



FAIREXX

OFFICIAL SHIPPING GUIDELINES & RATES

**EAU26** | LONDON, GB  
13-16 March 2026



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Dear exhibitor,

The organiser of the exhibition during the annual congress of the European Association of Urology 2026 to be held in London has appointed our organisation as their official forwarder and exclusive lifting agent. We are very proud of that and want to achieve a high quality exhibition logistics.

Being sole official logistics partner on-site implies that operations with any mechanical lifting equipment (e.g. on-site forklift services, electrical pallettrucks) may only be handled by Fairexx as well as on-site services as empty case and full goods storage.

Should you have any questions, remarks etc. regarding your transport or the local handling, please do not hesitate to contact us.

We provide all relevant services:

- Transport from your place to/from London
- Roadfreight, airfreight, seafreight
- All customs handling
- Shipment transfer from port or airport
- All technical lifting
- Storage of empties
- Storage of brochures, give aways etc.
- Labour assistance for standfitting, unpacking

When needed you can always ask us for a specific quotation. Please mention all relevant details we need and specify on the quotation request form.

We look forward to meeting you in London.

Sincerely yours,

Paul van Zijl



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# 1. SHIPMENTS ORIGINATING FROM OUTSIDE THE UNITED KINGDOM

(ie. Continental Europe, United States, Canada, Switzerland, etc.)

## 1.1 Courier shipments

Send via FEDEX, DHL, UPS, TNT (and other courier companies)

Courier companies cannot make customs clearance as they lack an Importer-Record-Number. Shipment for temporary importation via ATA-Carnet and/or via commercial invoice (goods that will be returned after event) **must** be sent by airfreight (please see column 1.2) as courier companies cannot arrange any temporary customs clearance.

We strongly recommend sending your courier shipments to our warehouse. We cannot guarantee an on-time delivery to the exhibition booth in case your shipment arrives later than **2<sup>nd</sup> March 2026**.

**Please deliver all courier shipments to the following address:**

FAIREXX – Logistics For Exhibitions BV  
De Trompet 2650  
1967 DD Heemskerk  
The Netherlands  
Phone: +31 (0)251 25 00 60

Notify: EAU 2026 – Name of exhibitor + stand number.

### IMPORTANT NOTE:

We strongly recommend exhibitors not to send courier shipments directly to the venue/stand in London. Courier companies cannot do a customs clearance as they will need a local importer. For shipments sent directly to the stand and stuck in customs no liability is accepted.



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## 1.2 Airfreight

Your shipment should arrive at Amsterdam airport (AMS) no later than **2<sup>nd</sup> March 2026**.

**Please consign airwaybill to:**

FAIREXX – Logistics For Exhibitions BV  
De Trompet 2650  
1967 DD Heemskerk  
The Netherlands  
Phone: +31 ()251 25 00 60

Notify: EAU 2026, Name of exhibitor, stand nr.

**The goods will be automatically forwarded to the venue in London.**

We kindly ask you to send us a pre-advice at least one day before departure including a copy of the airwaybill and a copy of the commercial invoice/packing list.

## 1.3 Documentation

For shipments outside of the European Union, we require the following documents for the customs clearance:

- proforma invoices/packing lists in English addressed to EAU 2026 exhibitor name, booth number, showing weights/sizes, HS codes and values with exact description of the goods
- Separate invoices for temporary importation (exhibits) and permanent importation (consumables, brochures etc.)
- Serial numbers and pictures of every item that needs to be imported temporarily
- If necessary: Certificate of Origin (Form A/EUR.1)
- If necessary: special certificates (health/veterinary)

All exhibits/material entered under temporary importation are subject to control and examination by EU customs for inward and outward movements.

Any exhibits remaining in the EU after closure of the exhibition are subject to duties and/or taxes. Payments must be guaranteed prior to removal of goods from the Exhibition venue.

Any shipments arriving after our deadlines that require customs clearance will be subject to a late arrival surcharge of 25% on our official handling rate.



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## 2. SHIPMENTS ORIGINATING FROM THE UNITED KINGDOM

### 2.1 Groupage roadcargo, courier shipments (DHL, FedEx, UPS, etc.)

We strongly recommend sending your groupage or courier shipments to our warehouse. We cannot guarantee an on-time delivery to the exhibition booth in case your shipment arrives later than

**6<sup>th</sup> March 2026.**

**Please ship all groupage or courier shipments to the following address:**

FAIREXX - Logistics for Exhibitions  
EAU 2026  
c/o DSV Solutions Ltd.  
ExCel London  
Sandstone Lane Bays 22-26  
Royal Victoria Dock  
London E16 1FR / UK  
att.: Carla Cook  
Tel: ++44-1255245685  
Notify: EAU 2026, Name of exhibitor, stand number

## 3. DIRECT DELIVERY ADDRESS FOR FULL AND PART LOADS TO VENUE

Full and part trailer loads should arrive at ExCel-London in accordance with the official build-up dates and **pre-booked unloading slot with FAIREXX**.

**ASK FOR TIMESLOT VIA OUR WEBSITE: [WWW.FAIREXX.COM](http://WWW.FAIREXX.COM) LATEST 20<sup>TH</sup> FEBRUARY 2026**

**ExCel Voyage-Control is private and will be handled automatically by FAIREXX !**

**Fairground address:**

EAU 2026 - London  
FAIREXX Logistics for Exhibitions  
c/o ExCel London  
Royal Victoria Dock  
London E16 1XL  
United Kingdom  
Notify: EAU 2026, timeslot-confirmation-number, name of exhibitor, stand number



**FAIREXX**

## 4. MARKING OF PACKAGES

Please number every package consecutively and make sure that the following information is indicated on every package:

<b>EAU 2026</b>	<b>Please mark all packages with numbers:</b>
Name of Exhibitor	1 of ... / 2 of ... / 3 of ... etc.
Stand no.	
FAIREXX c/o EAU 2026	

We kindly ask you to use safe and strong packing material which is strong enough to be re-used after the event.

## 5. INSURANCE

We strongly recommend to all exhibitors to arrange for an insurance cover to include transit to and from the exhibition, whilst on display and in storage. Please contact us for further information and rates.

## 6. PAYMENT

All shipments are subject to payment before delivery to the booth.

We accept the following payment methods:

- **Bank transfer:** please provide us with a copy of the transfer statement
- **Credit Card:** please provide us in advance with your credit card details (not for customs expenditures unless with an additional 5% service fee)
- **Cash:** all major currencies are accepted

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## 7. TERMS AND CONDITIONS

All work undertaken is subject to the Dutch Forwarders terms and conditions Fenex, latest version, in conjunction with the conditions and rates for trade fair transportation. A copy will be sent on request.

The responsibility and liability of FAIREXX Logistics for Exhibitions BV as Fairs & Exhibitions forwarder, ends once the goods have been delivered to the stand, irrespective of exhibitor's or his representative's presence on the stand

When written instructions fail, goods may be delivered to the stand commencing on the first day of the official build up period.

The responsibility and liability for return freight at the close of the exhibition starts only with the collection from the stand during the official dismantling period. The surrendering of documents by the exhibitor at the Fairexx office and the acceptance of same does not constitute any admission of responsibility or liability for freight which has not yet been collected from the stand. If the exhibition booth has been left, without the shipment being collected by us, shipment remains on the booth at exhibitors risk.

Externally recognisable damages must be stated on the work order / delivery order on delivery of the goods. Any claim can only be treated when made in writing and presented at our on-site office. Verbal claims only will not be accepted.

Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our invoice(s) before the event starts or on-site during the event or before return shipping of their exhibits.

## 8. CONTACT DETAILS

E-mail: [EAU@fairexx.nl](mailto:EAU@fairexx.nl)

FAIREXX – Logistics for Exhibitions BV  
De Trompet 2650  
1967 DD Heemskerk  
The Netherlands

Contactperson: Paul van Zijl  
Phone +31 (251) 25 00 60

## 1. DIRECT DELIVERIES TO AND FROM VENUE LONDON

### A. Full and part trailer loads

Unloading/reloading trucks and direct delivery to/pick up from stand via 3.0-to forklift. Overtime surcharges under section 6 apply.

Up to 3 loading meters (minimum)	€395.00
Up to 6 loading meters	€675.00
Up to 9 loading meters	€950.00
Up to full trailer	€1,350.00
Coordination & service charge per vehicle - Inbound	€145.00
Coordination & service charge per vehicle - Outbound	€145.00
Time slot application after deadline (20-02-2026)	€125.00

### B. Road and courier cargo (1 cbm = 333 kgs)

Road and courier shipments (only shipments originating from the United Kingdom) – direct delivery to venue/pick up from venue by haulier and/or courier.

Overtime surcharges under section 6 apply.

Receiving on-site in London and delivery to stand per shipment ...	
... per shipment up to 50,-kgs/1CBM - lumpsum	€195,00
... per shipment from 51,-kgs + started CBM (minimum fee = €275.00)	€95.00
Pick up ex stand & release on-site London per shipment per started CBM (minimum fee = €275.00)	€135.00
Onsite-warehouse insurance fee	€45.00
Coordination & service charge per shipment and way	€145.00



## 2. SHIPMENTS VIA FAIREXX ADVANCED WAREHOUSE

### Inbound (1 cbm = 333 kgs)

Transport from FAIREXX advanced warehouse incl. intermediate storage, transfer to venue in London and delivery to stand. For Satellite Symposia deliveries please add 25% on the mentioned rates, overtime surcharges under section 6 apply.

Per each cbm	€145.00
Minimum per shipment	3 cbm
All courier shipments up to 25 kg	€125.00
Intervention fee with courier for non EU shipment	€55.00
Late arrival surcharge	25%
Coordination & service charge per shipment and way	€145.00
Warehouse insurance fee for shipments via airport or warehouse per shipment & way	€45.00

*Same charges apply for outbound shipments via advanced warehouse.*



### 3. CUSTOMS CLEARANCE FORMALITIES

Use of FAIREXX as Importer of the Records - per use	€255.00
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#### Final import customs clearance or temporary clearance based on commercial invoice

Per operation incl. 1 rate line (HS-Code) up to value of €15.000	€275.00
Above CIF value of €15.000	€450.00
Each additional rate line (HS-Code)	€25.00
Attendance for customs examination (per hour)	€105.00

Use of deferment account for Duties/Taxes or any advanced payment to customs: 15% of the total amount (Minimum = €175.00). Temporary import bond fee/3% of CIF value/Minimum €175.00.

#### Export customs clearance or temporary clearance based on commercial invoice

Per operation incl. 1 rate line (HS-Code)	€275.00
Each additional rate line (HS-Code)	€25.00
Attendance for customs examination if applicable (per hour)	€105.00
Import or re-export via Carnet ATA, per way	€215.00
Attendance for customs examination (per hour)	€105.00

## 4. STORAGE DURING THE EVENT

### A. Empty cases - / Standbuild fullgoods -handling / (min. 3 cbm/order)

Collection from stand, storage, re-delivery after event.

Per started cubic meter and packaging unit	€95.00
Coordination fee per order	€145.00

### B. Fullgoods accessible storage

Collection from stand, storage, deliveries ex storage to stand, re-delivery after event	on request
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## 5. LABOUR AND FORKLIFT HIRE

Skilled labour (without equipment, if not stated otherwise). Overtime surcharges under section 6 apply.

Per worker/started hour (min. 4 hours per worker)	on request
Per 3.0t forklift with driver (works on the stand only)	on request
Coordination charge per order	€145.00



## 6. SURCHARGES

Overtime surcharge from 17:00 – 20:00	50%
Night surcharge from 20:00 – 08:00	100%
Saturday, Sunday, Bank holiday	100%
Late arrival surcharge (for arrivals out of official deadlines)	30%

*Charges are subject to 21% of VAT. Please provide us with your VAT identification number on your order to apply the reverse charge mechanism. Any other services not covered by this rate will be charged according to separate agreement.*

*All work undertaken is subject to the Dutch forwarders terms and conditions – Fenex latest edition – and the German forwarders terms and conditions ADSp, newest edition and the SLVS – liability policy, in conjunction with the conditions and rates for trade fair transportation. A copy of the relevant set of conditions will be supplied on request.*



**A - Bookingform on site handling**

Exhibitor:			Booth no.		
<b>CONTRACTOR CONTACT DETAILS AND INVOICE ADDRESS</b>					
Company name					
Contactperson					
Address					
Postcode and city					
Country					
Phone			E-mail:		
VAT nr.					
<b>FORKLIFT</b>					
<b>We would like to book a 3T forklift for (un)loading</b>					
Build up	Date		Dismantling	Date	
	Time			Time	
Size of truck	part load trailer		full load trailer		
	Loading metres:		Nr. of trailers:		
<b>We would like to book a forklift for standassistance</b>					
Build up	Date		Dismantling	Date	
	Time			Time	
Extra equipment	<input type="radio"/> slings		<input type="radio"/> shackles		Other:
<b>STORAGE</b>					
Type of storage	<input type="radio"/> empties		<input type="radio"/> give aways, tools		<input type="radio"/> lifting equipment
Estimated volume	cbm		cbm		
Special requests					
Signature principal:			Date and stamp:		

As space and equipment is limited, all times stated on forklift bookings are considered as a request.

We will send you a time slot and booking number as confirmation.

Please send form by e-mail: EAU@fairexx.nl

**B - PRE-ADVISE WAREHOUSE DELIVERY**

Exhibitor:			Booth no.	
<b>CONTRACTOR CONTACT DETAILS AND INVOICE ADDRESS</b>				
Company name				
Address				
Postcode and city				
Country				
Phone			E-mail	
VAT nr.				
<b>PRE-EVENT INFORMATION</b>				
We will send the following shipment meant for / to the warehouse in the Netherlands				
Number of packages		Gross weight		Kgs.
Measurements in cm(s) (when needed add attachment)	Nr. of packages	Length	Width	Height
Volume		Cbm.		
Mode of transport	<input type="radio"/> Airfreight*	<input type="radio"/> Courier*	<input type="radio"/> Seafreight*	<input type="radio"/> Road
	* Please send copy airwaybill or seawaybill			
Date of arrival latest				
Date delivery on stand				
<b>POST EVENT INFORMATION</b>				
Return transport	<input type="radio"/> Yes to origin	<input type="radio"/> other address		<input type="radio"/> No
To be arranged by	<input type="radio"/> Fairexx Logistics		<input type="radio"/> .....	
<b>REMARKS / SPECIALS</b>				
Signature principal	Date and stamp			

Please send form by e-mail: [EAU@fairexx.nl](mailto:EAU@fairexx.nl)

**C – QUOTATION REQUEST**

COMPANY INFORMATION				
Exhibitor:				
Company:				
Contact:				
Phone:				
E-mail:				
PRE-EVENT				
Shipment to be sent via	<input type="radio"/> Airfreight		<input type="radio"/> Seafreight	<input type="radio"/> Road
Transport from	Country			
	Postcode			
	City			
Transport insurance	<input type="radio"/> Yes	Value:		<input type="radio"/> No
Date delivery on stand				
SHIPMENT DETAILS				
Number of pieces		Gross weight		Kgs.
Package details  (When needed pls send as attachment)	Nr. of packages	Length	Width	Height
CUSTOMS FORMALITIES (NOT FOR SHIPMENTS ORIGIN EU)				
Mode of entry	<input type="radio"/> Permanent import		<input type="radio"/> Temporary import	<input type="radio"/> ATA carnet
Shipment value				
POST-EVENT				
Shipment must be (re)sent after event	<input type="radio"/> Yes to origin		<input type="radio"/> No	
	<input type="radio"/> Yes to:			

Please send form by e-mail: EAU@fairexx.nl

# EXHIBITION GOODS

Beurs  
Exhibition

Afzender  
Shipper

Ontvanger  
Ship to

Deelnemer  
Exhibitor

Collo nummer  
Package nr.

**EAU26** | LONDON, GB  
13-16 March 2026

Fairexx Logistics for Exhibitions BV  
De Trompet 2650  
1967 DD Heemskerk  
The Netherlands

Hal  
Hall

Not applicable

Stand  
Booth

VAN TOTAAL  
OF TOTAL



FAIREXX

De Trompet 2650  
1967 DD Heemskerk  
The Netherlands

Phone +31 251 2500 60  
Email : [eau@fairexx.nl](mailto:eau@fairexx.nl)  
[www.fairexx.nl](http://www.fairexx.nl)

Air



Sea



Road

