



Global Transport and Logistics

**EBJIS 2025 Bologna Palazzo dei Congressi
11/13 September 2025**

INTERNATIONAL SHIPPING INSTRUCTIONS



General Shipping instructions

Here below you'll please find our general guidelines.

For any question/request concerning exhibitions, congress, official and private show in Italy please contact only our fairs and exhibitions office at following address:

DSV Solutions SRL
Via delle Industrie 14/c
20049 Settala (MI)
Tel.+39 (0)2 92134036
e-mail marco.simone@dsv.com.com
domenico.rubicondo@dsv.com

Before sending exhibition goods or stand building material please get in touch with our office in order to check everything in advance, documents drafts must be sent to our office not later than 5 days prior arrival to Italian airport, in any case before goods will leave departure station.



Consignment instructions

In the AWB or seawaybill as "*Nature and quantity of goods*" you must print the cargo dimensions in cms and total volume. Pls issue seawaybill or AWB (**under freight prepaid**) as follows:

- Consignee: DSV Solutions SRL - FAIRS DEPT.
Via delle Industrie 14/c
20049 Settala (MI)
Tel.+39 (0)2 26905324
e-mail: marco.simone@dsv.com.com
domenico.rubicondo@dsv.com
- Notify: exhibitor's name c/o DSV Fairs and Events
"exhibition name"
hall nr... / stand nr...
venue

- **Airport Entry: Milano Malpensa MXP**

About the goods destined directly to showsite, pls contact us to check correct instructions.
About goods in transit to our advanced warehouse, On the CMR as “*Nature and quantity of goods*” you must print the cargo weight, dimensions in cms and total volume. Pls issue it as follows:

- Consignee: DSV Solutions SRL - FAIRS DEPT.
Via delle Industrie 14/c
20049 Settala (MI)
Tel.+39 (0)2 26905324
e-mail: marco.simone@dsv.com.com
domenico.rubicondo@dsv.com
- On the body of CMR: exhibitor’s name c/o DSV Fairs and Events
“exhibition name”
hall nr... / stand nr...
venue

Our warehouse is opened from Monday to Friday from hrs 09.00 to hrs 17.00



Deadlines

- **Deadlines for air freight:**
Goods that require clearance must arrive at Milano (MXP) airport no later than 7 working Days before delivery to venue.
Goods that do not require clearance must arrive at Milano (MXP) airport 4 working days before delivery to venue.

If you’re going to airfreight the cargo to another airport/port pls contact us so that we can give you the correct deadline.

- **Deadlines for overland freight (advanced warehouse):**
Goods must arrive to Milano advanced warehouse no later than 4 working days before date of delivery to venue.

Special remarks:

With reference to shipments that have to be handled through our warehouse, If we need to issue T1 before delivery to venue, we need to receive cargo to our terminal (under bond condition) within 6 working days prior to delivery to booth.

Copy of all docs must be sent to our office 1 week prior to departure for approval.



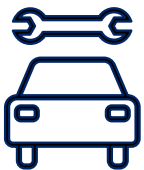
Packing and Marks

All packages must be clearly marked with the following:

- Name of exhibitor
- Hall and stand no.
- Exhibition name and venue
- Case no: 1 OF / 2 OF...../ etc
- Gross weight / Net weight

Packaging

Generally packing should be suitably designed, with sufficient attention to internal padding and battening, according to the nature of the goods and the method of transport being used to be adequate to withstand both the outward and return movement as well as handling and storage during the exhibition period. Where it's probable that goods will be returned to the country of origin or dispatched to another destination overseas, it's strongly recommended that the tops and sides are bolted so that unpacking can be carried out with the minimum of damage to cases.



Insurance

Whether employed as an agent or otherwise, DSV Solutions SRL works in strict accordance with its Standard Trading Conditions, which limits our liability. You're strongly recommended to check with your All Risks insurer that you're fully covered for all work we may undertake on your behalf and to advise them of our conditions.

Remarks

Shipment concerning/including, Hazardous, dangerous goods, valuable, artworks, perishable or Foodstuff, must be handled in a different way

THESE KIND OF SHIPMENT MUST BE NOTIFIED TO OUR OFFICE BEFORE DEPARTURE FROM STATION OF ORIGIN. WE'LL GIVE YOU CORRECT INSTRUCTIONS ACCORDING TO EACH SINGLE REQUEST.

Express courier shipments originated outside EEC countries are not accepted

If you need any more information or would like to discuss your requirements further, please do not hesitate to contact us.

Best regards.

