



09-11 October 2025  
Copenhagen, Denmark

*Organised by:*

***EACTS Executive Secretariat***

*This document is prepared by the Official Forwarder:*

***European International (Fairs) Ltd***

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***This information is very important. Please read it carefully and make sure that the person or forwarder responsible for the shipping of your goods has a copy in good time.***

We are pleased to advise you that European International (Fairs) Limited has been appointed by EACTS as the sole official International Forwarding agent, Customs Broker and on-site lifting and handling contractor for EACTS 2025.

Transportation services are available through our [Network of Partners](#), who in conjunction with us can provide a complete turnkey service from collection your works through to delivered stand. Alternatively, if you are shipping with your own freight forwarder or stand builder, please pass them a copy of these instructions.

Your European International (Fairs) key contacts for this event are:

**Project Manager**

Mina Hanna

Email: [EACTS@european-intl.com](mailto:EACTS@european-intl.com)

**Operations Manager**

Jim Callaghan

E-mail: [jim.callaghan@european-intl.com](mailto:jim.callaghan@european-intl.com)

Tel. +44 1732 860330

**Show Build-up times**

Space only move-in Tuesday 07 October 08.00 –13.00 hours

Shell Scheme not permitted

Space only build up Tuesday 07 October 13.00 –19.00 hours

Shell Scheme not permitted

Space only build up Wednesday 08 October 08.00 – 20.00 hours

Shell Scheme not permitted

Space only build up Wednesday 08 October 12.00 – 20.00 hours

Shell Scheme / Inline exhibitors

**Show Breakdown times**

Space only and Shell Scheme move-out Saturday 11 October 12.00 – 20.00 hours

Space only and Shell Scheme move-out Sunday 12 October 08.00– 12.00 hours \*

\* The hall must be cleared by 12.00 hours, this means that all stands must be dismantled and packed no later 06:00 hours to allow time for re-loading. Please note carriers that have not reported in by 12.00 hours to collect will automatically result in the cargo being removed to our on-site warehouse and additional charges will be for the exhibitors account.

**Shipment Arrival Dates**

Shipments must arrive by the following dates.

**AIRFREIGHT arrival Copenhagen (CPH) airport**

no later than **Monday 29<sup>th</sup> September 2025**

**ROAD FREIGHT/COURIER to the onsite warehouse**

no later than **Friday 03<sup>rd</sup> October 2025**

For non-EU road freight please contact us for additional information regarding arrival dates and documentation requirements/ instructions.

**Shipping by Courier (DHL, FedEx, UPS, etc.)**

We do not recommend using couriers – especially for shipments coming from outside the EU. However, if this is your only choice please consign your shipment to the “Ship-to address” provided in the [Shipping by Courier Information](#) - and in accordance with the specific instructions therein. **DO NOT** ship directly to, or “c/o”, the venue itself. The venue will NOT accept deliveries on behalf of either events or exhibitors. Please note courier shipments that are refused will return to the courier companies depot. When this happens, it is very difficult to re-direct the shipment/re-consign correctly for the event and it is very unlikely the shipment will be re-delivered on time for the event.

## **Direct Show-Site Deliveries**

If you/your transport company/stand builder are making a direct delivery/collection to/from the Bella Centre Copenhagen **you must contact us in advance to book an offloading/reloading time slot.**

**On receipt of your completed [Services Order Form](#) will you be advised of your time slot and booking reference.**

**Trucks arriving earlier than their allotted time slot will be turned away until their allotted time. Trucks arriving without prior booking will only be given access once all pre-booked offloading is complete and space is available.**

To minimize congestion and to operate a smooth build up and break down target delivery dates will be set and adhered to. **Those who contact us in advance for a booking will be given priority over those who do not.** While we endeavour to meet your needs, we cannot guarantee time slots for offloading/loading. **All bookings must be received by Monday 29<sup>th</sup> September, bookings received after this deadline will be subject to 25% late booking fee.**

Please note the following truck offloading times will be allowed: 13 metre trucks 2 hours, 7.5-ton trucks 1 hour, vans and cars 30 minutes. Vehicles remaining on-site after these times will be removed. A penalty starting from €150 per vehicle maybe imposed for those who stay over their time allowance.

## **Consignee and delivery address for direct show site deliveries and advance warehouse shipments**

DSV A/S  
Emma Gads Vej 11  
Loading Area E  
DK-2300 Copenhagen S.

Exhibitor Name...../Stand Nr.....  
Event Name: EACTS 2025

A delivery note/ CMR with your stand number, company name, pieces and weight should accompany your shipment.

## **Case Marking/Packing (Please mark on 2 sides)**

In transit, shipments will be repeatedly handled. We strongly recommend using robust, skidded and re-usable crates constructed using screws and hinges, rather than nails and glue. Consider also, packing replacement of internal packaging materials with your products, as original materials can be lost or damaged during unpacking or storage. **If shipping from outside the EU, please pack items for temporary and items for permanent import separately, in different crates/ cases.**

Please do ensure that any timber or non-processed wood used in the manufacture of your crates, boxes, pallets, etc. comply with [ISPM15 regulations](#), and are branded accordingly.

Please note: -

Facilities for empty case storage during the show may be limited and empty cases will be stacked.

It is the responsibility of the exhibitor to properly pack their outbound cargo sufficiently to withstand the return transit.

Please ensure all cases are marked on at least 2 sides with the following:

DSV A/S  
Emma Gads Vej 11  
Loading Area E  
DK-2300 Copenhagen S.  
EACTS 2025  
Exhibitor Name / Booth number  
EIF Ref.: <EIF Ref. #>

Or make use of these prepared [shipping labels](#)

### **Consignee Instructions for Airfreight Shipments**

DSV A/S  
Emma Gads Vej 11  
Loading Area E  
DK-2300 Copenhagen S.

Notify: EACTS 2025  
Exhibitor Name...../Stand Nr.....

[Shipping label](#) for airfreight shipments

### **Documentation/Commercial Invoices EU Shipments**

We do not require any commercial invoices for EU shipments, however, to identify the shipment a packing list with your company details should accompany the carrier's delivery note. This packing list must include your company name and stand number, number of pieces, weight and volume of the shipment.

### **Documentation/Commercial Invoices Non-Eu Shipments**

Non-EU goods must be covered by a commercial invoice. Separate invoices are required for permanent and temporary import. Please use our [Commercial Invoice](#) format. Completion is self-explanatory, however for your guidance please refer to the following notes:

Please complete all information in English, including your company details as the shipper and VAT or IRS number.

- Case number i.e., 1 of 3, 2 of 3 etc., etc.
- Case dimensions length width and height in centimetres, gross weight in kilos.
- Description of goods, a full description including any serial and/ or model number and HS/ tariff codes.
- Quantity, unit value and total values in Euros, please note all items must have a value including give-aways and brochures. Please remember to invoice the give-aways/consumables separately.
- Sign and date the invoice.

We suggest that the values declared on commercial invoices be kept to a minimum and are not actual selling values. Before doing so however, please check with your insurers and obtain confirmation from them in this regard.

### **Customs clearance Procedures/options**

Temporary import under bond: This is a simplified system where goods can be entered under our temporary import guarantee facility for the period of the exhibition without the need to pay duty and or VAT. Goods remain under our control until eventual return or sale. All non-EU shipments consigned to the event will unless otherwise instructed be entered under our temporary import bond facility.

Permanent import clearance: Applicable to all materials for give-away and or consumption during the event, local duty and VAT will be levied.

### **Pre-advice of shipment arrival**

Please forward the pre-advice of the arrival of your shipment to: -

European International (Fairs) Limited: Mina Hanna via Email [eactsops@european-intl.com](mailto:eactsops@european-intl.com)

Pre-advice to include: Copy AWB/CMR, copy commercial invoices, Flight, carrier details and ETA.  
Exhibitor Name and contact, Number of pieces, weight and CBM

### **Insurance**

It is the responsibility of the exhibitor to arrange comprehensive insurance cover of their exhibits and other display materials, both whilst in transit to/from the exhibition, as well as whilst stored and on display there. Exhibitors should take a copy of the insurance certificate or policy document with them, as it will assist us in the event of a claim having to be made.

### **End of show**

Please note that it is the exhibitor's responsibility to repack their goods at the close of the exhibition. Please note the return of the empty cases may take a little time and we suggest that if you are planning to depart that evening that you depart as late as possible or make arrangements for the security and repacking of your materials. We cannot be held responsible for the loss or theft of materials left unattended or unpacked.

### **Ordering our Services**

Please complete and submit our [Services Order Form](#). Except for shipments received via our nominated agents, work is undertaken strictly against receipt of this form, duly completed IN FULL.

Please ensure the Services Order Form is submitted at the time of shipment.

### **Terms of Trade and Payment**

**Signatures on work orders for delivery, booth work and empties.** We will not undertake to obtain signatures from stand builders and or exhibitors for services ordered. If support documentation is required to verify work performed or empties stored, then it is the responsibility of the stand builder or exhibitor to come to our on-site office and obtain such. Any request for signatures or disputes must be made on-site during the first 2 days of the event.

Goods are handled at owner's risk in accordance with our Standard [Terms & Conditions](#) at all times.

Our payment terms are on presentation of invoice.

## **TARIFF**

Please note all charges are per exhibitor, per shipment in Euros, based on work performed during normal work hours, applicable to cargo classified as general crated/palletized cargo, cargo not to exceed 2,500 kilo forklift capacity, individual pieces not to exceed 2000 kilos or 3.00 x 2.00 x 2.00 metres and cargo that does not require any special handling or special equipment, not applicable for loose cargo and cargo that arrives after our specified arrival dates and subject to our Terms & Conditions of Trading.

Please also note that forklifts and handling services will only be guaranteed to those who booked this service in advance. **Advance bookings must be placed by Monday 29<sup>th</sup> September**, bookings received after this date will be subject to a late booking fee of 25%.

Weight volume ratio for all charges will be 1 cbm = 300 kilos rounded up to the next 100 kilos.

Handling, transport and delivery charges in sections 3, 4, 5, 7 and 8 apply to work carried out weekdays 08.00 – 17.00 hrs. For work performed weekdays 17.00 to 22.00 and on Saturdays 07.00 to 22.00 hrs 50% overtime will apply. Work done before or after official build-up / breakdown period or on 1<sup>st</sup> / 2<sup>nd</sup> floor 35% surcharge will apply. For All other times, Sundays and holidays 100% overtime will apply.

***Weight volume ratio for charges in section 4 will be 1 cubic metre = 300 kilos rounded up to the next cbm***

**1. Service/Agency fee per exhibitor/per shipment** €100.00

**2. Customs Clearance charges (Temporary/ Permanent) & re-export fee**

Customs clearance ATA Carnet	€275.00
ATA Carnet custody fee	€95.00
Temporary import/export clearance (inclusive of 1 tariff heading)	€355.00
Additional tariff headings	€30.00
Permanent import/export clearance	€295.00
Temporary import bond fee @ 3.5% - Minimum	€295.00
(mandatory for re-export of temporary goods)	
Customs inspection if applicable	€300.00
Any duties and taxes will be charged at cost + 15%	
Surcharge for clearance of goods arriving later than 3 workdays before requested stand delivery	100%

**3. Transport and Handling-AIRFREIGHT (1 cbm=167 kgs) inbound and/ or outbound/ SEAFREIGHT ON REQUEST**

From arrival CPH to stand (or stand to CPH); inclusive of interim warehouse storage and handling, airline handling, on-site overtime handling (where applicable). Excluding unpacking, placement and/ or empty case removal.

Transport and handling from arrival CPH airport to delivered stand and vice versa

€3.15 EUR/kg, Minimum €425.00

Any 3<sup>rd</sup> party charges (storage, airline, courier or agent fees) will be charged at cost + 15% outlay fee

**4. Road Freight shipments - crated and/ or palletised not applicable for un-packed/loose items**

**Warehouse Shipments (1 cbm=300 kgs, rounded up to the next cbm)**

Via the warehouse to delivered stand or vice versa, including warehouse handling in and out, 5 days interim storage, overtime handling (where applicable). Excluding unpacking, placement and/ or empty case removal.

Rate per cbm/300 kilos rounded up to the next cbm @ €135.00 per cbm minimum €275.00

## 5. Direct Offloading/Reloading

Unloading and or re-loading ex truck to stand, Excluding unpacking, placement and/ or empty case removal.

Trucks 7.5 ton and above-stand building materials €125.00 per loading metre, minimum 6 – maximum 12

Vans, small vehicles, exhibits and or stand building material @ €125.00 per loading metre – minimum 3

Mixed loads, more than one exhibitor a service fee will be applicable per exhibitor in addition to the above rate

## 6. Empty Case / Full Goods Handling - Removal, storage and return (Includes overtime)

Empty cases\* (minimum 2cbm) €95.00 per cbm

Full goods\* (minimum 2 cbm) €125.00 per cbm

### Upper floor surcharge plus 35%

\*All stored material will be rounded up to the nearest cubic metre per piece

\*Pallets exceeding 300x150x200 cms (LxWxH) will be charged an additional forklift hour as per section 7

## 7. Equipment and Labour (For work on stand only, excluding overtime) Booth Work Only

2.5 Tonne Forklift (minimum 1 hrs.), no fraction €235.00

Labour (minimum 2 hrs.), no fraction €135.00

Normal work hours Monday to Friday 08.00 to 17.00 hours

## 8. Courier Shipment Handling Via Copenhagen Warehouse (Applicable for shipments from within the EU)

Applicable for free circulation courier shipments **received outside the official the build-up periods into the warehouse and or export courier shipments that will be removed to the warehouse for collection** that are in free circulation.

1-15 kilos €150.00 per shipment

Service/Agency fee per exhibitor/per shipment €100.00 per shipment

Above 50 kilos as per section 2

For courier shipments from outside the EU please contact [eactsops@european-intl.com](mailto:eactsops@european-intl.com) for further information.

## Terms of Trade and Payment

**Signatures on work orders for delivery, booth work and empties.** We will not undertake to obtain signatures from stand builders and or exhibitors for services ordered. If support documentation is required to verify work performed or empties stored, then it is the responsibility of the stand builder or exhibitor to come to our on-site office and obtain such. Any request for signatures or disputes must be made on-site during the first 2 days of the event.

Goods are handled at owner's risk in accordance with our Standard [Trading Terms & Conditions](#) at all times.

For rates and services please contact our [agent](#) in your country or [contact us](#) directly.

By placing your freight with European International (Fairs) Ltd, or consigning it according to our instructions, you are agreeing to accept our charges for handling, transportation, customs clearance and related services, either quoted or unquoted.

Invoices are due for immediate settlement in full upon presentation. Any disputes or queries relating to invoices should be notified to us immediately. We reserve the right to demand payment before release of goods.

Bank details will be present on our invoices. We can also accept credit card payments via our [on-line payment portal](#)