



24TH WORLD CONGRESS
OF DERMATOLOGY
MILAN 2019



SHIPPING GUIDELINES

DHL Trade Fairs & Events UK Limited has been appointed as the official logistics supplier and as such is the only company providing handling, storage and customs clearance for the 24th World Congress of Dermatology to be held at MiCo in Milano between 11 - 14 June 2019.

Below you will find information on the services we offer and guidance as how to dispatch shipments to the event.

In order to have smooth access we will set up a strict **lifting schedule** to ensure that all goods will be lifted to stand within a set time frame and same again for break down.

Access to the offloading area will only be granted with agreed times.

Should you choose to use another company to provide transport services to the event, please make sure that they are given our shipping guidelines.

Please send us details of your requirements and we will send you a detailed proposal how we route your cargo and inform you of all costs so that you can plan and budget accordingly.

Same as in previous WCD we again provide you with a 24 hours secure storage area for your products where we can prepare your show samples and from where we can deliver to your stand during the show and where you can gain permanent access during show.

1. ESSENTIAL DATES

BUILD-UP	08 June 2019 / 08:00 – 19:00 hours Raw Space stands only 09 June 2019 / 08:00 – 19:00 hours All stands 10 June 2019 / 08:00 – 16:00 hours All stands
OPENING HOURS	11 - 14 June 2019
DISMANTLING	14 June 2019 / 17:00 – 21:00 hours 15 June 2019 / 07:00 – 19:00 hours

2. PRE-ADVISE / ORDER FORM

DEADLINE ORDER FORM 05 April 2019

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

DHL TFE: Mr. Horst Froehling

E-Mail: horst@dhl-exh.com

3. TRANSPORT-INSTRUCTIONS

3.1 AIRFREIGHT

CONSIGNEE AIRWAYBILL (AWB)

EXPOTRANS SPA
Fiera Milano
S.S. 33 del Sempione 28 – Ingresso Cargo 1
20017 Rho-MI (Italy) Attn Alessandra Dellavedova

Notify on AWB:

WCD 2019 Milan
Exhibitor name & Hall & Stand Number

AIRPORT OF DESTINATION Milano Malpensa **MXP**

DEADLINE 29 May 2019

ALL SHIPMENTS MUST BE SENT “FREIGHT PREPAID”



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3.2 ROAD FREIGHT

Road freight for direct arrival during set up or dismantling days

For arrival of vehicles at MiCo during set up and dismantling at venue you need to request and agree with us a time slot for offloading/reloading your vehicle and inclusion in our lifting schedule. You will not get access to unloading zone without a time slot.

We will send you access plan to venue with confirmed time for your transport company.

Road freight via advanced receiving warehouse

You can dispatch your shipment to our local warehouse for us to receive cargo and transfer to stand at day and time of your requirement. This can be done up to 15 days prior to set up day. The address of our local warehouse is:

EXPOTRANS SPA Fiera MILANO
S.S. 33 del Sempione 28 – Ingresso Cargo 1
20017 Rho-MI - Italy
c/o WCD 2019 Exhibitor's Name, hall and booth number.

3.3 SEA FREIGHT FCL or LCL SHIPMENTS

There are a number of potentials ports available for both FCL and LCL cargo. If you send us your requirements then we will work out best proposal and routing for your ocean freight shipment to and from Italy.

3.4 EXPRESS / COURIER SHIPMENTS

If your company consigns shipments by express/courier services, please note that courier companies will not deliver to stands during busy build up and dismantling period and the venue and organiser will not accept deliveries on your behalf.

In order that these shipments still reach you on stand we recommend that all shipments to be dispatched to our local warehouse (see 3.2 for address) where we can accept your shipment and then deliver to your stand upon your arrival. Please view the official tariff for this service.

4. ON-SITE HANDLING TARIFF (see enclosure)

There are no credit facilities and all charges must be paid prior to the start of the exhibition. Settlement can be made by either bank-transfer or MasterCard/VISA.

5. CUSTOMS CLEARANCE

We can arrange customs clearance for permanent and temporary import against shipping invoice. However, we strongly suggest use of Carnet ATA for temporary imported goods.

Please use our invoice and packing list template for customs. Please make sure you complete this and send to us for approval prior to dispatch to avoid any delays with customs.

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 PARTNER FOR WCD 2019

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Contact : Horst Froehling

