



EXHIBITION GUIDELINES

Forwarding Instructions

All cargo must be consigned & labelled (both sides) as follows:

Name of Event: **ISLH 2018** – SQUARE-Brussels Meeting Centre

Name of Exhibitor – Booth number

c/o Ziegler Expo LOGISTICS (HUB 2) – Boechoutlaan, 107 – 1853 Strombeek-Bever

Latest arrival deadlines:

at Antwerp Seaport: **25/04/2018**

at Brussels Airport: **03/05/2018**

at Ziegler Expo Logistics warehouse: **07/05/2018**

Cargo originating from outside the EU should be accompanied by

- a proforma invoice or invoice (in English) with detailed cargo description & CIF value or ATA Carnet
- packing list with individual content, weight & dimensions.

Cargo originating from the EU should only have a packing list.

Seafreight - with express release B/L, freight prepaid consigned to Ziegler Expo Logistics.
- will be picked up as from arrival at Antwerp port.

Airfreight - with MAWB consigned to Ziegler Expo Logistics, freight prepaid.
- will be picked up as from arrival at Brussels Airport.

INSTRUCTIONS FOR SEA / AIRFREIGHT / COURRIER SHIPMENTS:

Consignee: Ziegler Expo LOGISTICS (HUB 2) – International Department
Boechoutlaan, 107 – 1853 Strombeek-Bever.

Notify: **ISLH 2018**

Exhibitor Name: Hall/Stand number:
c/o Ziegler Expo LOGISTICS (HUB 2)

ROAD TRANSPORTS:

1. Partial loads, small & courier shipments (through Ziegler Expo Logistics only):
Delivery, freight prepaid, FOT to Ziegler Expo Logistics Warehouse (HUB 2)
Boechoutlaan, 107 – 1853 Strombeek-Bever – Belgium – Tel +32 (0) 2 475 45 40

IMPORTANT REMINDER:

NO DIRECT DELIVERIES TO SQUARE BRUSSELS MEETING CENTRE!

It is COMPULSORY to inform Ziegler in advance of every delivery.

2. Full Trailer Loads (FTL): directly at SQUARE only after receiving your slot confirmation from ZIEGLER EXPO LOGISTICS Compulsory Delivery Label

All cargo must be consigned & labelled (both sides) by using the following label:



Company / Exhibitor Name:	
Sender (if different from exhibitor name):	
Package content: <i>Please specify if FRAGILE!</i>	
Contact Person of the Exhibiting Company:	
Mobile number:	
Event / Congress Name:	
Event / Congress Dates:	
Hall & Stand Number:	
Total number of packages:	
IMPORTANT: all packages have to be delivered to the following address: ZIEGLER EXPO LOGISTICS (HUB 2) Boechoutlaan, 107 – 1853 Strombeek-Bever – Belgium	

Exhibitor Services Manual 2018

