SHIPPING GUIDELINES

SPATEX
THE POOL, SPA & WELLNESS SHOW
TUESDAY 2 – THURSDAY 4 FEBRUARY 2027
COVENTRY BUILDING SOCIETY ARENA • COVENTRY • UK

SPATEX 2027 I Coventry I 02 – 04 February 2027

DHL Trade Fairs & Events UK Limited has been appointed as the official logistics contractor and as such is the only company providing handling & storage for this event at the CBS Arena, Coventry.

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

1. ESSENTIAL DATES

BUILD-UP	**31st Jan – 1st Feb 2027**
OPENING HOURS	**2nd – 4th February 2027**
DISMANTLING	**4th – 5th February 2027**

2. PRE-ADVISE / ORDER FORM

DEADLINE ORDER FORM	**15th January 2027**

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

DHL Trade Fairs & Events (UK) Limited
Birmingham United Kingdom
ATTN: Nigel Williams **E-Mail:** nigel.williams1@dhl.com

If you dispatch your shipment without pre advise to us, you may occur delays.

3.1 Advanced Warehouse

We offer you trucking services by full loads and consolidated shipments. If you require transport to / from the event, please email full shipment details (Sizes & Weights) along with the collection address and we will be ale to provide a quotation.

For this event, you can also dispatch your shipment to our holding warehouse in Birmingham before the official build up dates of the event.

Please deliver to the following address if you wish to use this service.

DHL Trade Fairs and Events
SPATEX 2026 / Name of exhibitor / Stand Number
Unit 17&9, 2nd Exhibition Avenue
NEC, Birmingham
B40 1PJ United Kingdom

3.2 CUSTOMS CLEARANCE

We can arrange customs clearance for goods coming into & out of the UK. We require 48 hours' notice for both imports & exports once invoice has been screened. We need all details including plate numbers before starting entries. We accept no responsibility for any delays or charges related to customs. Goods should not be loaded or dispatched without the import entry number (IEN) being issued from our customs broker.

For permanent goods, our broker will require clients to complete a POA, signed and stamped and obtain a GB EORI number to act as the importer of record. which can be easily received from the following link https://www.gov.uk/eori

Temporary import against invoice is only possible against full pre-payment of VAT and Duties. This will later be refunded once proof of export has been submitted to HMRC, this usually takes 10 -12 weeks. We strongly recommend Carnet ATA for any temporary import.

Please note, for exports we are unable to raise a T1 document without all details before Including Plate numbers. Our Brokers aim to have documents raised for collection within 48 Working hours. We hold no liability for any delays due to any mistakes or checking of documents by customs / brokers.

3.3 CARNET ATA

Making use of an ATA Carnet removes any need of a bank guarantee or any other deposit as this is secured, government to government. This not only protects your cash flow but also removes the time consuming and admin heavy process of chasing a temporary import deposit refund. When using a Carnet to import goods into the UK.
Carnet needs to be stamped in country of origin. Usually done by issuing office
Inbound – Before unloading

- Carnet needs to be stamped when leaving the EU
- Carnet needs to be stamped in the UK

Outbound – After reloading

- Carnet needs to be stamped before leaving the UK
- Carnet needs to be stamped when re-entering the EU

It is not DHL Trade Fairs & Events Ltd responsibility to get Carnet ATA stamped and DHL hold no liability for any issues that occur due to incorrect procedures being carried out if we are not the transporting party

If you wish to order direct unloading from your truck at the venue, please send us your details and we will issue you with a time slot for direct arrival at the venue during build up period with CMR instructions.

Last date of arrival at Holding warehouse is **Thursday 28th January 2027**

4. ON-SITE HANDLING TARIFF

SEE ATTACHMENT

Unless freight is routed via one of our appointed agents, we will require payment off all charges, as advised by us, prior to the start of the exhibition. Personal or foreign cheques are not acceptable. Settlement can be made by either bank-transfer or MasterCard/VISA) and payment instructions will be sent via email when your invoice is issued to you.

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 SPATEX 2027

DHL Trade Fairs & Events (UK) Limited
Phone : 0044 796 632 867 E-Mail **:** nigel.williams1@dhl.com
Contact: Nigel Williams

We wish your company every success at Spatex 2027.