



More than just  
forwarding...

**KRISTAL BV**

Vliegveld 753

1820 Steenokkerzeel - BELGIUM

+32 (0)2 751 46 80

info@kristal-logistics.com

www.kristal-logistics.com

BTW BE 0453.812.916

RPR Brussel

Verg. Vervoerscomm. 2262.001

KBC 444-8624521-45

BIC KREDBEBB

IBAN BE 44 4448 6245 2145

## SHIPPING GUIDELINES ESHRE - Paris 2025 (29 June - 2 July 2025)

**Introduction**

KRISTAL, have been appointed by the organizer - ESHRE - as the official freight forwarder, customs clearance agent and official drayage contractor.

For safety and logistical reasons only Kristal or their agents will be allowed to operate lifting services at the exhibition.

It is our commitment to ensure exhibits arrive on time and in good condition for the opening of the exhibition.

This shipping manual will assist you in your preparation for the correct and timely dispatch of exhibits to Paris. Please follow these instructions closely.

The range of service provided by our company include:

- Transportation, national and international
- Temporary and permanent customs clearance
- On-site handling, labor, forklift and crane
- Labeling, removal and storage of empty boxes and crates, return to stand upon closure of the exhibition.
- Accessible storage for brochures and give-away items during the event
- On-site assistance & supervision

**General**

<b>Build-up :</b>	Thursday	26 June 2025	07.00 to 21.00
	Friday	27 June 2025	07.00 to 21.00
	Saturday	28 June 2025	07.00 to 21.00
	Booth construction must be completed and empty packaging be removed from the hall on 28 June before 21.00.		
	Sunday	29 June 2025	07.00 to 17.00 ( stand decoration only )

There is a possibility for early build-up on 25 June as from 17.00. If extra time needed please contact Veerle De Rijbel at [exhibit@eshre.eu](mailto:exhibit@eshre.eu) for conditions and pricing.

<b>Dismantling :</b>	Wednesday	2 July 2025	15.00 to 21.00
	Thursday	3 July 2025	08.00 to 20.00

To allow us to remove the carpets and to return the empty crates to the stands, vehicles bigger than a van will not be allowed in the loading area on 2 July before 18.00.

If you use your own transport company to collect your goods after the exhibition, note that all goods not removed from the hall on 3 July at 20.00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.

**International Coordinators**

Kristal  
Vliegveld 753  
B-1820 Steenokkerzeel

Contact : Maria Papantoniou or Wim Poels  
Tel : +32 (0)2 7514680  
e-mail: [maria@kristal-logistics.com](mailto:maria@kristal-logistics.com) or  
[wim.poels@kristal-logistics.com](mailto:wim.poels@kristal-logistics.com)



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**Consigning instructions**

ROAD FREIGHT or COURIER shipments to the advanced warehouse

You can either ship to the warehouse in Belgium or the warehouse in France.  
There will be a **10 % discount** on handling charges for shipments consigned to Kristal Belgium.

1/ Belgium address :

Consigned to :

Kristal BV  
Vliegveld 753  
B-1820 Steenokkerzeel  
Ctc Maria Papantoniou Tel +32 2 7514680  
Ref : ESHRE 2025 / Name Exhibitor / Stand nr

Goods to reach advanced warehouse not later than 23 June 2025.

Warehouse will be open for reception as from 5 May 2025.

2/ France address :

Clasquin Fairs & Events  
Parc des Expositions de la Porte de Versailles  
Place des Insurgés de Varsovie  
Bureau des transitaires/Terrasse H /Entrance by gate D  
F-75015 PARIS  
Opening hours: 08u00-12u00 and 14u00-16u30  
For ESHRE 2025 / Name Exhibitor / Stand nr

Goods to reach advanced warehouse **as from 20 June** ( goods from EU or customs cleared prior to delivery ).

AIR FREIGHT

1/ Belgium address :

AWB consigned to :

Kristal BV  
Vliegveld 753  
B-1820 Steenokkerzeel  
Ctc Maria Papantoniou Tel +32 2 7514680  
Ref : ESHRE 2025 / Name Exhibitor / Stand nr

Goods to reach BRU airport not later than 13 June 2025

2/ French address :

AWB consigned to :

BBL CARGO  
4 Rue du Chapelier - Cargo 5  
95722 ROISSY CDG  
EORI N°: FR29312010820  
parisevents@clasquin.com  
Tel:+33 1 48633381  
Ref : ESHRE 2025 / Name of Exhibitor / Stand nr

Notify :

Goods to reach Paris airport CDG not later than 13 June 2025.  
Airport destination : CDG.



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**DIRECT DELIVERIES**

Address : ESHRE 2025  
Parc des Expositions de Paris Porte de Versailles  
Place des Insurgés de Varsovie / Gate D  
Bureau des transitaires/Terrasse H  
F-75015 PARIS

Direct deliveries with trucks to the venue are restricted.  
Direct shipments to the exhibition site will only be accepted on move-in dates and hours.  
Due to limited space at the site, only few trucks / vehicles can park at the same time at the unloading area.

Therefore we will follow a strict policy for direct deliveries.

- All vehicles, even if unloading themselves will have to apply for an unloading slot and will need an entry pass. Slots will be given on a first come / first served basis.
- On arrival vehicles need to report to the Kristal staff at the marshalling yard, Terrasse H from where they will be guided to the unloading area.
- Vehicles need to be removed immediately once unloading/reloading operations have been completed. Maximum time for self-unloading will be 60 minutes for a full trailer and 45 minutes for trucks up to 6 meters. After unloading trucks need to be removed from the site.
- Priority access will be given for companies using Kristal handling services.
- All trucks arriving without an unloading slot, will be unloaded once the full schedule has been completed.

**Documentation for goods outside EU**

**For Temporary items :**

ATA Carnet or commercial invoice.

In case of commercial invoice document needs to show values of each item, description, serial numbers, addressed to ESHRE 2025, Exhibitor's name & stand number, Parc des Expositions Paris Porte de Versailles, F-75015 Paris.

**For Permanent items :**

We will need a separate invoice for all permanent items such as give-away items, brochures, etc.... addressed to ESHRE 2025 , Exhibitor's name & stand number, Parc des Expositions Paris Porte de Versailles, F-75015 Paris.

**Courier Shipments**

We discourage the use of Couriers to ship any materials directly to the booth at the show site. Courier companies will not be able to deliver your goods inside the congress center. To avoid problems, please consign the goods to the advanced warehouse address. You will be liable for customs and handling charges but this ensures your goods are delivered to your booth.

Courier shipments from outside EU need to be shipped DDP all duties and taxes paid at origin. Shipments that require an advance payment of duties or other charges will be refused.

Note that if we need to intervene with couriers regarding customs due to incomplete or incorrect paperwork, there will be an intervention fee of 150.00 euro.



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**Shipping pre-advice**

Full details of dispatch together with copies of invoices, AWB, CMR, Bill of Lading to be sent upon departure to Kristal by email to : [maria@kristal-logistics.com](mailto:maria@kristal-logistics.com) or to [wim.poels@kristal-logistics.com](mailto:wim.poels@kristal-logistics.com) .

**Case Marking**

All cases must be clearly marked/stenciled on two (2) sides with the following information :

Your Company Name and booth nr \_\_\_\_\_

Case Number ( ex. 1/3 – 2/3 ) \_\_\_\_\_

Gross Weight \_\_\_\_\_

Dimensions in cm \_\_\_\_\_

**Insurance**

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, intermediate storage, on-site handling, during the exhibition, and the return.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, cost of insurance cover is not included in our charges.

On written demand, Kristal or their agents can arrange this for you.

**Terms & Conditions of Trading**

All business is undertaken by owner's risk. Tariffs are calculated using current freight and exchange rates. Any major fluctuation in either between now and work-date will be reflected in our final invoice. Contracting Kristal BV or their agents implies acknowledgement and acceptance of Kristal BV conditions of trading.

**Terms of payment**

Payment is due on presentation of invoice unless otherwise agreed in writing with Kristal BV or their agents. In all other cases on-site charges billed at the exhibition will require immediate payment by cash or credit card. Any disputes or queries relating to invoices originating from this office should be notified to Kristal BV within seven days of invoice date.