Germany and will not be re-exported. This includes giveaway items such as brochures and samples. This will be subject to local Vat & Duties.
- Temporary Entry: allows temporary import into Germany without paying duties and taxes but can't be sold or giveaway. All items must be re-exported after the show. Please make sure that the invoice contains detailed description of the items packed inside your commercial cargo and its single values and correct customs commodity codes.
- ATA Carnet: Highly recommended for all temporary imports. CARNET ATA is like a passport for your goods. All goods on Carnet can't be sold or giveaway and must be re-exported after the show. **(No EU EORI number or shipping invoice with commodity codes is required if using Carnet)**

For UK / Non-EU shipments please allow time for goods to clear customs.

4. ON-SITE HANDLING TARIFF

SEE ATTACHMENT

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

YOUR LOGISTICS PARTNERS FOR EBCOG 2025

DHL Trade Fairs & Events (UK) Limited
Unit 17 – Second Exhibition Ave
NEC Birmingham
United Kingdom

E-Mail : simon@dhl-exh.com

Contact : Simon Latchford

We wish your company every success at EBCOG 2025.



www.dhl-exh.com

