



SHIPPING - FREQUENTLY ASKED QUESTIONS

All templates, labels, links and complete information can be found on your online exhibitor portal under Stand Orders > Shipping & Logistics.

SECTION 1: Shipping from Inside/Outside of the EU?

Shipping from inside the EU

- ➔ Goods in free circulation within the EU: A commercial invoice is not required to cover the movement of such goods, but a **packing list**, issued on company letterhead should be provided.
- ➔ Goods not in free circulation within the EU: You must provide a **combined commercial invoice & packing list**.

Shipping from outside of the EU

If you are shipping from outside the EU, you (as the sender of the items) are responsible for applying for and providing an **EORI number** (apply with form **0870a_en** [HERE](#)), which is required for customs clearance. The application can take up to 7 days to be confirmed. Once this is received, you will need to provide this to your courier & add to the **commercial invoice**.

You are also responsible for ensuring the correct customs clearance. This differs depending on whether the items are being given away, or being re-exported. The correct **POA forms** and taxes must be paid, otherwise the shipments could be delayed, and further fines could be enforced.

SECTION 2: Choosing Your Carrier

Recommended carrier – European International Fairs Ltd

European International are the OFFICIAL onsite material handling contractor. They offer services on a sliding scale, depending on requirements:

- **All-in Service:** A true door-stand-door round trip freight service, including all the following services from anywhere in the world.
- **Port to stand:** From arrival BRE, including customs clearance and return shipping to origin port or onward.
- **Advanced Warehouse Receiving & Shipping:** Receiving and delivery to your stand and afterwards, shipped back or onward.
- **Advance Warehouse Receiving & Stored:** Receiving and delivery to your stand and afterwards, safely stored pending collection.
- **Unloading / Reloading (directly to/from your stand):** From 5kgs to 50,000kgs, inwards and/or outwards
- **Show Hall services only:** Scissor lift / Genie hire. Storage & handling of empties, excess product and stand-building equipment

Using another carrier

Please note that DHL, FedEx, UPS are **NOT** recommended for shipments, especially those coming from outside of the EU.

All deliveries **MUST** go to European International Fairs Ltd – either at the venue or at their advance warehouse. Please do not instruct your carrier to deliver your shipment to your stand without completing the necessary forms. A **courier service order form** must be completed prior to sending the items, and the **EIFL reference number** (provided once the order form has been received) should be included on documents and labels.

SECTION 3: Shipping Addresses, Deadlines & Shipping Restrictions

Shipping addresses

Air/Sea Shipping – With Customs
SPACE TECH EXPO EUROPE 2025 EXHIBITOR NAME / HALL NUMBER / STAND NUMBER EUROPEAN INTERNATIONAL FAIRS LTD C/O SCHENKER DEUTSCHLAND AG KARLSRUHER STRASSE 10 30519 HANNOVER GERMANY EIF Ref.: <EIF Ref. #>
Road/Courier/Warehouse – Non-Customs
SPACE TECH EXPO EUROPE 2025 EXHIBITOR NAME / HALL NUMBER / STAND NUMBER EUROPEAN INTERNATIONAL FAIRS LTD C/O SCHENKER DEUTSCHLAND AG KARLSRUHER STRASSE 10 30519 HANNOVER GERMANY EIF Ref.: <EIF Ref. #>
Road – Direct Unloading at the Venue
SPACE TECH EXPO EUROPE 2025 EXHIBITOR NAME / HALL NUMBER / STAND NUMBER C/O EUROPEAN INTERNATIONAL FAIRS LTD MESSE BREMEN HOLLERALLEE 99, GATE E D-28215 BREMEN, GERMANY EIF Ref.: <EIF Ref. #>

DO NOT SHIP DIRECTLY TO MESSE BREMEN, AS THEY WILL NOT ACCEPT DELIVERIES.

Deadlines

Airfreight	Bremen BRE Airport	Monday 10th November
Road Freight	Advanced Warehouse	Thursday 13th November
Road Freight	Unloading at Venue Direct to Stand	Sunday 16th – Monday 17th November

The **service order form** **MUST** be received prior to the shipment arriving in its destination. A 15% surcharge is applied if this form is received after these dates.

Shipping Restrictions

The following products are restricted and should not be included in your shipment: foodstuffs (incl. sweets and mints), beverages, tobacco, alcohol, hazardous material, medicines, cosmetics, live animals or plants, pharmaceutical products and animal hides. Depending on country of manufacture, textile products are also restricted. German Customs will detain the entire shipment if they find such items included.

SECTION 4: Onsite storage

Storage of empties can be provided onsite. If you are bringing items to the show without the need for shipment, this can still be provided as a standalone service through European International. Boxes must be clearly labelled with exhibiting name & stand number.

Empties must be ready for collection by 18h00 on Monday 17th November, otherwise they will be subject to a 50% surcharge.

When the exhibition closes at 15h00 on Thursday 20th November, empty cases and packing materials stored will be delivered - this is estimated to take approximately 1-3 hours. Exhibitors who have ordered forklift assistance for repacking and/or loading should be aware that this will only be available after all empty cases have been returned.

SECTION 5: Shipping Out Post-Show

European International will drop an information pack on each stand on the final day of the show, outlining the move-out procedures, timings and further information. They will also confirm the process of shipping out post-show.

To avoid any delays, please ensure that all items are correctly labelled 'as booked' with EIFL, to avoid any delays to your shipment.

SECTION 6: Further Information

All detailed questions regarding shipping should be directed to:

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www.european-intl.com