

SHIPPING INSTRUCTIONS



EVENT LOGISTICS

21ST – 23RD APRIL 2026

MADRID

PROUD
MEMBER OF



Wind
EUROPE

ANNUAL EVENT
2026
MADRID
21-23 APRIL

WindEurope Annual Event 2026
OFFICIAL SUPPLIER

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Introduction

CEVA – Your Exclusive Logistics Partner WindEurope

As the **official freight forwarder and lifting contractor** for **WindEurope**, CEVA delivers seamless exhibition logistics from door to stand. Our exclusive access to forklifts, cranes, and electric pallet trucks inside the halls and terraces ensures your freight moves quickly, safely, and on time.

Once you're at **IFEMA Madrid**, our on-site team is right there with you, supporting every stage—from build-up to show days and breakdown.



Contact Us

Onsite Handling Enquires

E: windeurope@cevalogistics.com

T: +44 (0) 330 587 7777



Online Booking

To book our services online, please click [HERE](#)

Orders received after 3rd April 2026
will incur a 30% late booking surcharge.





Key Information

Shipping Deadlines:

Seafreight FCL at Valencia Port
Seafreight LCL – Valencia Port

Build-Up 17 - 20 Apr 2026

Show Days 21 - 23 Apr 2026

Breakdown 23 – 25 Apr 2026

**Pre alert and documents 5 working days
Before departing from origin port**
LCL = 14 working days before delivery
FCL = 14 working days before delivery

**Pre alert and documents 7 working days
before arrival at Madrid airport**
Latest arrival 7 working days before scheduled delivery date to stand

Road Freight Direct to Venue – Pre alert 5 workings days before arrival
Day required on stand

Road Freight Via Warehouse
Minimum 3 days prior to delivery date

Courier Shipments
No earlier than 7 days prior to delivery

Shipments that arrive which need to be delivered within 72hrs will incur a 30% surcharge for priority delivery.
Shipments received after above deadlines will incur 30% late arrival surcharge



Sea & Air



All sea freight and air freight shipments must be shipped with a Master BL / House BL (sea freight) or MAWB / HAWB (air freight) (please do not use a consolidation shipment), the BLs (sea freight shipments), AWBs (air freight shipments) must be consigned as follows:

MAWB Consignee:

M.C. Trinter
Avda de Fuentermar, 21
Ed. Oficinas 1ºB
28823 Coslada (Madrid)

Documents required in advance of shipment:

- Copy of Bill of Lading
- Copy of 3 x original Invoice / Packing List

Notify:

DSV Fairs & Events
Contact: Mark Jackson
Email: windeurope@cevalogistics.com
Telephone: +44 7827253501

HAWB Consignee:

Name of Exhibitor
C/O WindEurope 2026, Madrid
IFEMA MADRID
Hall & Stand

Documents required in advance of shipment:

- Copy of Bill of Lading
- Copy of 3 x original Invoice / Packing List

Notify:

Exhibitor:
Exhibitor Contact:
Email:
Tel:

(Please do NOT send any freight without a pre alert)
(Please contact us for any sea freight shipment)



Road



Deliveries of stand building materials direct to IFEMA must report to the marshalling yard.

Consignee:

WindEurope 2026
IFEMA MADRID
For: *[Exhibitor name / Booth nr.]*
Calle de la Ribera del Sena – Entrada Oeste
28042 Madrid
Spain

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.

Notify:

WindEurope 2026 – CEVA Logistics
E: windeurope@cevalogistics.com
T: +44 (0) 330 587 7777

Warehouse

Consignee:

CEVA Logistics / DSV
WindEurope 2026
For: *[Exhibitor name / Booth nr.]*
Calle de La Ribera del Sena – Entrada Oeste
Pabellon de Servicios – Nave 2
Madrid 28042
Spain

Deliveries should arrive at the warehouse a Minimum of 24 hours prior to required delivery to stand.

Non-EU road-freight shipments that require customs clearance please contact
windeurope@cevalogistics.com

Notify:

WindEurope 2026 – CEVA Logistics
windeurope@cevalogistics.com



Case Markings & Packaging



All cases should consigned as follows:

WindEurope 2026
c/o CEVA Logistics Exhibitor:
Hall/Stand No:
Case No:
Gross Wt:..... Nett Wt:.....

Please ensure that suitable packaging is used for your shipment. Exhibits will be in transit for long periods, both to and from the exhibition and cartons will not withstand the constant handling which takes place during trans-shipment.

Temporary and permanent import materials must be packed in separate boxes.

Exhibition Packaging

As the exhibits are repeatedly loaded and unloaded during transportation, shocking/bumping will sometimes be inevitable. Moreover, exhibits will be placed outdoors many times, including open-air storage at the exhibition centre before and after the exhibition. Therefore, exhibitors must take necessary precautions against damage and adverse weather conditions, since we cannot assume any responsibility for the damage, especially when the return exhibits are to be packed with used-packing materials (the case as well as aluminum foil, plastic covers, etc. very often would have been damaged already during unpacking).

The case must be strong enough to avoid damage during transportation as well as unpacking, and in particular, be suitable for repacking and for sale for return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

Courier

Courier deliveries should be consigned as follows with shipping terms DDP:



CEVA Logistics
WindEurope 2026
For: *[Exhibitor name / Booth nr.]*

Notify:

CEVA Logistics
windeurope@cevalogistics.com
Telephone: : +44 (0) 330 587 7777

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

We highly recommend sending your courier shipments to our warehouse address under CFR DSV warehouse (not DDP). This way you ensure your items arrive safely and on time. In that case, DSV will arrange customs clearance. Courier under customs clearance is considered as air freight arrival deadlines.

Shipments not requiring Customs Clearance:

From arrival warehouse, receiving, interim storage and delivery to stand.

- €158.00 per waybill 0 - 50kgs.

Shipments requiring Customs Clearance, or over 50kgs:

Handling and Customs charges will be applied as per airfreight and customs tariff.

Duty & Tax:

Paid on clearance will be charged at cost plus a 20%.(min €120)

Shipments sent via courier service (DHL, FedEx, UPS), can be detained and delayed by Spanish customs. CEVA Logistics do not accept liability for missing or delayed shipments.



Customs



PERMANENT ENTRIES:

Permanent entries can be done only for goods which are to be consumed during the show, such as consumables, office material, giveaways, catalogues, etc.

Any permanent entry is subject to payment of import duties and taxes, which will be calculated from the CIF value of the goods (CIF value = declared value + freight costs).

TEMPORARY ENTRIES:

Goods returning to origin after the show must be processed through a temporary import entry at customs, to avoid the payment of duties and taxes. All exhibits/materials entered under temporary importation are subject to control and examination by

Spanish customs. Goods under temporary entry cannot be sold during the show and any sale operation **MUST** be reported to the Spanish customs authorities, otherwise heavy penalties might be incurred. Please contact CEVA should you wish to sell any temporary import goods. All items must be re-exported within 14 days and we cannot hand over goods to 3rd parties.

COMMERCIAL INVOICE:

The combined invoice/packing list must show the following information: number of units per each item/values/full

description of items in English, (including serial number for electronic devices), model numbers and customs code number (Brussels nomenclature), total number of boxes/pallets, weight and sizes. All items must have a declared value, which must be approved by Spanish customs.

ATA CARNET

DSV / CEVA must be mentioned in box B of the ATA Carnet or a power of attorney must be provided so we can perform the clearance and no consumable items should be listed. Trucks arriving at the advanced warehouse or fairground cannot be cleared on ATA Carnet. Carnet clearances must be performed at port of import.

SOIVRE SAFETY INSPECTION: SOIVRE has been introduced by the Spanish government to ensure products being imported into Spain on a permanent basis conform with the country's safety and quality rules, such as (but not restricted to) foodstuff, textiles, clothing, toys and electronics. SOIVRE inspection will need to be completed before we can deliver the goods to your stand. Therefore, it is essential that any supporting documentation is provided at the earliest possible opportunity.



Documentation



All documents must be received at least 7 working days in advance of arrival and be written in English.

A combined Commercial Invoice and Packing List is required containing the following Information:

- Country of origin
- Confirmation that the packing conforms to Spanish Regulations
- Tariff heading(s) / H.S. Codes
- Serial numbers (where applicable)
- Commodities are itemized and valued individually
- Weights and dimensions of individual packing cases
- Temporary & permanent import materials must be packed separately, in different boxes

PLEASE NOTE: Everything must show a value. "For Customs purposes only" is not accepted.

NON-EUROPEAN UNION SHIPMENTS:

All products to be imported must comply with EU regulations and CE marking when required. The following items are restricted and will be subject to a lengthy customs inspection if imported which could result in the delay of your shipment:

- Foodstuff/beverages (including sweets, mints & tablets)
- All products in contact with foodstuff/ beverages (cups, mugs, bags, cutlery, empty bottles/ empty recipients)
- Pharmaceutical and medical equipment (including hand sanitisers/ masks)
- Toys (like fidget spinners & teddy bears)
- Cosmetics
- Medicines
- Plants
- Live animals
- Any shipment remaining in Spain containing batteries are also restricted.

Please consign as follows:

CEVA Logistics
WindEurope 2026
For: [Exhibitor name / Booth nr.]

PERMANENT:

'Goods are for permanent entry into Spain'

TEMPORARY:

'Goods are for display purposes at Integrated Systems Europe. Exhibition and will be returned after the event'

Notify: windeurope@cevalogistics.com Telephone: + 44 (0) 330 587 7696



Additional Information



Storage of Empty Cases

The definition of “empty cases” are pallets, crates, cases and all packing materials associated with the build and dressing of your stand, which need to be stored by CEVA during the exhibition.

Exhibitors that start their build from the official build-up date (*Friday 17th April*) must have their empties available for collection no later than 14:00 on Monday 20th April.

CEVA will not load or unload empty cases onto clients' own vehicles.

Priority Empty Case Storage

Returned by 2200hrs on Thursday 23rd April.
Maximum volume of 10 cbm per exhibitor.

Next Day Empty Case Storage

Returned by 0900hrs on Friday 24th April

Insurance



CEVA Protect

Insurance cover whilst goods are in transit or in CEVA's possession are covered under the limitations of CEVA's [Terms and Conditions](#).

CEVA accept no responsibility for any goods left unattended are the sole responsibility of the exhibitor, and therefore strongly recommend that your freight is fully insured.

For a quote for all risks insurance cover please contact:

E: Belinda.Howes@cevalogistics.com

International Inbound Tariff



From arrival Madrid (MAD) to delivered stand 1 cbm = 167 kgs.

Handling from arrival MAD to stand	€1.65 per kg (Minimum 300kg)
Airport Handling Continuity Service Fee	€45.00 per AWB
Service Fee per shipment / exhibitor	€70.00 per consignment

From arrival Valencia Port to warehouse. 1 cbm = 1000kgs

LCL Freight	€220.00 per cbm (Minimum 3cbm)
Container intervention fee (Containers not consigned to CEVA)	€210.00 per container
FCL 20ft	€1520.00 per container
FCL 40ft	€1780.00 per container
FCL 40ft HC	€1995.00 per container
Service Fee per shipment / exhibitor	€70.00 per consignment



Ocean Freight Minimum Handling Charges

20FT Container	25 cbm Minimum per container
40FT Container	45 cbm Minimum per container
40FT HC Container	50 cbm Minimum per container

Inbound Customs



Permanent customs clearance up to CIF Value €5,000	€195.00 per clearance
Permanent customs clearance up to CIF Value €15,000	€395.00 per clearance
Permanent customs clearance over CIF Value €15,000	€475.00 per clearance
Duty / VAT	Cost + 15 % disbursement fee (Minimum €120.00)
ATA Carnet Clearance – Import	€205.00 per entry
Carnet Holding Fee	€100.00 per Carnet

Temporary Import Customs Clearance:

Up to CIF Value €10,000	€195.00 per clearance
Up to CIF Value €25,000	€450.00 per clearance
Up to CIF Value €50,000	€590.00 per clearance
CIF Value €50,001 upwards	Upon request
Transit document to fairground – Each way	€110.00
Use of Spanish Registration Document - Consumables	€150.00 per entry
Use of Spanish Registration Document - Permanent	Price Upon Request
SOIVRE Safety Inspection Fee (if applicable)	€130.00 per clearance

Onsite Handling Tariff

Received at warehouse and delivered to stand	€42.00 per cbm (min 2cbm)
Unload direct to stand	€21.00 per cbm (min 2cbm)
Next day empty case storage	€69.00 per cbm (min 3cbm)
Priority empty case storage (Max 10 cbm)	€79.00 per cbm (min 3cbm)
Full Goods Storage	€79.00 per cbm (min 3cbm)
Pre/Post Show Storage	€8.00 per cbm / per day (min 3cbm)
Forklift Hire for Erection/Dismantling/Re-Lifts	€120.00 per hour (min 4 hours)
HSEQ Lift Plan	€95.00 per document
Reloading from stand to vehicle via warehouse	€42.00 per cbm (min 2cbm)
Reload direct from stand	€21.00 per cbm (min 2cbm)
Agency, Attendance and Onsite Supervision	€70.00 per consignment
File Fee	€20.00 per consignment

All shipments will be rounded up to the nearest CBM or 100kgs, whichever is greater. 1 CBM is equal to 333 kgs, unless otherwise stated and all charges are based on 3t Forklift.

Export Customs



ATA Carnet Export Clearance	€195.00 per ATA Carnet
Re-export customs clearance up to CIF value €10,000	€195.00 per consignment
Up to CIF value €25,000	€395.00 per consignment
Up to CIF value €50,000	€585.00 per consignment
CIF value €50,001 upwards	On request
 Transit Document from Fairground	 €110.00 per consignment

International Outbound Tariff



From warehouse to Arrival at MAD Airport 1cmb - 167kgs

Price per kg	€1.65 per kg (min 300kg)
Export Handling Fee	€60.00 per consignment
Export AWB Fee	€76.00 per AWB
AMS Fee	€49.00 per AWB (if applicable)
Battery Declaration	€115.00 (if applicable)
Service Fee per shipment / exhibitor	€70.00 per consignment



From warehouse to arrival Valencia Port

LCL Freight	€220.00 per cbm (min 3 cbm)
FCL 20ft	€1520.00 per container
FCL 40ft	€1730.00 per container
FCL 40ft HC	€1940.00 per container
SOLAS Fee: Per shipment for LCL / Per container for FCL	€33.00 per LCL €108.00 per FCL
Bill of Lading Fee	€70.00 per consignment
ISF Fee	€48.00 per consignment
Service Fee per shipment / exhibitor	€70.00 per consignment



Tariff Exclusions

Exclusions



CEVA Protect
(Insurance) / Deconsolidation Fees / Import Duties and Taxes / Secondary Customs Inspection / Fumigation / Airline Storage

Handover or Third-Party Charges / Upper Floor Surcharge / Container Grounding

Surcharges and Cancellations

Cancellations will be charged at 100% unless cancelled 48hrs prior to service delivery date. This includes any overbooked services (for example reductions in volumes).

Late Booking surcharges will be applied to any services booked after the booking deadline date. This includes additional services added to bookings placed before the deadline date.

- Any work carried out before 08:00 and after 18:00 on weekdays and anytime on Saturday, Sunday or Public Holidays will incur a 50% surcharge.
- Any work carried out before or after tenancy dates is subject to 100% surcharge.
- Outlays are charged at Cost +15%

This tariff is based upon current economic conditions, rates of exchange and fuel prices and may be subject to alteration at any time by CEVA.

Book Online



Wind[•]
EUROPE

ANNUAL EVENT
2026
MADRID
21-23 APRIL

WindEurope
21 - 23 April 2026
Madrid

CLICK **HERE** TO BOOK

Orders received after 03 April 2026
will incur a 30% late booking surcharge.

Should you require any specialist lifting *and or* further details on Sea,
Air or Road freight, please contact Windeurope@cevalogistics.com



SCAN TO BOOK

