



Shipping Manual



EAHP 2025 | Bella Centre | Copenhagen | 12th - 14th March 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. 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 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. Please see section 3.2 for further details.

1. ESSENTIAL DATES	
Build up	Monday 10th March 2025 Tuesday 11th March 2025
Opening	Wednesday 12th – Friday 14th March 2025
Dismantling	Friday 14th March 2025

2. PRE-ADVISE / ORDER FORM	
DEADLINE ORDER FORM (for our services and time slot request)	14 th February 2025

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

DHL Trade Fairs & Events (UK) Limited
United Kingdom
Attn: Simon Latchford Tel: +44 7966 623777
Email: 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

DSV Solutions A/S
Center Boulevard 5
DK-2300 Copenhagen S
Notify
DSV Solution A/S
EAHP 2025
Exhibitors Name : Booth No :
Center Boulevard 5
DK-2300 Copenhagen

AIRPORT OF DESTINATION	Copenhagen CPH
DEADLINE	3rd March 2025

ALL SHIPMENTS MUST BE SENT "FREIGHT PREPAID"

3.2 ROAD FREIGHT - During Set up Dates

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. Unregistered vehicles will be refused entry to unloading areas until space becomes available.

Please contact simon@dhl-exh.com to advise of delivery plans.

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:

**DSV Solutions A/S
c/o EAHP 2025
Emma Gads Vej 11 (Area E)
DK-2300 Copenhagen**

Contact: Henrik Glendorf Tel +45 32 47 30 17 .

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 7th March 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.

Last Arrival Date (Goods Arriving from Non EU countries)	Monday 3rd March 2025
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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 Denmark & 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 Imports – For Temporary imports into Denmark you must obtain a Carnet ATA for the goods. Temporary imports with Invoice is not possible for Denmark.
Carnet ATA is like a passport for your goods, all goods on Carnet can not be sold, given away & must be re-exported after the show.
(No EU EORI number required if using a Carnet)
- **Please ensure temporary & permanent goods are packed separately.**

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 EAHP 2025

DHL Trade Fairs & Events (UK) Limited
Unit 17 & 9 Second Exhibition Avenue
NEC Birmingham B40 1 PJ
United Kingdom

Contact : Simon Latchford E-Mail : Simon@dhl-exh.com

We wish your company every success at EAHP 2025.



www.dhl-exh.com

