



**DSV**

Global Transport and Logistics

## SHIPPING INSTRUCTIONS

ISPPD-14

14<sup>TH</sup> MEETING OF THE INTERNATIONAL SOCIETY OF  
PNEUMONIA & PNEUMOCOCCAL DISEASES

17 - 21/05/2026

Bella Center, Copenhagen, DK

**DSV Fairs & Events Spain**  
**Official Freight Forwarder &**  
**On-site Handling Contractor**



# Contact details

## Contact details

Before the event, all enquiries should be routed via:

Olimpia Rodrigalvarez – [olimpia.rodrigalvarez@dsv.com](mailto:olimpia.rodrigalvarez@dsv.com)

Mobile: +34 628930293

Office: +34 954325842

During the event:

Olimpia Rodrigalvarez

Mobile: +34 628930293

Henrik Glendorf

Office: +45 32473017

Mobile: +45 40403989

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





# Consignee instructions



## Air freight - CPH (Copenhagen) Airport

All air freight shipments coming from non-EU countries must be shipped with a MAWB / HAWB (air freight) (please do not use a consolidation shipment), the AWBs (air freight shipments) must be consigned as follows:

### MAWB

#### Consignee:

DSV Contract Logistics A/S  
Emma Gads Vej 11 (Loading Area E)  
DK-2300 Copenhagen S

#### Notify:

DSV Solutions A/S  
ISPPD 2026 Copenhagen  
Name of exhibitor:  
Hall/Stand number:  
DK-2300 Copenhagen S  
Email: [olimpia.rodrigalvarez@dsv.com](mailto:olimpia.rodrigalvarez@dsv.com)  
Tel: +45 43203850

“Freight Prepaid” per each single shipment of the exhibitor.  
(please do NOT send any freight without a pre alert)



## Pre show / post show warehouse handling

For road freight shipments **via DSV warehouse** the CMR must be consigned as follows: (Exhibit shipments must be sent to DSV advanced warehouse. Direct deliveries to the venue or stand are not permitted only for stand building materials). “Freight Prepaid” per each single shipment of the exhibitor.

#### Consignee:

ISPPD 2026 Copenhagen  
DSV Contract Logistics A/S  
C/o Bella Center  
Emma Gads Vej 11 (Loading Area E)  
DK-2300 Copenhagen S

#### Notify:

ISPPD 2026 Copenhagen  
Name of exhibitor:  
Hall/Stand number:  
Email: [olimpia.rodrigalvarez@dsv.com](mailto:olimpia.rodrigalvarez@dsv.com)  
Tel: +45 43203850

(please do NOT send any freight without a pre alert)  
(please contact us if cargo is under T1)



## Road freight direct to venue

All vehicles delivering, unloading or reloading during the buildup or breakdown must pre-book a time slot. Vehicles over 7 ldm will be handle (unloaded/reloaded) by DSV exclusively. No self-unloading or reloading is allowed for trucks above 7 ldm.  
Vehicles upto 7 ldm could arrange self-unloading/reloading, however a time slot fee 300.- €/vehicle will apply. Additionally, an extra fee of 125.-€/stand built.  
Exhibit shipments must be sent to DSV advanced warehouse. Direct deliveries to the venue or stand are not permitted only for stand building materials.



# Deadline dates

In case that an additional preclearance is necessary such as health inspection, pharmacy inspection, quality inspection (SOIVRE) what depends on the kind of product, the period for the customs entry may extend up to 3 weeks. That's why we ask you to send us the full set of documents as soon as possible within 1 month before the departure of the goods in origin. Please do not ship anything without our document approval.



## Road freight arrival

### Freight Arrival:

Pre-alert & Documents: **5 working days** before arrival at DSV Copenhagen warehouse.  
Cargo: latest arrival at DSV Copenhagen warehouse: **2 working days before stand delivery**.

\*\*\* If cargo arrives under T1, deadlines are the same than air freight cargo (**5 working days**).  
Please contact us in advance to inform how to consign the T1.



## Air freight arrival

### Air Freight Arrival:

Pre-alert & Documents: **7 working days** before arrival at Copenhagen - CPH airport.  
Cargo: Latest arrival at Copenhagen - CPH Airport: **5 working days before stand delivery**.



## Courier via warehouse

Courier companies cannot do the customs clearance of shipments for events or exhibitions as they need an importer with a Danish tax ID. **Please avoid sending cargo with them**. In case you send cargo through courier companies get in touch with us in advance.

**Please contact us for tailor made instructions.**



# Customs documentation

The following documents are necessary/mandatory.  
Please see below the documentation required.

## Temporary import items

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

### **Commercial invoice or ATA Carnet**

Please contact your local Chamber of Commerce to obtain instructions for obtaining and completing an ATA Carnet.

OR

### **Combined Commercial Invoice and Packing List**

This should be completed on your letterhead addressed as follows:

**ISPPD 2026 Copenhagen - Exhibitor Name..... Hall ..... Stand Number.....**

The invoice should list all your items with a CIF € Value for each item, and also a total CIF Value at the bottom of the invoice. Please describe your items clearly and include the country of origin plus the relevant HS / tariff code. Please remember the description will need to be understood with people that are not familiar with your goods. Invoice should clearly state that the shipment is a 'Temporary Import'.

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's TIB cannot be handed over to third parties to export from the country.

## Permanent import items

Goods that will not be returning after the event, should be documented using:

### **Combined Commercial Invoice and Packing List**

This should be completed on your letterhead addressed as follows:

**ISPPD 2026 Copenhagen - Exhibitor Name..... Hall ..... Stand Number.....**

The invoice should list all your items with a CIF € Value for each item, and a total CIF Value at the bottom of the invoice. Please describe your items clearly and include the country of origin plus the relevant HS / tariff code. Please remember the description will need to be understood with people that are not familiar with your goods. Invoice should clearly state that the shipment is a 'Permanent Import' or intended as 'Giveaways'. Permanent entry of products might require an importer. Please do contact in advice to check if permanent entry is possible or not.

### **In addition, for temporary / permanent entry:**

- **Power of attorney.**
- **Transport documents.** Bill of lading, Air Waybill or CMR in Danish or English language.
- **Others depending on freight commodity.**



# Customs documentation

- **Certificate of Origin** If necessary: Form A or EUR1 / ATR1 (only Originals will be accepted).
- **Special requested documents (depends on the type of goods):** If required: e.g., health-, veterinary-, phytosanitary docs, certificate of wood treatment, decontamination certificate, list of ingredients, etc. in Danish or English language.
- **Restricted and prohibited goods for Importation:** Telecommunication and transmitting equipment, Radiographic equipment, health/sanitary certificates: pharmaceutical products, any kind of foodstuff or beverages (candies for giveaways are also considered foodstuff by customs), medical chemical, cosmetic products, radioactive effects, hazardous nature...The clearance procedures are very long and expensive, therefore we recommend NOT to ship any kind of these items, to avoid having your shipment stuck at Danish customs. Textiles with origin from certain countries require a special Origin Certificate for textiles, please ask before shipping. Weapons, drugs or live animals/plants are strictly forbidden and will not be imported for the event. In you plan to ship these commodities, please contact us immediately to explore options, if any. Securing the necessary licenses may take months. Please send us in advance a copy of your documents to check if some additional documents are needed or if there are restrictions for the importation of some of the goods to be shipped.

The shipping documents, the combined commercial invoice and packing list must be consigned as follows:

**Consignee:**

ISPPD 2026 Copenhagen  
DSV Contract Logistics A/S  
C/o Bella Center  
Emma Gads Vej 11 (Loading Area E)  
DK-2300 Copenhagen S

**Notify:**

ISPPD 2026 Copenhagen  
Name of exhibitor:  
Hall/Stand number:  
Email: [olimpia.rodrigalvarez@dsv.com](mailto:olimpia.rodrigalvarez@dsv.com)  
Tel: +45 43203850

Please, be advised every item must have a declared value. No commercial value is not accepted.

**\*\* DSV Contract Logistics A/S cannot act as importer/exporter of any shipment unless authorized.**

**RE-EXPORT & SALES OF EXHIBITS:**

Please take precautions not to remove goods from the exhibition grounds before respective customs clearance has been finished. The exhibition shipment must be re-exported from Denmark to Country of Origin or any other destination or must be re-delivered to the customs warehouse for final importation within one (1) month after the end of the fairs & exhibition. The goods can be sold during the exhibition, but cannot be removed from the exhibition site. First we will transfer the goods to customs for the examination, shipper and consignee will provide all the documents in order to accomplish final importation and later on tax & duties is paid accordingly. Please note, all these formalities are taken minimum 20-30 days, due to some of documents are needed to be legalized.

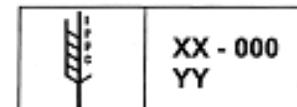
**UNATTENDED CARGO AT CLOSE OF EVENT:**

Complete return instructions must be provided by agent or exhibitor to DSV Contract Logistics A/S prior to the show closing. Failure to do so will result in transfer of consignment to DSV Contract Logistics A/S warehouse and any such movements will be subject to additional transportation and warehouse storage charges. DSV Contract Logistics A/S will also not be responsible for any missing/damage cargo that is picked up on request of the show organizer to clear the hall if cargo is not properly handed over to DSV Contract Logistics A/S.

# Packing & fumigation

**Temporary and permanent goods under clearance must be packed and shipped separately.**

ALL SHIPMENTS FROM OVERSEAS (from outside of the European Community arriving by air freight or sea freight) with wood packing material to EU, such as wood block cases, lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on, fumigation must be arranged in the country of origin before sending the cargo to EU.



Wood packing materials MUST be marked with the IPPC logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide).

To support the treatment, exhibitors should send the shipment along with a fumigation / heat treatment certificate issued by the producer of the packing material or issued by the company that did the fumigation or heat treatment and that indicates the code of the fumigation as described above.

**WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE DESTROYED OR COMPULSORILY RE-EXPORTED WITH THE CARGO WITHOUT ENTRY INTO EU.**

For cargo with non-wood packing materials, the cargo owner must provide the non-wood packing declaration, which is printed out by company letterhead, signed with authorized signature and endorsed with company stamp.

DSV does not accept any responsibility for hidden damages, pressure points, scratches, drop of paint and other similar superficial damages if the shipment arrives with insufficient packing.

Please note that the exhibits are to be repeatedly loaded and unloaded by different parties. During the long-distance transportation shocking / bumping will sometimes be inevitable. Therefore, we strongly recommend the Exhibitor to take necessary precautions to ensure strong / seaworthy packing to safeguard exhibits from damage and rain, especially when the return exhibits are to be packed with original packing materials.



# Package Labelling



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

**ISPPD 2026, Copenhagen**

Hall /Stand number  
c/o DSV Fairs & Events

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

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

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

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

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

If your goods are from outside 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.

In case packing pictures of bare machines can be stick on walls of packages; the same will be helpful in identifying the same during examination.

Please affix labels to the walls of the packages. This will make identification much easier. Example:



You can find a template attached to the Exhibitor's Form:

DSV FAIRS & EVENTS DSV Fairs & Events is a division of DSV A/S. DSV A/S is a leading global provider of supply chain services, including air and ocean freight forwarding, road and rail transport, warehousing, and value-added services. DSV A/S is listed on the Nasdaq OMX in Copenhagen, Denmark.	Case No. / Bulky No. _____
Sender / Recipient _____	Hall _____
Consignee / Exhibition / Consignment / Fairs _____	Stand _____
Mode of Transport Modus de Transporte	



# Insurance – Terms of payment



## 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 Fairs & Events 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 Fairs & Events can offer a competitive insurance quotation. Please contact your show manager for further details.



## Terms of payment

Unauthorized Credit will not be accepted. Our invoices are due for immediate payment upon presentation. Customers with no credit term or any prior agreed payment terms will have to pay the invoices before the event starts or on-site during the event and before the outward shipping of their exhibits.

Please note the following method of payment accepted is by bank transfer:

Bank details of DSV Road/Solutions Spain, S.A.U.  
IBAN: ES77 1465 9000 1100 0183 2990  
Swift Code: BBRUESMX

All payments must be **made in euros** without any deduction or deferment on account of any claims, counterclaims or offset. Currency converter based on invoice issue date of XE.  
<https://www.xe.com/currencyconverter/>.



# Conditions of contract

## Environmental Tax

To fulfil our commitment, we are introducing an Environmental Tax which will be implemented from January 1, 2026. The Environmental Tax reflects our commitment to taking action and making a positive impact on supply chains.

The fee will be charged to all customers at a rate of 0.15% of your invoice. The resulting funds collected will be used to cover costs related to investments in projects and technologies aimed at reducing the climate impact from our operations. Charges will be applied to all operations processed through DSV and will be clearly detailed on your invoice for full transparency.

With the acceptance of the quotation, the fee will be applied allowing us to formally implement the Environmental Tax. Should you have any questions or require any clarification, please reach out to your local DSV representative.

## Conditions of Contract

All charges are based on today's applicable rates, exchange rates and terms and conditions of all companies involved in this transport and are subject to change without prior notice.

The liability of DSV ceases with the delivery and commences with collection of shipments at the exhibition stand. It is the exhibitor's responsibility to ensure that the materials are not left unattended and not secured after delivery / prior collection by DSV from your stand and that return shipments are properly marked by the exhibitor.

If the client also books the service of "empty case storage", they are obliged to indicate clearly if the packing material is in fact empty or packed (partially packed or full). DSV does not accept any responsibility for damages or loss of items that have been inside of packing material that has been previously declared as empty.



### **DSV Standard Terms and Conditions**

Unless otherwise agreed, all services are rendered according to the [DSV Standard Terms and Conditions](#) of DSV Group and [Condiciones Generales de Servicios Logísticos y de Expedición de DSV](#). Orders undertaken as carrier of overseas carriage are subject to conditions stipulated in the [DSV Ocean Transport B/L](#). Orders undertaken as carrier of carriage by air are subject to conditions stipulated in [DSV House Air Waybill](#). In case of discrepancy between the DSV Standard Terms and Conditions and the terms stipulated in the DSV Ocean Transport B/L or the DSV House Air Waybill, the terms of the DSV Ocean Transport B/L or the DSV House Air Waybill shall prevail. We recommend that you review the full version of named general conditions set in [www.dsv.com](#).

This message and its attached files may contain confidential information. Communication, reproduction or distribution of this message is prohibited. If you are not the final recipient, please delete it and inform us via this channel.

In accordance with the provisions of the current legislation on data protection, we inform you that your personal data will be processed under the responsibility of DSV to manage the relationship that binds us and will be stored for no longer than is necessary in maintaining the purpose of processing. The data will not be transferred to third parties unless legally obliged to do so. You may exercise your rights of access, rectification, portability, erasure, restriction and opposition by sending an e-mail to [barcelona.calidad@es.dsv.com](mailto:barcelona.calidad@es.dsv.com) or [spain.privacy@dsv.com](mailto:spain.privacy@dsv.com) and if you consider that the processing does not comply with the current legislation, you may file a claim with the supervisory authority at [www.aepd.es](http://www.aepd.es).

In compliance with the principle of data accuracy established in GDPR and LOPDGDD we request you to communicate any variation or change in your personal data that figures in our database as soon as possible by using the e-mail address [barcelona.calidad@es.dsv.com](mailto:barcelona.calidad@es.dsv.com) or [spain.privacy@dsv.com](mailto:spain.privacy@dsv.com).