



Global Transport and Logistics

# SHIPPING INSTRUCTIONS

Airspace Integration Congress 2023

25/09 – 27/09/2023

Madrid, Spain





# Introduction – Contact details – Exhibition timetable

## Introduction

DSV Fairs & Events has been appointed as the official freight and onsite handling contractor for Airspace Integration Congress 2023 Madrid.

The following instructions are designed to assist you with the movement of exhibits and stand materials for Airspace Integration Congress 2023 Madrid.

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

## Contact details

Before the event, all enquiries should be routed via:

Matías Kreiman – [matias.kreiman.seguer@dsv.com](mailto:matias.kreiman.seguer@dsv.com)

Direct Tel.: +34 911 838 827

Mobile: +34 662 358 202

Santiago Salso – [santiago.salso.lopez@dsv.com](mailto:santiago.salso.lopez@dsv.com)

Direct Tel.: +34 911 838 829

Mobile: +34 629 349 589

During the event:

DSV will be contactable during the build-up, show open & pull-down periods.

## Exhibition timetable

### Early build up:

21/09/2023 / 11:00 – 21:30h (Stand building material only - DSV and self-loaders. Only if confirmed by organizer)

### Build up:

22/09/2023 / 08:30 – 21:30h (Stand building material only - DSV and self-loaders)

23/09/2023 / 08:30 – 21:30h (Stand building material only, Furniture and Exhibits - DSV and self-loaders) (\*)

24/09/2023 / 08:30 – 18:00h (Stand building material only, Furniture and Exhibits - DSV and self-loaders) (\*)

24/09/2023 / 18:00 – 21:00h (Empty cases will be collected)

### Show:

25/09/2023 / 09:00 – 19:30h

26/09/2023 / 09:00 – 18:00h

27/09/2023 / 09:00 – 14:00h

### Breakdown:

27/09/2023 / 14:00 – 17:00h (DSV only)

27/09/2023 / 17:00 – 20:00h (Empty cases will be delivered)

27/09/2023 / 17:00 – 21:30h (DSV and self-loaders)

28/09/2023 / 08:30 – 21:30h (DSV and self-loaders) (\*\*)

### Notes:

(\*) Hall must be clear by 18:00 hrs – 24/09/2023

(\*\*) Hall must be clear by 21:30 hrs – 28/09/2023



# Consignee instructions



All sea freight and air freight shipments must be shipped with a Master BL / House BL (sea freight) or MAWB / HAWB (air freight) (please do not use a consolidation shipment), the BLs (sea freight shipments), AWBs (air freight shipments) must be consigned as follows:

**Consignee MAWB:**

M.C. Trinter  
Avda de Fuentemar, 21  
Ed. Oficinas 1ºB  
28823 Coslada (Madrid)

**Notify MAWB:**

DSV Fairs & Events  
Contact: Matias Kreiman  
Email: [matias.kreiman.seguer@dsv.com](mailto:matias.kreiman.seguer@dsv.com)  
Tel.: +34 911 838 827



**Consignee HAWB:**

NAME OF EXHIBITOR  
c/o Airspace Integration 2023, Madrid  
IFEMA MADRID  
Hall / Booth Number

**Notify HAWB:**

Exhibitor:  
Exhibitor contact:  
Email:  
Tel:

**(please contact us in advance if any ocean freight shipment)  
(please do NOT send any freight without a pre alert)**



## Pre-show / post-show warehouse handling

Due to difficult accesses to the venue, advance receiving facilities have been established at the DSV warehouse. Only exhibition goods above 10 cbm and/or trucks containing stand building material will be allowed to unload/reload directly at the venue. Exhibition goods under 10 cbm must be shipped via warehouse. We highly recommend not sending goods directly to the venue without advance confirmation from DSV.

For road freight shipments **via DSV warehouse** the CMR must be consigned as follows:

**Consignee:**

DSV Solutions Spain, S.A.U.  
Avenida del Sistema Solar, 27  
28830 San Fernando de Henares (Madrid)

**Notify:**

NAME OF EXHIBITOR  
c/o Airspace Integration 2023, Madrid  
IFEMA MADRID  
Hall / Booth Number

**(please do NOT send any freight without a pre alert. Contact us if goods are under T1).**



## Road freight direct to the venue

All vehicles unloading at IFEMA must pre-book an unloading time slot before arriving at IFEMA, regardless of if they use DSV to unload the cargo. DSV will provide a unique access reference for your vehicle that must be shown to our staff upon arrival at IFEMA venue – hall. All early access requests will be verified with the event organizer for confirmation:

- Minimum of 75 sqm per stand.
- Maximum of 2 trucks per exhibitor.
- Furniture, exhibits and other cargo than stand building material during early build-up.



# Deadline dates

In case that an additional preclearance is necessary such as health inspection, pharmacy inspection, quality inspection (SOIVRE) what depends on the kind of product, the period for the customs entry may extend up to 3 weeks. That's why we ask you to send us the full set of documents at least 5 working days before the departure of the goods in origin. Please do not ship anything without our document approval.



## Road freight arrival

### Freight Arrival:

Pre-alert & Documents: **5 working days** before arrival at Madrid Warehouse or direct to the venue.  
Cargo: latest arrival at Madrid Warehouse: **3 working days** prior scheduled delivery date on booth.

**\*\*\* If cargo arrives under T1, deadlines are the same than air freight cargo (7 working days). Please contact us in advance to inform how to consign the T1.**



## Air freight arrival

### Air Freight Arrival:

Pre-alert & Documents: **7 working days** before arrival at Madrid airport.  
Cargo: Latest arrival at Madrid Airport: **7 working days** prior scheduled delivery date on booth.



## Sea freight arrival

### Sea Freight Arrival:

Pre-alert & Documents: **5 working days** before departing from origin Port.  
Cargo: latest arrival at Valencia Port: **12 working days** prior scheduled delivery date on booth.



## Courier – to advanced warehouse

Courier companies cannot do the customs clearance of shipments for events or exhibitions as they need an importer with a Spanish tax ID. Please avoid sending cargo with them. In case you send cargo through courier companies get in touch with us in advance.

We highly recommend sending your courier shipments to our warehouse address under CFR DSV warehouse (not DDP). This way you ensure your items arrive safely and on time. In that case, DSV will arrange customs clearance. Courier is considered as Air Freight arrival deadlines.

# Restrictions on lifting

DSV will provide all the required technical equipment.

Please remember it is not allowed to use the following own equipment inside the halls:



Forklift



Electric Hand-Pallet



Scissor Lift

Please contact us if you need to hire technical equipment.

**It is under exhibitor or stand builder responsibility to maintain free of cargo the emergency areas and to follow IFEMA's Health & Safety Rules.**

**If any cargo blocks the main aisles, could be removed by and charges may apply.**

***Attention!! Please consider 2 hours between the exhibition closing time and the start of empty cases & full goods delivery.***





# Customs documentation

The following documents are necessary/mandatory.  
Please see below the documentation required.

## Temporary items

Goods intended for display at **Airspace Integration 2023** which will return to country of origin at the close of event, should be documented using:

### **Commercial invoice or ATA Carnet**

Please contact your local Chamber of Commerce to obtain instructions for obtaining and completing an ATA Carnet.

## Permanent items

Goods that will not be returning after the event, should be documented using:

### **Commercial Invoice**

This should be completed on your letterhead addressed as follows:

**Airspace Integration 2023 Exhibitor Name..... Hall Number..... Stand Number.....**

The invoice should list all your items with a CIF value for each item as well as a total CIF value at the bottom of the invoice. Please describe your items clearly and include the country of origin plus the relevant HS / tariff code. Please remember the description will need to be understood with people that are not familiar with your goods. Invoice should clearly state that the shipment is a 'Permanent Import' or intended as 'Giveaways'. Permanent entry of products might require an importer. Please do contact in advance to check if permanent entry is possible or not.

### **In addition, for temporary / permanent entry:**

- **Passport copy of a representative of the exhibitor's company.**
- **Power of attorney. The POA should be signed by the SAME person that provided the passport copy.**
- **Transport documents. (BL, AWB or CMR in Spanish or English language).**

If necessary: Form A / EUR1 / ATR / COO (only originals will be accepted).

- **Special requested documents (depends on the type of goods).**

If required: e.g., health-, veterinary-, phytosanitary docs, certificate of wood treatment, decontamination certificate, list of ingredients, etc. in Spanish or English language.



# Customs documentation

- **Restricted and prohibited goods for Importation**

The following products are restricted and need special requirements and health/sanitary certificates: pharmaceutical products, any kind of foodstuff or beverages (candies for giveaways are also considered foodstuff by customs) and cosmetic products. The clearance procedures are very long and expensive, therefore we recommend NOT to ship any kind of these items, to avoid having your shipment stuck at Spanish customs. Textiles with origin from certain countries require a special Origin Certificate for textiles, please ask before shipping. Weapons, drugs or live animals are strictly forbidden and will not be imported for the event.

Please send us in advance a copy of your documents to check if some additional documents are needed or if there are restrictions for the importation of some of the goods to be shipped.

Please take precautions not to remove goods from the exhibition grounds before respective customs clearance has been finished.

The commercial invoice and packing list must be consigned as follows:

**Consignee:**

Exhibitor name / hall / stand nr  
(passport holder's name / passport number)  
c/o Airspace Integration 2023  
Av. del Partenón s/n,  
28042 Madrid

**Notify:**

DSV Solutions Spain, S.A.U.  
Avenida del Sistema Solar, 27  
28830 San Fernando de Henares (Madrid)  
Attn.: Matías Kreiman  
Tel.: +34 911 838 827  
Ref.: Airspace Integration 2023, Madrid

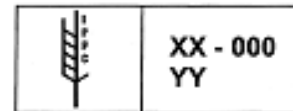
Please, be advised every item must have a declared value. No commercial value is not accepted.

**DSV Solutions Spain S.A.U. cannot act as importer/exporter of any shipment.**

Every transport will need either ATA Carnet or passport and commercial invoice for temporary or permanent entry.

# Packing & fumigation

ALL SHIPMENTS FROM OVERSEAS (from outside of the European Community arriving by air freight or sea freight) with wood packing material to Spain, such as wood block cases, lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on, fumigation must be arranged in the country of origin before sending the cargo to Spain.



Wood packing materials MUST be marked with the IPPC logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide).

To support the treatment, exhibitors should send the shipment along with a fumigation / heat treatment certificate issued by the producer of the packing material or issued by the company that did the fumigation or heat treatment and that indicates the code of the fumigation as described above.

**WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE DESTROYED OR COMPULSORILY RE-EXPORTED WITH THE CARGO WITHOUT ENTRY INTO SPAIN.**

For cargo with non-wood packing materials, the cargo owner must provide the non-wood packing declaration, which is printed out by company letterhead, signed with authorized signature and endorsed with company stamp.

DSV does not accept any responsibility for hidden damages, pressure points, scratches, drop of paint and other similar superficial damages if the shipment arrives with insufficient packing.







# Case marking

We suggest that your goods are well packed and labelled for easy identification, all packages should be marked as follows:

## **Airspace Integration 2023**

### **IFEMA MADRID**

c/o DSV Fairs & Events

Name of Exhibitor: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Case Numbers: \_\_\_\_\_

Gross Weight/Net Weight: \_\_\_\_\_

Dimensions: \_\_\_\_\_

If your goods are from outside the EU, those may be examined by customs. Please attach a packing list to the outside of your case to assist customs in locating items within your shipment.



# Insurance – Payment terms



## Insurance

All work is covered under our General Trading Conditions. It is recommended that all exhibitors should arrange a comprehensive cover for their goods. This should cover the shipment to the show site, the period of display and the return to the country of origin, or an, appropriate disposal period at the conclusion of the exhibition.

Unless specifically insured, DSV Fairs & Events is not responsible for any loss, pilferage or damage whilst goods are left unattended on the stand. Although we will aim to make delivery to and collection from the stand, at the specified time requested, we cannot always guarantee this. Therefore, please ensure that goods are fully insured to cover all risks.

DSV Fairs & Events can offer a competitive insurance quotation. Please contact your show manager for further details.



## Terms of payment

No Unauthorized Credit will be accepted. Our invoices are due for immediate payment upon presentation. Customers with no credit term or any prior agreed payment terms will have to pay the invoices before the event starts or on-site during the event and before the outward shipping of their exhibits.

Please note following methods of payment accepted:

(All payments must be **made in euros** without any deduction or deferment on account of any claims, counterclaims or offset.)

Bank details of DSV Solutions Spain, S.A.U.  
IBAN: ES77 1465 9000 1100 0183 2990  
Swift Code: BBRUESMX



# Conditions of contract

## **Conditions of Contract**

All charges are based on today's applicable rates, exchange rates and terms and conditions of all companies involved in this transport and are subject to change without prior notice.

The liability of DSV ceases with the delivery and commences with collection of shipments at the exhibition stand. It is the exhibitor's responsibility to ensure that the materials are secured after delivery / prior collection by DSV from your stand and that return shipments are properly marked by the exhibitor.

If the client also books the service of "empty case storage", they are obliged to indicate clearly if the packing material is in fact empty or packed (partially packed or full). DSV does not accept any responsibility for damages or loss of items that have been inside of packing material that has been previously declared as empty.

## **DSV Standard Terms and Conditions**

Unless otherwise agreed, all services are rendered according to the [DSV Standard Terms and Conditions](#) of DSV Group and [Condiciones Generales de Servicios Logísticos y de Expedición de DSV](#) in Spain in that order. Orders undertaken as carrier of overseas carriage are subject to conditions stipulated in the [DSV Ocean Transport B/L](#). Orders undertaken as carrier of carriage by air are subject to conditions stipulated in [DSV House Air Waybill](#). In case of discrepancy between the DSV Standard Terms and Conditions and the terms stipulated in the DSV Ocean Transport B/L or the DSV House Air Waybill, the terms of the DSV Ocean Transport B/L or the DSV House Air Waybill shall prevail. We recommend that you review the full version of named general conditions set in [www.dsv.com](http://www.dsv.com).

This message and its attached files may contain confidential information. Communication, reproduction or distribution of this message is prohibited. If you are not the final recipient, please delete it and inform us via this channel.

In accordance with the provisions of the current legislation on data protection, we inform you that your personal data will be processed under the responsibility of DSV to manage the relationship that binds us and will be stored for no longer than is necessary in maintaining the purpose of processing. The data will not be transferred to third parties unless legally obliged to do so. You may exercise your rights of access, rectification, portability, erasure, restriction and opposition by sending an e-mail to [barcelona.calidad@es.dsv.com](mailto:barcelona.calidad@es.dsv.com) or [spain.privacy@dsv.com](mailto:spain.privacy@dsv.com) and if you consider that the processing does not comply with the current legislation, you may file a claim with the supervisory authority at [www.aepd.es](http://www.aepd.es).

In compliance with the principle of data accuracy established in GDPR and LOPDGDD we request you to communicate any variation or change in your personal data that figures in our database as soon as possible by using the e-mail address [barcelona.calidad@es.dsv.com](mailto:barcelona.calidad@es.dsv.com) or [spain.privacy@dsv.com](mailto:spain.privacy@dsv.com)