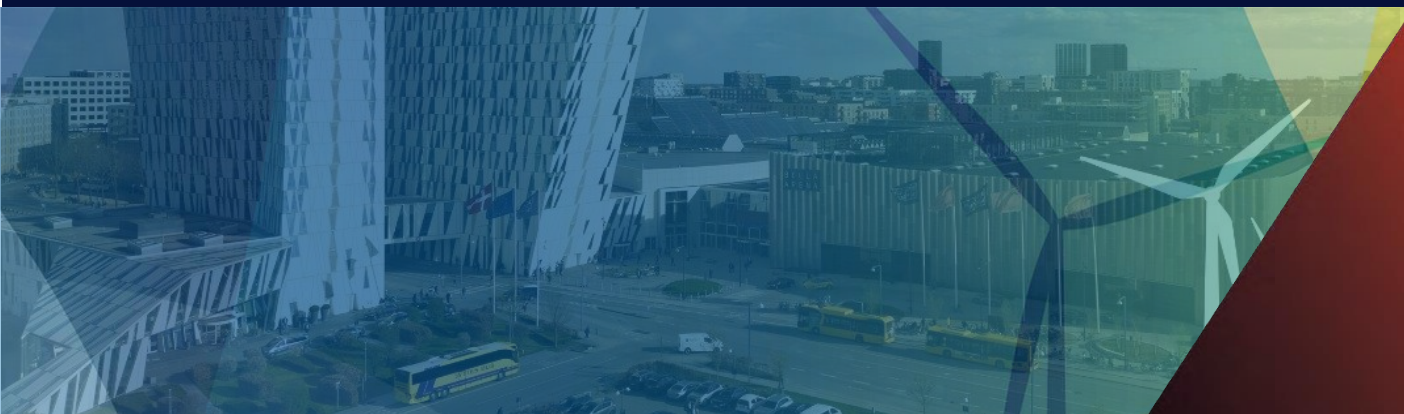


# WINDEUROPE

## SHIPPING INSTRUCTIONS

## TARIFF

## ORDER FORM



**Wind**<sup>o</sup>  
**EUROPE**

ANNUAL EVENT  
**2025**  
**COPENHAGEN**  
8-10 APRIL

**ceva**  
LOGISTICS

# CONTENTS

KEY INFORMATION

ROAD&COURIER

DOCUMENTATION

ADDITIONAL INFORMATION

INTERNATIONAL TARIFF

ONSITE HANDLING TARIFF

ONLINE ORDERING

# KEY | INFORMATION

## Shipping Deadlines:



Seafreight LCL / FCL at any DK Port  
**LCL = 21<sup>st</sup> March 2025**  
**FCL = 24<sup>th</sup> March 2025**

**Build-up Dates** 04-07 April 2025  
**Show Dates** 08-10 April 2025  
**Breakdown Dates** 10-12 April 2025



Airfreight at Copenhagen Airport (CPH)  
**2nd April 2025**



Road freight directly to WindEurope 2025  
**Day required on stand**

Road freight via onsite warehouse  
**48 hours prior to delivery on stand**

Orders received from 21<sup>st</sup> March will incur a 30% late booking surcharge.

All orders that are not cancelled within a week prior to the start of the build-up will be charged in full.

Hiab/Moffett vehicles and or any other self-unloading/loading equipment are not authorised within the exhibition halls.

CEVA Contact: [WindEurope@cevalogistics.com](mailto:WindEurope@cevalogistics.com)

# ROAD | COURIER



Deliveries direct to BC for unloading should be consigned as follows:

Exhibitor Name /Hall/Stand  
CEVA Showfreight  
P2 Truck Check In  
WindEurope Annual Event 2025  
Martha Christensens Vej  
Bella Center  
DK-2300 Copenhagen S  
(55°38'20.9"N 12°34'46.7"E)

Deliveries should arrive at the venue on the day that they are required on the stand. Deliveries will be unloaded direct to the stand unless instructed otherwise. The same instruction will apply for collecting vehicles after the event.



Deliveries via onsite warehouse should be consigned as follows:

Exhibitor Name/Hall/Stand  
CEVA Showfreight  
DSV Solutions A/S  
WindEurope Annual Event 2025  
C/O Bella Center  
Emma Gads Vej 11(Loading Area E)  
DK-2300 Copenhagen S

Deliveries should arrive at the onsite warehouse no more than 48 hours prior to required delivery to stand. Any deliveries that arrive prior to official build up will be subject to 100% surcharge for all work carried out



Courier deliveries should be consigned as follows:

Exhibitor Name/Hall/Stand  
CEVA Showfreight  
DSV Solutions A/S  
WindEurope Annual Event 2025  
C/O Bella Center  
Emma Gads Vej 11(Loading Area E)  
DK-2300 Copenhagen S

Please ensure shipments are sent customs cleared with all duties and taxes pre-paid (shipment terms DDP). It will be the responsibility of your courier company to deliver the shipment to your stand unless CEVA Showfreight are pre advised accordingly.

Please forward pre advice to [WindEurope@cevalogistics.com](mailto:WindEurope@cevalogistics.com) for approval before shipping.

# DOCUMENTATION

A separate Commercial Invoice and Packing List (CIPL) is required for temporary and permanent items, and must contain the following information:

- Quantity, net weight and dimensions of each item
- Description
- 10 Digit HS Codes
- Country of Origin
- Value

Invoices with incorrect HS codes will be rejected by CEVA customs and a **€95.00** re-submission charge will apply.

Therefore, to avoid additional charges and potential delays we recommend you validated the HS codes before sending the pre-alert.

A commercial invoice and packing list template can be downloaded [HERE](#)

All documents must be received at least 3 working days in advance of arrival.

Please forward all documentation to [WindEurope@cevalogistics.com](mailto:WindEurope@cevalogistics.com) for approval before shipping.

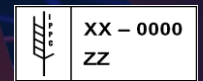
# ADDITIONAL | INFORMATION

## Wood Packing



All cargo containing wood entering into the EU (except coming from Switzerland) must be fumigated in its country of origin prior to shipment. This regulation includes but is not limited to such items as crates, pallets, frames, drums etc. To guarantee that the fumigation has been applied, the following information **MUST** be marked or stamped onto the outside of each package.

- IPPC logo
- ISO country code
- Licence number assigned to the fumigation company
- Fumigation method (Heat Treated or Methyl Bromide used)



## Export Control



The UK Export Control Order 2008 controls the exports of strategic goods (Both Military and Dual Use) the transfer of technology and the trade of military or governmental equipment.

Both UK and EU Legislation demands that the Exhibitor or Shipper Must declare to CEVA Showfreight, any items that are included in the 'UK Military List or the EU Dual Use List' prior to them leaving at the close of the Exhibition. It is a legal requirement that the correct Export Control procedures be applied at the time of re-export.

It is therefore important that the exhibitor is aware of the relevant legislation and a declaration is shown clearly on your return shipping instructions and any documentation accompanying your shipment.

For the return shipping from the UK, it is the exhibitor's responsibility to declare to CEVA Showfreight any items that ARE subject to export controls clearly on your commercial invoice per line item.

If, having checked your exhibits against the UK Control List you are satisfied export controls are NOT subject to UK Export Controls please state clearly on your commercial invoice "The goods included herein are not subject to UK Export Controls".

For the full UK Export control list please click [HERE](#)

Please forward all documentation to [WindEurope@cevalogistics.com](mailto:WindEurope@cevalogistics.com) for approval before shipping.

# ADDITIONAL | INFORMATION



## Insurance

Insurance cover whilst goods are in transit or in CEVA's possession are covered under the limitations of CEVA's [TERMS AND CONDITIONS](#).

Goods left unattended on stands after delivery or awaiting collection after an exhibition are the sole responsibility of the exhibitor, and therefore strongly recommend that your freight is fully insured.

Specific all risk cover for your freight is available from CEVA upon request:

Please forward all documentation to [WindEurope@cevalogistics.com](mailto:WindEurope@cevalogistics.com) before shipping.

## Payment of Charges



Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance by bank transfer or alternatively on site by credit card.

**BNP Paribas**  
**10 Harewood Avenue**  
**London**  
**NW1 6AA**

Account Name: **CEVA Receivables Finance DAC**  
Account Number: **89848045**  
Sort Code: **40 – 63 – 84**  
IBAN: **GB40BNPA40638489848045**  
BIC (Swift): **BNPAGB22XXX**

# ADDITIONAL | INFORMATION

## Breakdown:

At the close of the show, the return of **shell scheme Priority Empty Cases** will begin on Thursday 10th April at 18:00 and will end at 20:00.

This service is ideally suited to smaller exhibition stands which do not need forklift truck assistance during the breakdown. If you require this service, please submit your booking to CEVA **as soon as possible**.

All empty cases on our '**Next Day Service**' will be returned by 08:00 on Friday 11<sup>th</sup> April.

- Priority Empty Case return service begins at 18:00 and will end at 20:00 on Thursday 10<sup>th</sup> April
- Next Day Empty Case return service begins at 20:00 and will end at 08:00 on Friday 11<sup>th</sup> April
- Freight collections and reloading service will commence from 08:00 on Friday 11<sup>th</sup> April
- Vehicles with a height exceeding 2.7 metres which carry exhibitors' own empty cases are only permitted to enter the Bella Center from Friday 11<sup>th</sup> April.
- All vehicles **MUST** report via P2/P3 marshalling yard. Please note: the storage and return of cases is not based on "last out, first in"

**Please note:** Storage and return of cases is **NOT** based on "last out, first in".

- During build-up and breakdown, contractors and exhibitors are required to wear build-up/breakdown always passes and Personal Protective Equipment and to comply with the Health and Safety regulations of the venue.



# INTERNATIONAL | INBOUND | TARIFF

Temporary Import Customs Clearance		€199.00 Per Entry / Consignment
Permanent Import Customs Clearance		€199.00 Per Entry / Consignment
Consumable Import Customs Clearance		€199.00 Per Entry / Consignment
Customs Examination		€47.00 Per Consignment
Temporary Import Bond Fee		2.05% Of CIF Value (Minimum €235.00)
Importer Of Record Fee		€99.00 Per Entry
Import Airline Handling Charge		€0.55 Per Kg (Minimum €65.00)
Issuing Of T1 Document		€135.00 Per Entry
3 <sup>rd</sup> Party Storage / Handover Fee		At Cost + 10%
Transport To Venue (Subject To Overtime Surcharge)		€59.00 Per 100kgs (Minimum 300kgs)
Terminal Handling Charges	FCL 40ft	€199.00 Per Container
	FCL 20ft	€189.00 Per Container
	LCL Cargo	At Cost + 10%
Transport From DK Seaport	FCL 40ft	€998.00 Per Container
	FCL 20ft	€998.00 Per Container
	LCL Cargo	€99.00 Per 500kgs Or 1cbm.
Intervention With Courier For Clearance Procedures Charge		€199.00
Surcharges for clearance of goods arriving later then 3 working days before the stand delivery		100%

# ONSITE | HANDLING | TARIFF

Receiving and Delivery via Onsite Warehouse

€325 per shipment/each way (max 1000kg/4cbm)  
Additional 250 kgs/1 cbm + €80 each

Unloading/Reloading from Vehicle to Stand 0,1 – 4 LDM

€310

Unloading/Reloading from Vehicle to Stand 4,1 – 6,9 LDM

€690

Unloading/Reloading from Vehicle to Stand 7 – 14 LDM

€1380

Collection and Reloading via Onsite Warehouse

€325 per shipment/each way (max 1000kg/4cbm)  
Additional 250 kgs/1 cbm + €80 each

Collection, Storage and Re-delivery of Empty Cases

€75.00 per cbm (min 3cbm)

Priority Empty Cases (shell scheme only)

€85.00 per cbm (min 3cbm)

Full Goods Storage (tool boxes, ladders, genie lifts)

€85.00 per cbm (min 3cbm)

Receiving and Delivery of Courier Shipments

€175.00 per shipment (up to 50kgs.)

Labour on Stand (unskilled)

€59.00 per person / per hour (min 4 hours)

## Other Services

Agency, Attendance and Onsite Supervision

€70.00 per consignment

File Fee

€20.00 per consignment

### Please Note

Any shipments arriving before Tenancy (4<sup>th</sup> April) or remaining after tenancy (12<sup>th</sup> April) will be charged €125 per cbm (min 2cbm) for warehouse charges in/outbound.

Items in **RED** will incur a 100% surcharge before 8am, after 6pm on weekdays or anytime on weekends, bank holidays and dates out of tenancy.

For any further enquires please contact [WindEurope@cevalogistics.com](mailto:WindEurope@cevalogistics.com).

# ONLINE | ORDERING



All

**Please Note:** Orders received from 21<sup>st</sup> March onwards will incur a 30% late booking surcharge.