



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 -LONDON 2026 (5 – 8 JULY 2026)

INTRODUCTION

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

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 London. 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 craneage
- 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

International Coordinators
 Kristal BV
 Vliegveld 753
 B - 1820 Steenokkerzeel

Contact: Wim Poels / Maria Papantoniou
 Tel.: +32 (2) 751 46 80
 Email: wim.poels@kristal-logistics.com
maria@kristal-logistics.com

Buildup:	Thursday	2 July 2026	08.00-21.00
	Friday	3 July 2026	08.00-21.00
	Saturday	4 July 2026	08.00-21.00
	Sunday	5 July 2026	08u00-17.00 (Stand decoration only)

Booth construction must be completed and empty packaging be removed from the hall on 4 July before 21.00

There is a possibility for early build-up on 1 July. Please contact Veerle De Rijbel at exhibit@eshre.eu for conditions and pricing.

Dismantling :	Wednesday	8 July 2026	15.00 to 21.00
	Thursday	9 July 2026	08.00 to 20.00



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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 8 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 9 July at 20.00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.

CONSIGNING INSTRUCTIONS

AIR FREIGHT

AWB consigned to :

DSV Air & Sea
Great South West Road
Feltham, TW14 8NU

Notify :

DSV- Carla.cook@dsv.com
Tel: +44 (0)7730 400 493
ESHRE 2026

Name Exhibitor / Stand nr

Goods to reach London Heathrow Airport not later than 19 June 2026.

ROAD FREIGHT and COURIER Shipments to the advanced warehouse

Consigned to :

ESHRE 2026
c/o DSV
ExCel, Royal Victoria Dock
1 Western Gateway,
London, E16 1XL

Notify:

DSV- Carla.cook@dsv.com,
Tel +44(0)7730 400 493
ESHRE 2026

Name Exhibitor / Stand nr

Goods to reach advanced warehouse as from 15 June and not later than 3 working days prior to requested delivery date to show site.

Goods need to arrive customs cleared DDP, all destination duties and taxes prepaid to shippers account.

Do not send shipments directly to the venue as they will be held by UK customs authorities.



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DIRECT DELIVERIES

Address : ESHRE 2026 – EXCEL - ROYAL VICTORIA DOCK – 1 WESTERN GATEWAY – LONDON E16 1XL

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.

Vehicles need to be removed immediately once unloading / reloading operations have been completed.

To avoid traffic congestion and to allow us a fast and smooth move-in, an unloading slot will be required for all vehicles larger than a car.

Please fill in attached form to obtain move-in / move-out schedule and return by email to wim.poels@kristal-logistics.com

All trucks arriving without a slot, will be unloaded once the full schedule has been completed.

On arrival, all trucks need to register to the Kristal desk at the entrance of the site and this approx. 1 hour prior to the confirmed slot. Our staff will direct the trucks to the unloading bays according to the schedule. If the truck does not arrive at the booked time, slot will automatically be given to the next in the queue.

SHIPPING PRE-ADVISE

Full details of dispatch together with copies of invoices, AWB, CMR, Bill of Lading have to be send by e-mail to Kristal : maria@kristal-logistics.com or wim.poels@kristal-logistics.com

CUSTOMS DOCUMENTATION (for non UK shipments)

It is very important you read below to avoid any delays or non-delivery.

The UK left the EU in January 2021 and this will affect the way in which you send goods to UK events. Please find below some guidance to ensure a smooth transit to events.

Timely communication, information and planning is key to getting your goods to the event safely and on time, you will need to factor in additional time to complete paperwork for customs formalities and possible increases in transit times. You will also need to think about what will happen to the goods afterwards, you need to decide if your goods are to arrive in the UK on a permanent or temporary basis to ensure they will be imported correctly.



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All goods arriving into the UK will require additional paperwork, based on whether you send your goods using an ATA Carnet for temporary import, or commercial invoice for both temporary, permanent or give-away shipments. Permanent goods and temporary goods must be packed separately.

For Temporary imports, either exhibits or stand-fittings we highly recommend utilizing the **ATA Carnet** "Passport for Goods" system, which can be applied for at your local Chamber of Commerce or equivalent issuing body. From our experience the ATA Carnet is the most cost effective, time efficient, and flexible method of moving goods to and from the EU to the UK. This negates the need to contract agents at border crossings as the delivering driver can actually present the ATA Carnet to customs officials for endorsing. **ATA Carnets do not require GB EORI Numbers, HS Codes or commercial invoices. ATA Carnets must NOT be used for permanent import items.**

For items arriving via Commercial invoice, either for temporary, permanent or give-away/consumption at exhibitions, it must include the following details.

1/ GB EORI number (Economic Operators Registration & Identification number) if you wish to send any goods to the UK. If you do not have one already you can register via this link <https://www.gov.uk/eori> . It may take up to 7 days to receive the number so please allow time for this. The process will request a Government Gateway number which will be issued immediately upon application, whatever the originating country of your request.

2/ HS codes, it is vital that you find and use the **correct commodity codes** for your products. This is important to ensure you are paying the correct amount of Duty & VAT (either deposit / or payment) You can use the trade tariff link to look up the correct codes. This link also provides information on possible restrictions on your goods.
<https://www.trade-tariff.service.gov.uk/a-z-index/a>

3/ Country of Origin, the origin of the goods is the country where they were manufactured shown on the label. it is important that you know the origin of the goods as this will reflect the amount of duty and taxes that may be payable. Just because goods are being transported from the EU this does not mean that they are of EU origin.

Permanent shipments into the UK, where goods are not returning to origin or onward transit outside of the UK will be subject to UK VAT (Value added tax), and possible Duty. UK VAT is non-refundable for permanent imports for exhibitors whom do not hold a UK VAT registration.



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We therefore advise where ever possible to send to UK group companies, or UK distributors as they will have the ability to reclaim the VAT back..

GVMS (Goods Vehicle movement Service) All Vehicles will require before boarding any Ferry, or Eurotunnel a GVMS reference number in addition to the EXP/EUA on import, or C88/T1 on export. **Passage will be prohibited without this reference.**

Please find attached link to obtain this reference, which is applicable to every vehicle and crossing: <https://www.gov.uk/guidance/register-for-the-goods-vehicle-movement-service>.

If utilizing the services of a transport company or freight forwarder they should apply for this reference upon your behalf.

Inevitably there will be additional costs involved with these new customs procedures. To make your exhibiting at the event as easy as possible, please contact us as early as possible and we can provide no obligation advice and quotations and help you to find a local partner to work with to get the most efficient option for moving your goods.

We highly recommend using an **experienced Exhibition freight forwarder** who recognizes the importance of your goods arriving safely and on time.

KRISTAL has more than 30 years' experience in exhibition logistics and show management.

We have long standing and specialist partners worldwide, these partners are handpicked for their experience and high-quality service levels. These local partners in your country of origin, will be able to help guiding you in the best way to send your goods to the event. Please contact us and we can discuss with you a suitable local agent who will work with you and us to get your goods safely and timely delivered to your event.

SUMMARY :

Plan early, use an ATA Carnet wherever possible and do not delay in obtaining a GB EORI number which is required for Commercial Invoices and GVMS reference numbers.

Any questions, please do not hesitate to contact our team on +32 (0)2 7514680 or Geert Frere via email @ geert.frere@kristal-logistics.com or wim.poels@kristal-logistics.com

FOODSTUFFS

The import of foodstuffs to the United Kingdom are subject to additional screening by UK Food Authorities. We recommend that you contact us before shipping such items as they may be subject to health checks and may require additional health documents / certificates.

WOODEN PACKING MATERIALS

All wood packing materials must confirm with the International Phytosanitary Standard (ISPM-15). This means that only wood, free of bark, correctly treated and showing the IPPC will be accepted.



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CASE MARKING

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

- Your Company Name.....
- ESHRE 2026.....
- Booth number.....
- Case Number...(ex. 1/3 – 2/3).....
- Gross Weight.....
- Dimensions in cms.....

INSURANCE

It is the exhibitor’s responsibility to ensure that their goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises, including the period exhibits are handled by Kristal or their agents.

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.

RETURN TRANSPORT

We will contact all exhibitors separately on-site to organize the return of the goods to point of origin or other designated destinations

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.