



## SHIPPING INSTRUCTIONS



## DSV Official Freight & On-site Handling Contractor





# Introduction

## Contact Details

## Exhibition Timetable

### Introduction

DSV have been appointed as the official freight and on-site handling contractor for **IAAPA 2026**.

The following instructions are designed to assist you with the movement of exhibits and stand materials for **IAAPA 2026**.

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:

Josie Smith – [josie.smith@dsv.com](mailto:josie.smith@dsv.com)

Neethu Balan – [neethu.balan@dsv.com](mailto:neethu.balan@dsv.com)

Jac Kearsley – [jac.kearsley@dsv.com](mailto:jac.kearsley@dsv.com)

Tel: +44 (0) 121 780 2627

During the event:

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

### Exhibition Timetable

Please note below exhibition timetable hours -

Build-up: 19-21 September 2026

Show Open: 22-24 September 2026

Breakdown: 24-25 September 2026

Halls must be clear by 16:00hrs on 25 September 2026.

All business is transacted only in accordance with our General Trading Conditions, a copy of these conditions are available via this [LINK](#)



# Consignee Instructions



## Road Freight Consignee

IAAPA 2026  
ExCeL Exhibition Centre  
One Western Gateway  
London, E16 1XL

Notify Party: DSV – [josie.smith@dsv.com](mailto:josie.smith@dsv.com)  
Tel: +44 (0)121 780 2627  
Exhibitor Name / IAAPA 2026/ Hall / Stand Number



## Air Freight Consignee

DSV Air & Sea  
Great South West Road  
Feltham, TW14 8NU

Notify Party: DSV – [josie.smith@dsv.com](mailto:josie.smith@dsv.com)  
Tel: +44 (0)121 780 2627  
Exhibitor Name / IAAPA 2026 / Hall / Stand Number



## Sea Freight Consignee

DSV Air & Sea  
Stonehouse Lane  
Purfleet, RM19 1NX

Notify Party: DSV – [josie.smith@dsv.com](mailto:josie.smith@dsv.com)  
Tel: +44 (0)121 780 2627  
Exhibitor Name / IAAPA 2026 / Hall / Stand Number



## Preshow / Post show Warehouse Handling

If you wish to use our preshow / post show warehouse handling service, please contact our show manager for further details and instructions.

# Deadline Dates

Complete pre-alerts and documentation for shipments requiring customs clearance will need to be submitted at least 48 hours before arrival. Any pre-alerts and final documents submitted after this time will incur a 30% late submission surcharge.



## Road Freight Arrival

Deliveries should arrive on-site at the exhibition venue on the day you, or your client, require the goods to be delivered to the stand.

Deliveries will be unloaded direct to the stand unless specifically instructed otherwise.

*Please see 'Customs Documentation' section regarding registering vehicles for GVMS*



## Air Freight Arrival

London Heathrow Airport:  
7-10 Working days before delivery to stand is required.

\* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.



## Sea Freight Arrival

LCL: 14 working days prior to delivery to stand date.

FCL: 7-10 working days prior to delivery to stand date.

\* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.



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# Customs Documentation

All shipments from outside of the United Kingdom must be accompanied by customs documents. Please see below requirements.

## General Information

**IMPORTANT:** Any exhibitor wishing to **permanently** import / export goods from the UK will likely **require a GB / UK EORI number**. This includes international companies not registered in the UK. You can apply for one online here -

<https://www.gov.uk/eori/apply-for-eori>

Import requirements do differ depending on which company is handling your import so, if you are not using DSV UK, please contact them directly for further information. DSV cannot assist with customs clearance being handled by courier companies such as UPS, DHL etc.

We may also require you to complete a **Power of Attorney (POA)** to allow us to arrange customs declarations on your behalf. Please contact us for more details.

**Road freight from Europe to UK** - GVMS (Goods Vehicle Movement Service) guidance can be found at the link below.

<https://www.gov.uk/guidance/register-for-the-goods-vehicle-movement-service>

**PACKING:** You must pack temporary goods separately from permanent. In addition, you must provide separate invoices for each clearance type as temporary and permanent goods require separate customs entries / clearances.

All commercial invoices must be supplied in excel format and include full details (clear description, quantities, CIF value, net & gross weight, UK HS code (10-digit import) and country of origin. Any invoices not meeting the full requirements will be rejected. For any commercial invoice with **more than 5 UK HS codes**, you must also supply a **HS code summary document** (in excel format) with your customs documents. This summary should include the total quantities, values, weights per HS code.

**Please ensure your full pre-alert is sent to DSV for review in line with the document deadlines listed in this document.**

## Temporary Import Items

Goods intended for display at **IAAPA 2026** which will return to country of origin at the close of event, should be documented using:

**ATA Carnet (Temporary Import only) OR Commercial Invoice (Temporary Import and / or Permanent import)**

Commercial invoices for each clearance type (Temporary / Permanent) need to be provided to DSV in excel format and should be completed on your letterhead addressed as follows:

**Exhibitor Name, c/o IAAPA 2026, Stand ....., ExCeL, London, E16 1XL**

Each invoice should list all items with each item requiring –

(Clear description, quantities, CIF value, net & gross weight, UK HS code (10-digit import) and country of origin

Link for UK HS codes - <https://www.gov.uk/trade-tariff>

Any invoices should also include totals at the bottom of the invoice. Please remember the description will need to be understood with people that are not familiar with your goods.

Each invoice / item should, where applicable, clearly state whether ‘Temporary Import’, ‘Permanent Import’ or ‘Giveaways’.

Please be advised that all goods entered under **the DSV bond / guarantee**, remain under our control. At the end of the show, they should either be re-exported or subsequently permanently imported, **by DSV only**. Goods imported on DSV TIB cannot be handed over to third parties to export from the UK.



# Case Markings

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

**IAAPA 2026**  
**ExCeL, London**  
c/o DSV

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

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

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

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

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

If your goods are from outside the United Kingdom, they 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 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 can offer a competitive insurance quotation. Please contact your show manager for further details.



## Terms of Payment

Please note that credit will only be offered if you have an active credit account with **DSV Solutions Ltd**. Payments must be made in GBP accounting for all bank charges. Please ensure any payments reference our invoice number and your company name.

Bank details of DSV Solutions Ltd  
Danske Bank, 75 King William Street, London, EC4N 7DT (Account Holder Name: DSV Road Ltd)

<b>Sort code:</b>	<b>30-12-81</b>
<b>Account Number:</b>	<b>93264892</b>
<b>Swift Code:</b>	<b>DABAGB2L</b>
<b>IBAN:</b>	<b>GB70DABA30128193264892</b>

