



# Shipping Manual



ROME  
XIV INTERNATIONAL CONGRESS  
OF DERMATOLOGY  
18-21 JUNE 2025  
THE ROADS OF DERMATOLOGY

ICD 2025 | La Nuvola | Rome | 19<sup>th</sup> June- 21<sup>st</sup> June

DHL Trade Fairs & Events UK Limited has been appointed as the official logistics contractor and as such is the only company providing handling, storage, and customs clearance for this event. Below you will find information on the services we offer and guidance as how to dispatch shipments to the event.

We shall be offering transport services to and from the venue by road, air and express.

There will be a strict handling schedule in place to ensure that all goods will be handled to or from stand within a set time frame which exhibitors and stand builders will need to apply to DHL for unloading slots prior to the event. Anyone attempting to deliver without a timeslot will be refused entry and advised to come back at a later time.

Each Truck will take around 1 hour to unload due to the challenges set by the venue and the elevators.

All deliveries to the venue must have an agreed timeslot issued by DHL. Please contact [Simon@dhl-exh.com](mailto:Simon@dhl-exh.com)

PLEASE Note – Exhibition is on Level – 1, access to the exhibition hall is only possible by elevator and the maximum size of the elevator doors is below, any pallets or materials larger than this may require being separated and carried to the exhibition hall by the stand contractors.

350cm (l) x 200cm (w) x 1.8cm (h)

1. ESSENTIAL DATES	
BUILD-UP	June 17 <sup>th</sup> – 14:00 – 19:00 June 18 <sup>th</sup> – 07:15 – 19:00
OPENING HOURS	June 19 <sup>th</sup> – June 21 <sup>st</sup>
DISMANTLING	June 21 <sup>st</sup> 13:30 – 00:00

2. PRE-ADVISE / ORDER FORM	
DEADLINE ORDER FORM (for our services and time slot request)	21 <sup>st</sup> May 2025

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

DHL Trade Fairs & Events (UK) Limited  
United Kingdom  
Attn: Simon Latchford Tel: +44 7966 623777  
Email: [Simon@dhl-exh.com](mailto:Simon@dhl-exh.com)

If you dispatch your shipment without pre-advice to us, you may occur delays and additional expenses.

3. TRANSPORT-INSTRUCTIONS
3.1 AIRFREIGHT

Please Email [Simon@dhl-exh.com](mailto:Simon@dhl-exh.com) and details will be supplied on Request.

3.2 ROAD FREIGHT
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We can offer you road transport services by full truck loads or smaller shipments using standard or express service.

If you arrange your own transport, then you **MUST** book unloading slots with our company for any vehicles arriving at the venue. This is mandatory whether you use our handling services. Please note that slots will be allocated on a first-come, first-served basis, Stand size and location and method of unloading.

We strongly recommend doing this as early as possible. Due to very limited space outside the hall, we can only allow a certain number of vehicles entering at the same time.

The Venue Will not accept any deliveries prior to the Official set up dates and timings

**DEADLINE ORDER FORM**

**21<sup>st</sup> May 2025**

### **3.3 Advanced Warehouse**

If you prefer to Deliver your material prior to the official set up days, you can dispatch your shipment to our local Holding warehouse for us to receive cargo and transfer to venue & deliver to your stand at day and time of your requirement. Please view the official tariff for charges for this service.

The delivery address is will be proved on request by [Simon@dhl-exh.com](mailto:Simon@dhl-exh.com)

For use of this service, please email details of your goods or completed order form and we arrange a full quotation.

**Last Arrival Date**  
**(Applies to Shipments of EU Origin Only)**

**June 13<sup>th</sup> 2025**

Shipments arriving after the above-mentioned date will be transferred to the venue by special vehicle and all charges will be liable to the exhibitor.

For UK / Non-EU shipments please allow time for goods to clear customs (see below) recommended latest arrival time is at least 7 working days before build up of the event.

### **3.4 CUSTOMS CLEARANCE**

We can handle the customs formalities on your behalf.

Depending on your needs, we can clear your shipment in one of three ways.

- Permanent entry: Used for goods which will remain in Italy & will not be re-exported. This includes give away items such as brochures & samples, local duties & taxes apply. **(You need To provide a valid EU EORI number, GB EORI numbers are not valid)**
- Temporary entry: Allows temporary import into Italy without paying duties & taxes, Items can not be sold or given away. **(You need to provide a valid EU EORI number, GB EORI numbers are not valid)**
- ATA Carnet: Highly recommended for goods with high values. Carnet ATA us like a passport for your goods, all goods on Carnet can not be sold, given away & must be re-exported after the show. **(No EU EORI number required if using a Carnet)**

### **4. Payment Terms And Rates**

Unless freight is routed via one of our appointed agents, we will require payment of all charges, as advised by us, prior to the start of the exhibition. Personal or foreign cheques are not acceptable. Settlement needs to be made by either bank-transfer, MasterCard, VISA or Amex on receipt of our invoice accompanied by a secure payment link.

For all onsite handling rates please see our Official Logistics Tariff available in the Exhibitor Manual.

### **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 PARTNERS FOR ICD 2025**

**DHL Trade Fairs & Events (UK) Limited  
Unit 17 & 9 Second Exhibition Avenue  
NEC Birmingham B40 1 PJ  
United Kingdom**

Contact : Simon Latchford E-Mail : [Simon@dhl-exh.com](mailto:Simon@dhl-exh.com)

***We wish your company every success at ICD 2025***



**[www.dhl-exh.com](http://www.dhl-exh.com)**

