

Shipping Guidelines

DHL Trade Fairs & Events UK Limited has been appointed as the official logistics supplier for the upcoming 25th WCD World Congress to be held at Suntec in Singapore between 3-8 July 2023.

Below you will find information on the services we offer and guidance as to how to dispatch shipments to the event. Should you choose to use another company to provide transport services to the event, please make sure that they are given our shipping guidelines.

Please send us details of your requirements via our order form and we will send you a detailed proposal how we route your cargo and inform you of all costs so that you can plan and budget accordingly.

It is important that you keep to the deadlines and check all documents with us well in advance to avoid delays and extra charges.

1. ESSENTIAL DATES

Set Up	03 July 2023 30 minutes before the starting of the meeting
OPENING HOURS	03 July 2023
DISMANTLING	03 July 2023 after the end of the meeting

2. PRE-ADVISE / ORDER FORM

DEADLINE ORDER FORM	02 May 2023
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AII PRE-ADVISES INCL. A FULL SET OF DOCUMENTS MUST BE SENT TO:

DHL TFE: Mr. Horst Froehling

E-Mail: horst@dhl-exh.com

3. TRANSPORT-INSTRUCTIONS

3.1 AIRFREIGHT

CONSIGNEE AIRWAYBILL AWB

Rogers Expo Services (Singapore) PTE Ltd
6 Harper Road
05-03 Leong Huat Building
Singapore 369674

25th World Congress of Dermatology Singapore 2023 Name of Exhibitor Stand No

AIRPORT OF DESTINATION
DEADLINE of Arrival at Changi

Changi Singapore
24 June 2023



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ALL SHIPMENTS MUST BE SENT “FREIGHT PREPAID”

3.2 SEAFREIGHT

CONSIGNEE BILL OF LADING LCL or FCL

Rogers Expo Services (Singapore) PTE Ltd
6 Harper Road
05-03 Leong Huat Building
Singapore 369674

25th World Congress of Dermatology Singapore 2023 Name of Exhibitor Stand No

SEAPORT OF DESTINATION
DEADLINE of Arrival at seaport

Singapore Jurong Port
22 June 2023

ALL SHIPMENTS MUST BE SENT “FREIGHT PREPAID”

3.3 COURIER

Courier shipments up to 50 kgs must be send to our warehouse in Singapore. Neither the venue nor the organiser will accept courier shipments on your behalf.

ADDRESS

Rogers Expo Services (S) Pte Ltd
6 Harper Road #05-03
Leong Huat Building
Singapore 369674

Last day of acceptance 26 June 2023

ALL SHIPMENTS MUST BE SENT DDP “DELIVERED DUTY PAID”

3.4 DOMESTIC LOCAL SHIPMENTS

Local suppliers can deliver shipments destined for WCD to our warehouse. We must receive a pre advise prior to deliver into our warehouse. Charges apply as per official show tariff.

ADDRESS

Rogers Expo Services (S) Pte Ltd
6 Harper Road #05-03
Leong Huat Building
Singapore 369674

Last day of acceptance 26 June 2023

4. Freight Forwarding and ON-SITE HANDLING TARIFF (see enclosure)

There are no credit facilities, and all charges must be paid prior to the start of the exhibition. Settlement can be made by either bank-transfer or secure credit card link payment.

5. CUSTOMS CLEARANCE

We can arrange customs clearance for permanent and temporary import against shipping invoice. However, we strongly suggest use of Carnet ATA for temporary imported goods.

We strongly suggest you use our “Combined Invoice and Packing List”.

Please complete the invoice at least 7 days prior to dispatch so that we can check contents with our customs broker in Singapore and that all is good for importation into Singapore.

5. INSURANCE & LIABILITY

We operate exclusively in accordance with the latest version of the British International Freight Association General Terms and Conditions of Trading. These limit the legal liability for damage to goods in certain circumstances whilst in the care of a forwarder.

The forwarders custody liability ends with the delivery of the consignment to the exhibitor’s stand even if the exhibitor or his representative is not present.

YOUR LOGISTICS PARTNER FOR WCD 2023

DHL Trade Fairs & Events (UK) Limited
Unit 17 & 21 2nd Exhibition Avenue
NEC Birmingham B40 1 PJ
United Kingdom

Phone : 0044 121 782 4626 E-Mail : horst@dhl-exh.com

Contact : Horst Froehling



www.dhl-exh.com

