



FAIREXX

OFFICIAL SHIPPING GUIDELINES & RATES

EHRA2026

12-14 April
Paris & Online

BE PART OF IT



EHRA
European Heart
Rhythm Association
European Society of Cardiology

#EHRA26



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1. SHIPMENTS ORIGINATING FROM OUTSIDE THE EUROPEAN UNION

(ie. 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 EORI 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 **01 April 2026**.

Please deliver all courier shipments to the following address:

FAIREXX – Logistics For Exhibitions GmbH
Gottlieb-Daimler-Strasse 3
50181 Bedburg
Germany
Phone: +49 (0)2272 996 90 21

notify: EHRA 2026 – Name of exhibitor and stand number

Please send us min. 2 days before arrival:

the completed FAIREXX pre-advice form along with the courier waybill and invoice/packing list to email ehra2026@fairexx.com

IMPORTANT NOTE:

We strongly recommend Exhibitors not to send courier shipments directly to the venue/stand in Paris! The venue will not receive any shipments! Courier companies cannot do a customs clearance as they will need an importer with tax ID.

For shipments sent directly to the stand and stuck in customs no liability is accepted.



1.2 Airfreight

Your shipment should arrive at **Cologne Airport (CGN)** not later than **31 March 2026**.

Please consign Master Airwaybill to:

FAIREXX Logistics for Exhibitions

Gottlieb-Daimler-Strasse 3

50181 Bedburg

Germany

notify: EHRA 2026 – Name of exhibitor and stand number

The goods will be automatically forwarded to your stand at venue Paris.

Please send us min. 2 days before departure:

the completed FAIREXX pre-advise form along with the copy of airwaybill and commercial invoice/packing list to email: ehra2026@fairexx.com

1.3 Documentation

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

- 3 original proforma invoices/packing lists in English addressed to FAIREXX GmbH Bedburg c/o EHRA 2026, exhibitor name, hall number and booth number, showing weights/sizes and values with exact description of the goods
- Separate invoices for temporary importation (exhibits) and permanent importation (consumables, brochures etc.) are required!
- 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.

2. SHIPMENTS ORIGINATING FROM THE EUROPEAN UNION

2.1 Groupage road cargo, courier shipments (DHL, FedEx, etc.)

We strongly recommend sending your EU 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 **07 Apr 2026**.

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

FAIREXX - Logistics for Exhibitions GmbH
Gottlieb-Daimler-Strasse 3
50181 Bedburg
Germany
Phone: +49 2272 9969021

notify: EHRA 2026 – Exhibitor, Hall and stand number

Please send us min. 2 days before arrival:

the completed FAIREXX pre-advice form along with the transport waybill and invoice/packing list to email ehra2026@fairexx.com

3. DIRECT DELIVERY ADDRESS FOR FULL & PART LOADS TO VENUE

Full and part trailer loads should arrive at venue Palais des Congrès de Paris in accordance with the official build-up dates and **with pre-booked FAIREXX unloading slot only!**

[TIMESLOT REQUEST](#) - click Hyperlink for online form

Please make sure your vehicle will arrive at the given timeslot to grant access to loading dock.

Regarding limited unloading places it is really important to follow our instructions! Together with your Time-Slot you will receive a Vehicle pass and Logipass with reference number for Check-In and access information for your driver. All vehicles more than 7,5 to unloading by Fairexx only.

Delivery address:

Palais des Congrès de Paris
EHRA 2026 – FAIREXX GmbH
Entrée/ Porte : Entrée Gare Livraison
45 place du général KOENIG
75017 PARIS / FRANCE
GPS : 48.880608, 2.285076

Please send us until 16 Mar 2026:

the completed FAIREXX time-slot request form to email: ehra2026@fairexx.com

4. MARKING OF PACKAGES

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

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

7. TERMS AND CONDITIONS

All work undertaken is subject to 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.

All special transport and crane services are based upon the basic conditions of contract for special transport and crane services – BSK latest edition.

The liability of FAIREXX Logistics for Exhibitions GmbH as Fairs & Exhibitions Forwarder, ceases with deposit and begins with collection of the freight at the exhibition stand, even during the exhibitor's absence, irrespective of the submission of waybills at the exhibition forwarding agent's office. Place of jurisdiction AG Berlin for both sides.

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

8. CONTACT DETAILS

E-mail: ehra2026@fairexx.com

Phone: +49 (0)30 4403 47 10

FAIREXX – Logistics for Exhibitions GmbH

Marienstrasse 28

12207 Berlin

Germany

www.fairexx.com

PLEASE NOTE:

The above is not to be used as delivery address.



1. DIRECT DELIVERIES TO AND FROM VENUE

A. Full and part trailer loads

Unloading/reloading trucks with forklifts and direct delivery to/pick up from stand with transport workers, upper floor surcharge included. Direct access only for trucks/carriers. Overtime surcharges under section 6 apply.

Please make sure your items are packed on paletts, in crates or cases. Any loose material will be charged with surcharge of 25%.

Up to 6 loading meters	€1,350.00
Up to 9 loading meters	€1,550.00
Up to full trailer	€1,950.00
Coordination & service charge per shipment - Inbound	€145.00
Coordination & service charge per shipment - Outbound	€145.00

B. Road cargo (1 cbm = 333 kgs)

Road shipments (only shipments originating from the European Union) – direct delivery to Fairexx at venue or pick up from Fairexx at venue by haulier. Time-slot needs to be requested with FAIREXX. Overtime surcharges under section 6 apply.

Receiving on-site in Paris and delivery to stand per shipment per started 100 kg charg.weight	On request
Pick up ex stand & release on-site Paris per shipment per started 100 kg charg. Weight	On request
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 Paris and delivery to stand, upper floor surcharge at venue included.

Overtime surcharges under section 6 apply.

0–50 kgs	€345.00
51–100 kgs	€490.00
101–200 kgs	€680.00
201–300 kgs	€815.00
301–400 kgs	€870.00
401–500 kgs	€945.00
> 500 kgs	on request
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 Fairexx Bedburg.



3. CUSTOMS CLEARANCE FORMALITIES

Use of FAIREXX EORI (german customs registration number) per use	€195.00
ATLAS-fee (per Operation/way) if applicable	€45.00

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)	€115.00

Use of deferment account for Duties/Taxes or any advanced payment to customs: 15% of the total amount (Minimum = €75.00). Temporary import bond fee/3% of CIF value/Minimum €75.00.

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	€115.00
Import or re-export via Carnet ATA, per way	€215.00
Attendance for customs examination (per hour)	€75.00
T1 document for direct FTL load from venue per document	€350.00
T1 security fee on CIF value of the goods	€2.5%
Minimum fee per T1 document	€200.00

4. STORAGE DURING THE EVENT

A. Empty cases handling (min. 2 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. Standbuild fullgoods handling (min. 2 cbm/order)

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

Per started cubic meter and packaging unit	€115.00
Coordination fee per order	€145.00

Pallet-truck, normal – counts as 2 cbm per unit

Pallet-truck, long – counts as 3 cbm per unit

Ladder – counts as 2 cbm per unit

Genie – counts as 3 cbm per unit

C. Fullgoods accessible storage

Collection from stand, storage, re-delivery after event

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



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
Palett truck per hour	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%
Late booking surcharge for time-slot forms received later than 16.03.26	30%

Charges are subject to 19% 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 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.