



Global Transport and Logistics

# SHIPPING INSTRUCTIONS

ISHRS 2025 World Congress  
InterContinental Berlin  
Berlin, Germany  
October 23-25, 2025

Presented by :  
DSV Fairs & Events  
Krefeld, Germany  
DSV Fairs & Events  
Venice, FL USA



33rd World Congress Oct 23-25  
Live Surgery Workshop Oct 26



# SHIPPING INSTRUCTIONS 2025

## MENU

[Introduction](#)[Road Freight](#)[Sea Freight](#)[Air Freight](#)[Deadlines](#)[Customs clearance](#)[Case Markings](#) | [Courier Shipments](#)[Proforma Invoice](#) | [T1 instructions](#)[Heavy Lift](#) | [Hand Carry](#) | [Insurance](#)[Closing Summary](#) | [Payment Terms](#)

## Introduction

**DSV Fairs & Events** has been appointed as the Official Freight Forwarder and On-site Material Handling Contractor for **ISHRS 2025 World Congress**. We provide specialized freight forwarding services and transportation arrangements for exhibition materials, including customs clearance and on-forwarding after the event. Our main target is to ensure that you and your show teams receive the very best freight and handling assistance in the run up to, during and after the event.

The following instructions are provided to assist you in the planning of your exhibition shipping arrangements. All ISHRS exhibitor freight must be shipped to DSV's advance warehouse. The only exception is that DSV will receive exhibitor deliveries at the InterContinental Berlin docks **ONLY** on Wednesday, October 22nd during exhibitor set-up hours. Deliveries to the meeting venue on any other days will not be accepted and refused.

### During the event:

DSV Fairs & Events will be contactable during the build-up & break-down period via mobile phone and e-mail.

## Contact Details

### DSV Solutions LLC, Fairs & Events Venice, FL USA

Name: Mr. Rob Henry, Manager of International Fairs & Events  
E-mail: [rob.henry@dsv.com](mailto:rob.henry@dsv.com)  
Tel: 786-577-6752

Name: Mrs. Regina Cox, International Project Manager  
E-mail: [regina.cox@dsv.com](mailto:regina.cox@dsv.com)  
Tel: 786-577-6755

### DSV Solutions GmbH, Fairs & Events: Krefeld, Germany

Name: Mr. Max Trimborm, Manager  
E-mail: [maximilian.trimborn@dsv.com](mailto:maximilian.trimborn@dsv.com)  
Tel: +49 (0) 2151 737 1488

Name: Ms. Jessica D'Anna, Show Manager  
E-mail: [jessica.danna@dsv.com](mailto:jessica.danna@dsv.com)  
Tel: +49 (0) 2151 737 1468

## Exhibition Timetable

Set up booths:	Wednesday, October 22nd late afternoon, hours TBA
Show dates:	Thursday, October 23rd to Saturday, October 25th
Dismantle booths:	Saturday, October 25th

All business is transacted only in accordance with our General Trading Conditions. A copy of these conditions are available via this [LINK](#)

[PREVIOUS](#)[NEXT](#)

## SHIPPING INSTRUCTIONS 2025

## MENU

[Introduction](#)[Road Freight](#)[Sea Freight](#)[Air Freight](#)[Deadlines](#)[Customs clearance](#)[Case Markings](#) | [Courier Shipments](#)[Proforma Invoice](#) | [T1 instructions](#)[Heavy Lift](#) | [Hand Carry](#) | [Insurance](#)[Closing Summary](#) | [Payment Terms](#)

## Road Freight

## Consignee for CMR

DSV Solutions GmbH  
Fairs & Events  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main  
Germany  
EORI No. DE 5122295  
VAT No. DE 210099057

## Consignee for Commercial Invoice and Packing List

ISHRS 2025 World Congress  
"Hall & Stand no."  
InterContinental Berlin  
Messegelaende  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main – Germany

## Notify

## ISHRS 2025 World Congress

Exhibitor name.....  
Hall ..... Stand .....  
Max Trimborn  
Tel: +49 (0) 2151 737 1488  
E-mail: [de.fairs.kre@de.dsv.com](mailto:de.fairs.kre@de.dsv.com)

Delivery address for the Advance Warehouse

DSV Solutions GmbH  
Fairs & Events  
Messegelaende Frankfurt, Cargo Center, 3rd Floor  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main - Germany

## Copy documents to DSV Fairs &amp; Events

For Non-EU shipments please send copies of Order Form, CMR & Pro Forma invoices to DSV F&E Germany, T1, Carnet TIR or ATA must be handed over by driver as Original to DSV staff on site

Tel: + 49 (0) 2151 737 1488  
E-mail : [de.fairs.kre@de.dsv.com](mailto:de.fairs.kre@de.dsv.com)

## SHIPPING INSTRUCTIONS 2025

## MENU

[Introduction](#)[Road Freight](#)[Sea Freight](#)[Air Freight](#)[Deadlines](#)[Customs clearance](#)[Case Markings](#) | [Courier Shipments](#)[Proforma Invoice](#) | [T1 instructions](#)[Heavy Lift](#) | [Hand Carry](#) | [Insurance](#)[Closing Summary](#) | [Payment Terms](#)

## Sea Freight

## Consignee for B/L

DSV Solutions GmbH  
Fairs & Events  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main  
Germany  
EORI No. DE 5122295  
VAT No. DE 210099057

## Consignee for Commercial Invoice and Packing List

ISHRS 2025 World Congress  
**"Hall & Stand no."**  
InterContinental Berlin  
Messegelaende  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main – Germany

## Notify

**ISHRS 2025 World Congress**  
Exhibitor name.....  
Hall ..... Stand .....  
Max Trimborn  
Tel: +49 (0) 2151 737 1488  
E-Mail: [de.fairs.kre@de.dsv.com](mailto:de.fairs.kre@de.dsv.com)

Please only use shipment B/L as "express release"

**Freight arrival LCL: Hamburg Port**

**Freight arrival FCL: Hamburg Port**

**DOCUMENTS REQUIRED - SEA FREIGHT**

- Express or surrendered Bill of Lading
- Commercial / Pro Forma invoice include HS Code per item
- Packing List include HS Code per item
- For temporary import: customs POA (form on request)
- For permanent import: customs POA (form on request)

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[PREVIOUS](#)[NEXT](#)

## SHIPPING INSTRUCTIONS 2025

## MENU

[Introduction](#)[Road Freight](#)[Sea Freight](#)[Air Freight](#)[Deadlines](#)[Customs clearance](#)[Case Markings](#) | [Courier Shipments](#)[Proforma Invoice](#) | [T1 instructions](#)[Heavy Lift](#) | [Hand Carry](#) | [Insurance](#)[Closing Summary](#) | [Payment Terms](#)

## Air Freight

## AWB Consignee

DSV Solutions GmbH  
Fairs & Events  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main  
Germany  
EORI No. DE 5122295  
VAT No. DE 210099057

## Consignee for Commercial Invoice and Packing List

ISHRS 2025 World Congress  
"Hall & Stand no."  
InterContinental Berlin  
Messegelaende  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main – Germany

## Notify

## ISHRS 2025 World Congress

Exhibitor name.....  
Hall ..... Stand .....  
Max Trimborn  
Tel: +49 (0) 2151 737 1488  
E-mail: [de.fairs.kre@de.dsv.com](mailto:de.fairs.kre@de.dsv.com)

All Air freight consignments must arrive at **Frankfurt Airport (FRA)**

**DOCUMENTS REQUIRED** - AIRFREIGHT

- AWB
- Commercial / Pro Forma invoice include HS Code per item
- Packing List
- For temporary and permanent import: customs POA (form on request)

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[PREVIOUS](#)[NEXT](#)

## SHIPPING INSTRUCTIONS 2025

## MENU

[Introduction](#)[Road Freight](#)[Sea Freight](#)[Air Freight](#)[Deadlines](#)[Customs clearance](#)[Case Markings](#) | [Courier Shipments](#)[Proforma Invoice](#) | [T1 instructions](#)[Heavy Lift](#) | [Hand Carry](#) | [Insurance](#)[Closing Summary](#) | [Payment Terms](#)

## Deadlines



## Road Freight Arrival:

Via Advanced Warehouse receiving

**First Day for Receiving: Monday, September 22nd****Last Day for Receiving: Friday, October 17th****Pre-Alert: Minimum 10 working days prior to stand delivery!**

## Air Freight Arrival:

Destination: Frankfurt (FRA)

**10 working days prior to stand delivery****Pre-Alert: Minimum 15 working days prior to stand delivery!**

## Sea Freight Arrival:

Destination: Hamburg Port

**LCL : 20 working days prior to stand delivery****FCL : 20 working days prior to stand delivery****Pre-Alert: Min. 35 working days prior to stand delivery!**

Please send your full set of Pre-Alert before the shipments arrive prior to the deadlines above to the following e-mail addresses:

[de.fairs.kre@de.dsv.com](mailto:de.fairs.kre@de.dsv.com) and [exhibitions@dsv.com](mailto:exhibitions@dsv.com)

# SHIPPING INSTRUCTIONS 2025

## MENU

[Introduction](#)[Road Freight](#)[Sea Freight](#)[Air Freight](#)[Deadlines](#)[Customs clearance](#)[Case Markings | Courier Shipments](#)[Proforma Invoice | T1 instructions](#)[Heavy Lift | Hand Carry | Insurance](#)[Closing Summary | Payment Terms](#)

## Customs Clearance

### Customs Documents

ALL shipments from outside the European Union must be accompanied by customs documents. Please see below to find out the documentation that is required.

Goods that will not be returning after the event (such as literature, give-away items or goods intended for sale during the event) should be documented using:

A Pro-forma invoice (see template on the final page of this document)

This should be completed on your letterhead, addressed as follows:

### **ISHRS 2025 World Congress**

Exhibitor.....

Hall.....

Stand.....

The invoice should list all of your items with a value for each item, and also a total value at the bottom of the invoice. Please describe your items clearly. Please remember the description will have to be understood by people not familiar with your products. Invoice should clearly state that the goods are “giveaways”.

Items which will be imported permanent must be separated from temporary items! This means: 1 Commercial / Pro Forma Invoice or CIPL

### New and Important Customs Requirements

If you are shipping through DSV as the meeting's official freight company, the ISHRS's EORI number will be used for your shipment. In this case you do not need to have your own company EORI number.

**If you are NOT shipping through DSV but through another carrier, please read the below:**

German Customs now requires an EORI number for all import shipments. The registration process is handled solely by German Customs, we encourage you to register online well in advance as the actual process takes approximately 2 weeks.

Once you have registered for your EORI number, you will be registered in the Customs system for future shipments to all of Europe and will not have to register again.

**Customs clearance will not occur without either an EORI number or proof of your EORI application in the form of an email confirmation from Customs after you submit your application.**

Please complete EORI - Blank Application (form 0870a\_en) and email to [antrag.eori@zoll.de](mailto:antrag.eori@zoll.de) (German General Customs Directorate in Dresden) by PDF file only as an attachment. You will get an automatic response e-mail message after sending your completed form.

Please save copy of the automated e-mail reply and copy of completed form for our clearance handling and send it with your hr-e-° lert

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[PREVIOUS](#)[NEXT](#)

## SHIPPING INSTRUCTIONS 2025

## MENU

[Introduction](#)[Road Freight](#)[Sea Freight](#)[Air Freight](#)[Deadlines](#)[Customs clearance](#)[Case Markings | Courier Shipments](#)[Proforma Invoice | T1 instructions](#)[Heavy Lift | Hand Carry | Insurance](#)[Closing Summary | Payment Terms](#)

## Case Markings

For easy identification, all packages shall be marked as follows:

**ISHRS 2025 World Congress**

c/o DSV Fairs & Events

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

Hall/ Stand Number: \_\_\_\_\_

Case Numbers: 1 of ... (2 of ... 3 of ...)

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

Dimensions: L x W x H in cms

## Courier Shipments

DSV Fairs & Events offer a range of pre-show shipment receiving options (both courier and general shipments) to offer you piece of mind that your shipment has been received and will be delivered to your stand.

We will receive your shipment at our warehouse, transport it to site and deliver to your stand.

We also offer a receiving service for your courier shipments, if you or your client, cannot be on stand to receive and sign for the goods.

All courier shipments have to be sent under **Incoterm DAP**

**Delivery Address**

DSV Solutions GmbH

Fairs & Events

Messegelaende Frankfurt, Cargo Center, 3rd Floor

Ludwig-Erhard-Anlage 1

60327 Frankfurt am Main - Germany

Attn: Max Trimborn

Tel: +49 (0) 2151 737 1488

E-mail: [de.fairs.kre@de.dsv.com](mailto:de.fairs.kre@de.dsv.com)

Please contact DSV F&E for additional details and charges.

E-mail: [de.fairs.kre@de.dsv.com](mailto:de.fairs.kre@de.dsv.com)

**Courier arrival deadline and customs cleared:** Friday, October 17th

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[PREVIOUS](#)[NEXT](#)



# SHIPPING INSTRUCTIONS 2025

## MENU

[Introduction](#)[Road Freight](#)[Sea Freight](#)[Air Freight](#)[Deadlines](#)[Customs clearance](#)[Case Markings](#) | [Courier Shipments](#)[Proforma Invoice](#) | [T1 instructions](#)[Heavy Lift](#) | [Hand Carry](#) | [Insurance](#)[Closing Summary](#) | [Payment Terms](#)

## Proforma Invoice

The Commercial/ Pro Forma invoice or Combined Invoice Packing List (CIPL) must contain the following information:

- Detailed description of goods in English
- HS Code per item
- Quantity
- Value per item / total value
- Term of delivery: **DAP Frankfurt**
- Number of pieces
- weight in kg & dimensions in cm (L x W x H)
- Country of Origin
- Specification if temporary or permanent clearance is required

## T1 instructions

Consignee: DSV Solutions GmbH  
Fairs & Events  
Messegelaende Frankfurt, Cargo Center  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main – Germany

Customs Department Code – Zollamt Osthafen/Messe: DE 003358  
DSV Solutions (Fairs & Events) – EORI: DE 5122295

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[PREVIOUS](#)[NEXT](#)

# SHIPPING INSTRUCTIONS 2025

## MENU

[Introduction](#)[Road Freight](#)[Sea Freight](#)[Air Freight](#)[Deadlines](#)[Customs clearance](#)[Case Markings](#) | [Courier Shipments](#)[Proforma Invoice](#) | [T1 instructions](#)[Heavy Lift](#) | [Hand Carry](#) | [Insurance](#)[Closing Summary](#) | [Payment Terms](#)

## Heavy Lift – Oversized Goods

For all shipments requiring a crane, forklift above a 5 tons capacity or exceeding dimensions 200x200x200cms, please ensure that DSV Fairs & Events are contacted prior to the goods being shipped to the show to agree on the set up date, equipment and special requirements you may need. Failing to do may result in delays and major problems on-site. Please contact us for more information.

## Hand Carry

Overseas exhibitors are not encouraged to hand-carry exhibits which will be subject to customs clearance on arrival. In event the exhibits are stopped at airport of arrival, exhibitors are required to handover the shipments along with the Invoice and Packing list to Customs Authorities at airport against issuance of Custody Receipt. Thereafter handover the original Custody Receipt along with copy of invoice and packing list to us urgently for customs clearance. In which case please allow up to 2 working days for customs clearance prior to delivery to the booth. All charges for this urgent clearance shall be for account of the exhibitors

## Insurance

Insurance of the cargo is not included in our scope of work / tariff and same to be arranged by Exhibitor with an express and unconditional waiver of subrogation towards DSV, partners and our sub-contractors

For shipments arriving in apparent damaged condition, the airport or seaport will not assist with surveys and provide any damage reports. The goods will need to be surveyed on site by the exhibitor's survey company to process any claims.

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition and the return of the exhibits. Including the period the exhibits are handled by us, and also ensure that Transport Insurance is arranged for exhibits sold locally.

**Upon written instructions, DSV F&E can offer the exhibitor insurance coverage at competitive premiums. Please just give us a hint in order for us to offer you the according rates.**

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[PREVIOUS](#)[NEXT](#)

## SHIPPING INSTRUCTIONS 2025

### MENU

[Introduction](#)[Road Freight](#)[Sea Freight](#)[Air Freight](#)[Deadlines](#)[Customs clearance](#)[Case Markings](#) | [Courier Shipments](#)[Proforma Invoice](#) | [T1 instructions](#)[Heavy Lift](#) | [Hand Carry](#) | [Insurance](#)[Closing Summary](#) | [Payment Terms](#)

Thank you for reviewing our shipping instructions, we hope that it was helpful to you with the planning of your shipment and documents. It is our philosophy and belief that proper planning, accuracy of documents, and a proactive approach are all critical for a successful shipment to an exhibition.

As your exhibition freight forwarder, DSV Solutions Fairs & Events staff and team will be happy to assist you in all the necessary. If you have any further questions which have not been answered here, or require any other information about the show, please contact us at your convenience.

**DSV Solutions GmbH**  
**Fairs & Events**  
Nirostastr. 3  
47807 Krefeld  
Germany

**DSV Solutions LLC**  
**Fairs & Events**  
1100 S. Tamiami Trail, Suite B  
Venice, FL 34285  
USA

Manager of International Fairs & Events

**Mr. Rob Henry** | [Rob.Henry@dsv.com](mailto:Rob.Henry@dsv.com) | 786-577-6752

International Project Manager

**Mrs. Regina Cox** | [Regina.Cox@dsv.com](mailto:Regina.Cox@dsv.com) | 786-577-6755

Manager

**Mr. Max Trimborn** | [Maximilian.Trimborn@dsv.com](mailto:Maximilian.Trimborn@dsv.com) | +49 (0) 2151 737 1488

Show Manager:

**Ms. Jessica D'Anna** | [Jessica.Danna@dsv.com](mailto:Jessica.Danna@dsv.com) | +49 (0) 2151 737 1468

### Terms of Payment

Inward: Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice/prior to dispatch of shipments

Overseas payments to be made by credit card or Electronic payment (ACH/Wire) to our bank account. Remittance details should be emailed to [L902remittance@us.dsv.com](mailto:L902remittance@us.dsv.com) and [mandy.henry@dsv.com](mailto:mandy.henry@dsv.com). Please indicate your company name and total payment amount in the subject line.

Please note that credit will only be offered if you have an active credit account with **DSV Solutions LLC**.

Transfer funds to:

**ABA: 026010786 SWIFT: NDEAUS3N**

**Account: 4075443001**

**Nordea Bank Finland**

**1211 Avenue of Americas, 23rd Floor**

**New York, New York 10036**

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[PREVIOUS](#)[NEXT](#)