

# PARCEL+POSTEXPO

## POSTAL • COURIER • EXPRESS

21<sup>st</sup>– 23<sup>rd</sup> October 2025, Amsterdam

### FREIGHT HANDLING INFORMATION

#### INTRODUCTION

European International Fairs Ltd have been appointed as the sole international freight forwarder, customs broker and on-site materials handling contractor for Parcel & Post 2025 in Amsterdam..

Please note that no other agent or contractor will be allowed to operate forklifts and or supply electrical lifting devices including scissor lifts, moffet forklifts, hiabs or crane attachments inside or around the loading areas of the venue as specified by the organiser.

#### KEY CONTACT

Your key contact for this event is:

**Mina Berti Hanna**

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

Office Tel: +44 (0) 1732 860330

**UK Office address:**

European International Fairs Limited  
Unit 6, Skitts Manor Farm  
Moor Lane,  
Edenbridge, Kent, TN8 5RA  
UNITED KINGDOM

#### KEY DATES

Early Build-up: **Saturday 18<sup>th</sup> October** (Organizers permission needed)

Official Build up dates: **Sunday 19<sup>th</sup> and Monday 20<sup>th</sup> October**

Show dates: **Tuesday 21<sup>st</sup> October – Thursday 23<sup>rd</sup> October**

Break down dates: **Thursday 23<sup>rd</sup> and Friday 24<sup>th</sup> October**

#### Arrival Deadlines

Advanced warehouse – **Tuesday 14<sup>th</sup> October**

Road freight (**Direct offload**) - **Sunday 19<sup>th</sup> October and Monday 20<sup>th</sup> October**

Airfreight – **Monday 6<sup>th</sup> October**

#### WORLDWIDE PARTNER NETWORK

Please click [here](#) to view our network of agents and partners based in the EU, who all specialise in shipping exhibition materials.

Should you prefer to use another, please ensure that they have experience of shipping exhibition materials and that they will consign your shipment in accordance with these instructions.

Details of your consignment should be submitted to us via our [online portal](#) prior to the consignment's arrival.

Shipments arriving without an order will be subject to a late order fee of 15% applicable to all services.

## AIRFREIGHT

Airfreight shipments should be sent pre-paid to arrival Amsterdam (AMS) airport, **arriving by Monday 6<sup>th</sup> October**, consigned as follows:

Consignee: DB Schenker Logistics Nederland BV	Notify: <i>&lt;name of exhibitor&gt;</i>
Fairs & Events & Special Logistics	Parcel and Post Expo 2025
Fokkerweg 300	<i>&lt;hall and booth number&gt;</i>
NL-1438 AN Oude Meer	

Details of your consignment should be submitted to us via our [online portal](#) prior to the consignment's arrival. Shipments arriving without an order will be subject to a late order fee of 15% applicable to all services.

Please refer to the customs clearance and documentation section below if you are shipping goods from outside the European Union.

## SEA FREIGHT

Sea freight shipments should be sent pre-paid to arrival Rotterdam port, **arriving by Tuesday 30<sup>th</sup> September**, consigned as follows:

Consignee: DB Schenker Logistics Nederland	Notify: <i>&lt;name of exhibitor&gt;</i>
Fairs & Events & Special Logistics	Parcel and Post Expo 2025 /
Scheepsbouwweg 65	<i>&lt;hall and booth number&gt;</i>
NL-3089 JW Heijplaat Rotterdam	

Details of your consignment should be submitted to us via our [online portal](#) prior to the consignment's arrival. Shipments arriving without an order will be subject to a late order fee of 15% applicable to all services.

Please refer to the customs clearance and documentation section below if you are shipping goods from outside the European Union.

## ADVANCE DELIVERIES

No companies have access to the exhibition areas before the official build up period unless they have express approval from the event organiser.

For deliveries prior to the official show build up period, European International have an advance local warehouse facility in Amsterdam:

Delivery address: Schenker Logistics Nederland B.V.	Notify: <i>&lt;name of exhibitor&gt;</i>
Fairs, Events & Special Logistics	Parcel & Post Expo 2025
Ankerweg 18 – Dock 103	<i>&lt;hall and booth number&gt;</i>
NL- 1041 AT Amsterdam	
The Netherlands	

Advance deliveries should be received at our warehouse by **Tuesday 14<sup>th</sup> October**.

**Opening Times: Monday to Friday 08:00- 17:00**

**If delivery is accompanied by a transit document (T1), please contact. [ppxops@european-intl.com](mailto:ppxops@european-intl.com)**

Details of your consignment should be submitted to us via our [online portal](#) prior to the consignment's arrival. Shipments arriving without an order will be subject to a late order fee of 15% applicable to all services.

## COURIER SHIPMENTS

We recommend that all courier shipments are sent to our advance warehouse (*as mentioned in advanced deliveries*) as sending courier shipments directly to the show site attracts a high risk of Customs complications.

For that reason, European International Fairs Limited are not responsible for courier shipments until received at our on-site office regardless of whether they are addressed to us or not.

Shipments arriving directly at the show site requiring payment of Customs duty, VAT or any freight charges will be refused by European International Fairs Limited unless pre-arranged. Shipments MUST therefore be sent on a DELIVERED DUTY PAID (DDP) basis.

## DIRECT DELIVERIES

Road freight shipments delivering directly to the Parcel & Post Expo 2025 show site must arrive within the official published build-up schedule for the event.

CMR's should be consigned as follows.....

Parcel and Post Expo 2025  
RAI Amsterdam  
Europaplein 2-22 /P5 –  
1078 GZ Amsterdam  
The Netherlands

For: <exhibitor name and booth number>

### PLEASE NOTE:

**For direct unloading and reloading at RAI AMSTERDAM please make sure to book a TIMESLOT [click here](#) in order to access the logistics zones of RAI Amsterdam.**

Details of your unloading or reloading requirements should be submitted to us via our [online portal](#). We will provide you with unloading (and/or reloading) references and further instructions regarding the delivery.

**Please ensure that you give your offloading booking reference and reloading reference to the driver when delivery and collecting shipments. Failure to show this will result in a delay of the shipment being off loading or reloaded**

Shipments arriving without an order form will be subject to a late order fee of 15% applicable to all services.

**Please ensure that you give your offloading booking reference and reloading reference to the driver when delivery and collecting shipments. Failure to show this will result in a delay of the shipment being off loading or reloaded.**

Shipments arriving without an order form will be subject to a late order fee of 15% applicable to all services.

## CUSTOMS CLEARANCE & DOCUMENTATION

### GENERAL INFORMATION

Goods not in free circulation, whether being shipped from within or from outside the EU, must clear customs upon arrival in Amsterdam.

We recommend that you **DO NOT** hand-carry commercial goods that are not in free circulation. Such goods are still liable for import duty and tax and may be detained by customs at the airport terminal pending customs clearance.

European International Fairs Limited can provide a temporary import Customs Guarantee to Customs on your behalf for exhibition goods under "Temporary Import" without the need to pay import duty and VAT.

The goods must remain under our control throughout and are subject to examinations by Customs. At the close of the exhibition the goods must be removed to our local warehouse for Customs clearance either for re-export or for conversion to a permanent import. Heavy penalties can apply if exhibitors or contractors remove goods under a Customs import Guarantee from the show site.

Temporary importation of goods is solely subject to the final approval of the border customs authorities. If customs reject our application for clearance on a temporary importation basis, the goods will have to be imported permanently, and customs duty and tax will be applicable.

Goods for temporary import (including ATA Carnet goods) must bear serial or product codes wherever possible. The same codes should be mentioned on the commercial invoice. The Netherlands Customs are likely to force permanent import and payment of duties if this information is not available.

### COMMERCIAL INVOICE

Shipments requiring customs clearance require a commercial invoice which complies with the following check list (alternatively an ATA Carnet may be used):

- Must be consigned to <Full name of exhibitor name>, <event name>, < Booth Number>
- Europaplein 2-22/ P5 Hall , 1078 GZ Amsterdam, The Netherlands
- Must indicate the individual weight and dimensions of each package in the shipment and should match the waybill
- Detailed description of the goods in each content of each package in English, with separate values (in EUR€) and the total value with HS Tariff codes for each individual item
- Must clearly indicate which items are packed into which boxes (piece numbers mentioned on your commercial invoice should tally up with the piece numbers mentioned on the labels attached to your packages)
- Make, model and serial numbers must be listed for any electrical items
- Goods for permanent import must be packed separately from goods for temporary import and each should have their own commercial invoice
- Must have an signature (preferably in blue ink)

We recommend that you use our [Combined Commercial Invoice & Packing List Template](#).

### TRANSIT DOCUMENTS (T1)

If you are sending a road freight to the Advanced warehouse. Please consignment to Amsterdam that requires customs clearance, please consign the transit document (T1) as follows:

DB Schenker advanced warehouse

Parcel & Post / attn: *exhibitor with hall / stand no.*

Ankerweg 18 – dock 103  
1041 AT Amsterdam  
The Netherlands  
Customs code: NL000854

Please send a Pre- alert to: [ppxops@european-intl.com](mailto:ppxops@european-intl.com) .

The drivers will need to wait until the T1 is discharged, no unloading or leaving the premises of the warehouse during this process is allowed.

Only after the discharging has been carried out and confirmed by customs department, the unloading can be started in the warehouse.

Opening hours of our customs department: Monday to Friday: 08.00 to 17.00, Sunday: 08.00 to 12.00

### POWER OF ATTORNEY

A Power of Attorney is required by customs in Netherlands for temporary and permanent customs clearance.

Please click [here](#) to download a template.

## PACKING & CASE MARKING

Packaging should be designed with internal padding and battens as to be suitable for the nature of the goods and the intended mode of transport and to be able to withstand both outward and return journeys (if required).

It should be capable of easy unpacking and repacking. It is advisable to use screws or clips for cases rather than nails.

Packaging for shipments originating from outside of the European Union must be 'ISPM15' compliant. Please contact your local Government Plant Health Authority for further details.

All cases should be clearly marked showing Electric & Hybrid Marine Expo Europe 2025 / Autonomous Ship Expo 2025, c/o European International Fairs Limited, your exhibiting name, stand number and case number (i.e. 1of3, 2of3 etc.). We recommend using our pre-formatted [label template](#).

Case numbers on the labels should tally up with those mentioned on any shipping documentation.

European International Fairs Limited can remove and store any empty packaging materials or full goods (such as ladders and toolboxes etc) from your stand during the event. Please refer to our tariff for charges. Such services can be booked via our [online portal](#).

## RESTRICTED GOODS

Please do not include any of the following items with your shipment: pharmaceuticals, tobacco and alcohol, hazardous materials (incl. aerosols, corrosives and batteries). Please [contact us](#) if it is essential for you to include such prohibited items within your consignment.

## HEAVY ITEMS & MACHINERY

Exhibitors with large machinery or other heavy exhibits should advise their requirements well in advance to ensure that the on-site logistics schedule and can be planned accordingly and the relevant lifting equipment sourced.

Under no circumstances may the weight of any equipment or exhibit material exceed the hall's maximum floor loading. Exhibitors are liable for the cost of making good any damage they cause to the exhibition hall.

Exhibitors or their representatives must be present during the unloading and positioning of machines on the stand.

## INSURANCE

Insurance is the responsibility of the exhibitor, and we do not automatically insure goods on your behalf. We strongly recommend that you arrange adequate cover for your goods for the transit to, from and during the exhibition.

## PAYMENT

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 and customs clearance and related services, either quoted or un-quoted.

Invoices are due for immediate settlement in full upon presentation of invoice.

Any disputes or queries relating to invoices should be notified to us immediately. We reserve the right to demand payment before release of goods.

Payment details will be present on our invoices. We can also accept credit card payments via our [online portal](#).

## TERMS & CONDITIONS

All work is undertaken at owner's risk and in accordance with our [terms & conditions](#).

# PARCEL+POSTEXPO

## P O S T A L • C O U R I E R • E X P R E S S

21<sup>st</sup>– 23<sup>rd</sup> October 2025, Amsterdam

### FREIGHT HANDLING TARIFF

All services provided by European International Fairs Ltd and our local partner DB Schenker Logistics Netherlands will be invoiced in accordance with this tariff. All charges are per exhibitor, per shipment, apply to general non-hazardous cargo not requiring special handling or equipment, do not include any carrier surcharges, no individual piece to exceed 1500kgs in weight, 3m in length or 2m width or height and arriving within our specified deadlines. All shipments will be rounded up to the nearest cbm/ ldm where applicable.

#### SERVICE FEE

Consignment Service Fee ( <i>applicable to all services, each way - in and outbound</i> )	€95.00 per exhibitor/shipment
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#### CUSTOMS CLEARANCE FEES

Permanent import / Temporary import / Re-export entry ( <i>incl. 3 HS codes</i> )	€195.00 per entry
ATA Carnet surcharge ( <i>in addition to above clearance fee</i> )	€270.00 per entry
Additional HS codes	€15.00 per code
Temporary Import Bond Fee	2% of CIF value (€150.00 min)
Customs Inspection	as per outlay +15%
Transit document (T1) opening or closing ( <i>if applicable</i> )	€135.00 per transit document
Duty of taxes Cost +	+ 15% - Min €27.00

#### ROAD FREIGHT CHARGES (1m<sup>3</sup> = 300kgs)

Unloading of goods from truck and delivery to stand ( <i>or vice-versa</i> ) of stand building material	€95.00 per 1 loading meter, min 7ldm
Unloading of Exhibit Material	€65.00 per 1m <sup>3</sup> ( <i>min €130.00/shipment</i> )
Unloading of goods into advance warehouse, 5 days interim storage and delivery to stand ( <i>or vice-versa</i> )	€135.00 per 1m <sup>3</sup>
( <i>overtime surcharges apply to this service. Please refer to surcharge section of this tariff</i> )	(€270.00 min per exhibitor/shipment)
	€195.00 for courier shipts, max 20kg

#### AIRFREIGHT CHARGES (1m<sup>3</sup> = 167kgs)

From arrival Amsterdam AMS to delivered stand or vice-versa, incl. of airline handling, transport, interim storage and handling shipment ( <i>overtime surcharges apply to this service. Please refer to surcharge section of this tariff</i> )	Up to 100kgs €340.00 per shipment 101kg to 250kgs €415.00 per 251kg to 500kgs €605.00 per shipment
	Above 500kgs €1.10 per additional kg / kg.vol
EU Directive Agency Fee ( <i>EU cargo only</i> )	€60.00 per exhibitor / shipment
Unknown shipper check ( <i>applicable outbound only</i> )	€165.00 per shipment

#### SEA FREIGHT CHARGES (1m<sup>3</sup> = 300kgs)

From arrival Rotterdam port to booth or reverse; incl. of terminal handing fees, transport, interim storage and handling ( <i>overtime surcharges apply to this service. Please refer to surcharge section of this tariff</i> )	€2100.00 per 20ft container FCL €2845.00 per 40ft container FCL €340.00 per 1m <sup>3</sup> (€680.00 min) LCL
FOB Charges ( <i>applicable outbound only</i> )	€275.00 per shipment

## ADDITIONAL CHARGES

Removal, storage & return of empty cases	€80.00 per 1m <sup>3</sup> Min 2m <sup>3</sup>
Removal, storage & return of full good (tools, ladders, pallet trucks etc)	€105.00 per 1m <sup>3</sup> (€210.00 min)
<i>(storage charges are applicable per order / exhibitor. Each individual piece rounded up to the next 1m<sup>3</sup>)</i>	

*Standard volume for full goods:*

Genie lift -	3cbm
Long ladder	3cbm
Long pallet truck	3cbm
Labour for assistance on booth (min 3hrs)	€75.00 per 1 hour
<i>(overtime surcharges apply to this service. Please refer to surcharge section of this tariff)</i>	
3 Ton forklift hire for booth work only (min 1hr)	€235.00 per 1 hour
<i>(overtime surcharges apply to this service. Please refer to surcharge section of this tariff)</i>	
5 Ton Forklift hire for booth work only (min 1hr)	€245.00 per 1 hour
<i>(overtime surcharges apply to this service. Please refer to surcharge section of this tariff)</i>	
Any third party charges (unless mentioned as included)	as per outlay +15%
<i>(including but not limited to airline / port storage or handover fees, duty tax etc min €25.00 outlay fee per item)</i>	

## SURCHARGES

Late Booking / Late Arrival Surcharge	+15% on all charges
Overtime surcharge – Weekdays 1800 – 0700hrs	+50% where mentioned
Overtime surcharge – Saturdays	+50% where mentioned
Overtime Surcharge – Sundays & public holidays	+100% where mentioned
Handling of individual pieces over 1500 kgs	on application