



Shipping Manual

ECE 2022 | MiCo Convention Centre | Milan | 21 – 24 May 2022

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	19 - 20 May 2022
OPENING HOURS	21 – 24 May 2022
DISMANTLING	24 May 2022

2. PRE-ADVISE / ORDER FORM

DEADLINE ORDER FORM (for our services and time slot request)	22 April 2022
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ALL PRE-ADVISES INCL. A FULL SET OF DOCUMENTS MUST BE SENT TO:

DHL Trade Fairs & Events (UK) Limited
United Kingdom
Attn: Mr Matthew Spokes Tel: +44 795 743 4312
Email: Matthew@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

Expotrans SPA Fiera Milano
S.S.33 del Sempione 28 – Ingresso Cargo 1
20017 Rho-MI (Italy)
c/o ECE 2022 Name of Exhibitor & Stand Number

AIRPORT OF DESTINATION	Milano Malpensa MXP
DEADLINE	9 May 2022

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	22 April 2022
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Any attempted deliveries to the MiCo 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:

Expotrans SPA Fiera Milano
S.S.33 del Sempione 28 – Ingresso Cargo 1
20017 Rho-MI (Italy)
c/o ECE 2022 Name of Exhibitor & Stand Number

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 **Tuesday 17th May 2022**

3.4 CUSTOMS CLEARANCE

We can arrange customs clearance on permanent import into Denmark. We strongly recommend use of Carnet ATA for any temporary import. Temporary import against invoice is only possible against full pre-payment of VAT and Duty. Please send us your commercial invoice by email prior to dispatch so that we can check all documents.

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 ECE 2022

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

Contact : Matthew Spokes E-Mail : Matthew@dhl-exh.com

We wish your company every success at ECE 2022.



www.dhl-exh.com

