



## SHIPPING – FAQs

### ➤ **SECTION 1: Shipping from Inside/Outside of the EU?**

#### **Shipping from inside the EU:**

Goods which are in free circulation within the EU do not need to clear customs entering Germany. A commercial invoice is not required to cover the movement of such goods, but a **packing list**, issued on company letterhead should be provided.

If goods are not in free circulation within the EU, you must provide a **combined commercial invoice & packing list**.

*A template for this can be found in the shipping forms via Stand Orders > Shipping Services.*

#### **Shipping from outside of the EU:**

If you are shipping from outside the EU, you (as the sender of the items) are responsible for applying for and providing an **EORI number**, which is required for customs clearance. The application can take up to 7 days to be confirmed. Once this is received, you will need to provide this to your courier & add to the commercial invoice.

You are also responsible for ensuring the correct customs clearance. This differs depending on whether the items are being given away, or being re-exported. The correct **POA forms** and taxes must be paid, otherwise the shipments could be delayed, and further fines could be enforced.

*Further information & links to the forms can be found via Stand Orders > Shipping Services.*

### ➤ **SECTION 2: Choosing Your Carrier**

#### **Recommended carrier – European International Fairs Ltd:**

European International are the OFFICIAL onsite material handling contractor. They offer services on a sliding scale, depending on requirements:

- **All-in Service:** A true door-stand-door round trip freight service, including all the following services from anywhere in the world
- **Port to stand:** From arrival BRE, including customs clearance and return shipping to origin port or onward
- **Advanced Warehouse Receiving & Shipping:** Receiving and delivery to your stand and afterwards, shipped back or onward
- **Advance Warehouse Receiving & Stored:** Receiving and delivery to your stand and afterwards, safely stored pending collection
- **Unloading / Reloading (directly to/from your stand):** From 5kgs to 50,000kgs, inwards and/or outwards
- **Show Hall services only:** Scissor lift / Genie hire. Storage & handling of empties, excess product and stand-building equipment

*Full information & tariffs can be found on the portal via Stand Orders > Shipping Services.*

Using another carrier:

Please note that DHL, FedEX, UPS are **NOT** recommended for shipments, especially those coming from outside of the EU.

All deliveries into the venue or advanced warehouse MUST go through European International Fairs - please do not instruct your carrier to deliver your shipment to your stand without completing the necessary forms. An **order form or courier service order form** must be completed prior to sending the items, and the **EIFL reference number** (provided once the order form has been received) should be included on documents and labels.

*The service order form, and further information on using your own carrier, can be found via Stand Orders > Shipping Services.*

### ➤ SECTION 3: Shipping Addresses, Deadlines & Restrictions

Shipping Addresses & Deadlines:

**DO NOT SHIP DIRECTLY TO OR C/O MESSE BREMEN, AS THEY WILL NOT ACCEPT DELIVERIES.**

Air/Sea Shipping – With Customs	Road/Courier/Warehouse – Non-Customs	Road – Direct Unloading
SPACETECH EXPO EUROPE 2023 <NAME OF EXHITOR> / <HALL # / STAND #> EUROPEAN INTERNATIONAL FAIRS LTD C/O DHL FREIGHT GMBH SENATOR-NOLTING-HAUFF-STR 2-4 D-28197 BREMEN, GERMANY EIF Ref.: <EIF Ref. #>	SPACETECH EXPO EUROPE 2023 <NAME OF EXHITOR> / <HALL # / STAND #> EUROPEAN INTERNATIONAL FAIRS LTD C/O DHL FREIGHT GMBH SENATOR-NOLTING-HAUFF-STR 2-4 D-28197 BREMEN, GERMANY EIF Ref.: <EIF Ref. #>	SPACETECH EXPO EUROPE 2023 <NAME OF EXHITOR> / <HALL # / STAND #> C/O EUROPEAN INTERNATIONAL FAIRS LTD MESSE BREMEN HOLLERALLEE GATE E D-28215 BREMEN, GERMANY EIF Ref.: <EIF Ref. #>

*Label templates are available via Stand Orders > Shipping Services.*

Deadlines:

Airfreight	Bremen BRE Airport	Monday 06 November
Road Freight	Advanced Warehouse	Thursday 09 November
Road Freight	Unloading at Venue Direct to Stand	Sunday 12 – Monday 13 November

The **service order form** MUST be received prior to the shipment arriving in its destination. A 15% surcharge is applied if this form is received after these dates.

*The deadlines for these vary – please see Stand Orders > Shipping Services for the link to the service forms & the deadlines.*

### **Shipping Restrictions:**

The following products are restricted and should not be included in your shipment – foodstuffs (incl. sweets and mints), beverages, tobacco, alcohol, hazardous material, medicines, cosmetics, live animals or plants, pharmaceutical products and animal hides. Depending on country of manufacture, textile products are also restricted. German Customs will detain the entire shipment if they find such items included.

### **➤ SECTION 4: Onsite Information**

#### **Onsite storage:**

Storage of empties can be provided onsite. If you are bringing items to the show without the need for shipment, this can still be provided as a standalone service through European International. Boxes must be clearly labelled with exhibiting name & stand number.

Empties must be ready for collection by 18.00 on Monday 13<sup>th</sup> November, otherwise they will be subject to a 50% surcharge.

When the exhibition closes at 15.00hrs on Thursday 16th November, empty cases and packing materials stored will be delivered - this is estimated to take approximately 1-3 hours. Exhibitors who have ordered forklift assistance for repacking and/or loading should be aware that this will only be available after all empty cases have been returned.

### **➤ SECTION 5: Shipping Out Post-Show**

European International will drop an information pack on each stand on the final day of the show, outlining the move-out procedures, timings and further information. They will also confirm the process of shipping out post-show.

To avoid any delays, please ensure that all items are correctly labelled 'as booked' with EIFL, to avoid any delays to your shipment.

### **➤ SECTION 6: Further Information**

***For further information, please see Stand Orders > Shipping Services.***

All detailed questions regarding shipping should be directed to:

**Nick Gayle | European International Fairs Ltd.**

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