



Global Transport and Logistics

SHIPPING INSTRUCTIONS

Enlit Europe 2023 Paris Expo Porte de Versailles



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 exhibitors at ENLIT Europe 2023.

The following instructions are designed to assist you with the movement of exhibits and stand building materials.

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:

Gareth Barron
gareth.james.barron@dsv.com

Tel: +44 (0) 7938 738 218

During the event:

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

Exhibition Timetable

Build up date(s): Raw Space & Pavilion Raw	
25 th and 26 th Nov	8:00am to 23:00pm
27 th Nov	8:00am to 16:00pm
28 th Nov	8:00am to 9:00pm
All other Stands	
27 th Nov	8:00am to 16:00pm
28 th Nov	8:00am to 9:00pm

Show date(s):	
28 th Nov	8:00am to 18:30pm
29 th Nov	8:00am to 18:30pm
30 th Nov	8:00am to 16:00pm

Break down date(s):	
30 th Nov	16:00pm to 23:00pm
1 st Dec	8:00am to 20:00pm



Consignee Instructions



Road Freight Consignee

GROUP-ESI
12, avenue du Noyer à la malice
95380 Louvres –
France
Phone : 33.1.3992.8788 - Fax : 33.1.3988.9827
For : Enlit 2023/ name of exhibitor

Notify Party: ENLIT 2023
Exhibitor Name / Hall No. / Stand No.



Air Freight Consignee

MAWB
GROUP-ESI
12, avenue du Noyer à la malice
95380 Louvres –
France
Phone: +33 1 3992 8788 - Fax : +33 1 3988 9827
For: Enlit 2023/ name of exhibitor

Notify Party: ENLIT 2023
Exhibitor Name / Hall No. / Stand No



Sea Freight Consignee

MBL
GROUP-ESI
12, avenue du Noyer à la malice
95380 Louvres –
France
Phone: +33 1 3992 8788 - Fax: +33 1 3988 9827
For: Enlit 2023/ name of exhibitor_

Notify Party: ENLIT 2023
Exhibitor Name / Hall No. / Stand No

Deadline Dates and Pre-alerts



Road Freight Arrival at Paris Expo Porte de Versailles

Via warehouse: 3 days prior to stand delivery date

Direct unload: On stand delivery date

Pre-alert: 5 working days prior to vehicle arrival to Gareth.james.barron@dsv.com

Road freight arriving from non-EU countries should allow 3-4 hours for Customs clearance and cannot unload until cleared.



Air Freight Arrival at CDG Airport

Charles de Gaulle Airport (CDG): 3 Working days prior to stand delivery date

Pre-alert: 5 working days prior to flight arrival to gareth.james.barron@dsv.com

* 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 at Le Havre Sea Port

LCL: 14 days prior to stand delivery date

FCL: 8 days prior to stand delivery date

Pre-alert: 12 working days prior to vessel arrival to gareth.james.barron@dsv.com

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



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.





Customs Documentation

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

EORI Number

IMPORTANT: Any exhibitor from outside the European Union sending goods for FINAL import into France will require a **French or EU EORI number**. This includes international companies not registered in the EU.

If you already have an EORI number from any other EU country this will be valid in France

Temporary Import Items

Goods intended for display at **ENLIT Europe 2023** which will be re-exported at the close of event, should be documented using:

ATA Carnet

For exhibits to be totally re-exported only

The description of goods must be written in French or English. You must join a power of attorney allowing E.S.I. to effect procedure under your name.

OR

Combined Commercial Invoice / Packing List

This should be completed on your company letterhead addressed as follows:

Consignee:

GROUP-ESI

12, avenue du Noyer à la malice

95380 Louvres –

France

Phone: +33 1 3992 8788 - Fax: +33 1 3988 9827

For: Enlit 2023/ name of exhibitor

Separate invoices must be issued for definitive import / temporary import.

They must mention:

- item number
- serial / model number for devices
- full and clear description of products
- itemised & total value CIF terms
- country of origin
- "temporary" or "definitive" import in France

Please remember the description will need to be understood by people that are not familiar with your goods. The invoice should clearly state that the shipment is a 'Temporary Import' and based on fair market values.

Please be advised that all goods entered under our 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 bond cannot be handed over to third parties to export from France.

Final Import Items

Goods that will not be returning after the event, should be documented using a Combined Commercial Invoice / Packing List as above clearly stating that the shipment is a 'Final Import' or intended as 'Giveaways'.



Case Markings

Courier Shipments

Case Markings

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

ENLIT Europe 2023
Paris Expo Porte de Versailles
c/o GROUP-ESI

Name of Exhibitor: _____

Hall & Stand Number: _____

Case Numbers: _____

Gross Weight/Net Weight: _____

Dimensions: _____

If your goods are from outside the EU, 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.

Courier Shipments

Courier companies cannot arrange temporary import customs and will not deliver to your Hall / Stand unless you are there to receive the shipment. We strongly advise against using them but should you wish to do so please consign the shipment as below; we will receive the courier shipment and deliver to your stand on the date required.

GROUP-ESI
12, avenue du Noyer à la malice
95380 Louvres –
France
Phone: +33 1 3992 8788 - Fax: +33 1 3988 9827
For: Enlit 2023/ name of exhibitor

Goods should be marked with ENLIT Europe 2023, name of exhibitor and stand number.

IMPORTANT: Any courier shipment from outside the European Union will require a French or EU EORI number – please see previous section for details.

Courier shipments should arrive customs cleared and with duties / taxes charged back to sender (DDP). ESI Group will not accept shipments with charges outstanding.





Special Requirements

Foodstuffs and Alcohol

The Import of foodstuffs or Alcohol into France are subject to additional screening by French Authorities. We recommend that you contact our show manager before shipping such items as they may be subject to health checks and may require additional health documents / certificates.

Restricted items

The following items commonly require additional documentation, Certification and may not be possible to import for the exhibition.

- Tobacco Products
- Mineral Water
- Plants / Seeds
- Items containing leather or animal parts (including ivory)
- Certain electronic / communication equipment
- Textiles
- Pharmaceutical Products
- Weapons / ammunition or other Defence related products

We recommend that you contact our show manager before shipping such items as they may be subject to health checks and may require additional health documents / certificates.

Wooden Packing Materials

All wood packing materials must confirm with the International Phytosanitary Standard (ISPM-15).

This means that only wood, free of bark, correctly treated and showing the IPPC will be accepted.

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 / Agility** or are shipping through an agent with such an account.

Bank details of DSV / Agility Logistics Ltd:- Barclays Bank Plc., Level 28, 1 Churchill Place, Canary Wharf, London E14 5HP

Account name	GBP General Freight
Sort code	20 - 19 – 90
A/C No.	30904813
Swift Code	BARCGB22
IBAN:	GB63BARC20199030904813

Cheques should be payable to **Agility Logistics Ltd**

Please send all cheque payments to: **AGILITY LOGISTICS, New Potter Grange Road, Goole, DN14 6BZ**

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

