

Shipping

Manual

44th Congress of the ESCRS

Excel London

11th to 14th September 2026*

Prepared By
GBH Exhibition Forwarding Limited

escrs@gbhforwarding.com

Introduction

Official Freight Forwarder

GBH Exhibition Forwarding Limited have been appointed by ESCRS as the official freight forwarder and handling agent for the 44th Congress of the ESCRS.

The Congress sessions will take place over 5 days from Friday 11th to Tuesday 15th September 2026.

*However, as usual, the exhibition will only take place over 4 days from Friday 11th to Monday 14th September 2026.

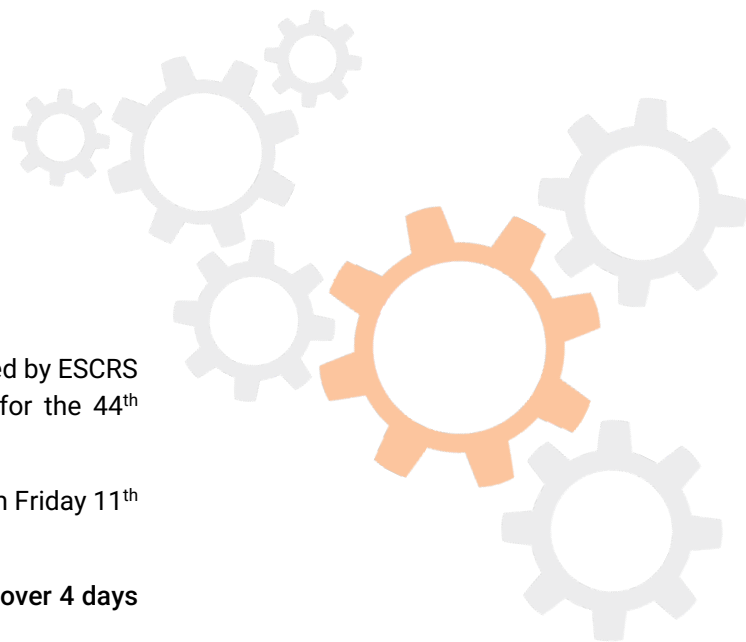


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Instructions for LCL Sea Freight



Bill of Lading details

Consignee:

GBH Exhibition Forwarding Limited
10 Orgreave Drive, Handsworth,
Sheffield, South Yorkshire,
S13 9NR, United Kingdom
Tel: +44 (0)114 269 0641

Notify Party:

GBH Exhibition Forwarding Limited
ESCRS Congress 2026
[Exhibitor name / Stand No.]
Tel: +44 (0)114 269 0641
Email: escrs@gbhforwarding.com

Bill of Lading instructions

DO NOT send any Sea Freight shipments until draft documentation has been approved by GBH.

All LCL Sea Freight shipments should be sent Pre-Paid on Express Bills of Lading.

We recommend that you arrange with your consolidator to pre-pay all destination “deconsolidator” fees to avoid delays in the handover of cargo and any freight collect fees.

Items for temporary import must be packed separately from items for permanent import which, in turn, must be packed separately from goods covered by an ATA Carnet.

LCL shipments will be de-vanned at a bonded warehouse operated by the deconsolidator appointed by the consolidator you use to ship the cargo. For this reason, the actual port of arrival is not critical.

It is important to note that service operators in the UK will not accept LCL shipments covered by an ATA Carnet for re-exportation. If you ship to the UK, before the show, by LCL on a Carnet, we will not be able to arrange shipment out of the the UK, after the show, by LCL seafreight.

Cargo & documentation deadlines

Draft Bill of Lading & documentation deadline	Prior to departure from origin for approval
Final (approved) documentation for customs	3 working days prior to arrival at port (minimum)
Cargo arrival deadline at UK port	Monday, 24 th August 2026
On-site exhibitor contact information	Monday, 7 th September 2026

Documentary requirements

Express Bill of Lading	1 PDF copy for each exhibitor or shipment
Commercial invoice & Packing List (CIPL)	1 Excel XLS version for temporary import items. 1 Excel XLS version for permanent import items.

Instructions for Air Freight



AWB details

Consignee:
 GBH Exhibition Forwarding Limited
 10 Orgreave Drive, Handsworth,
 Sheffield, South Yorkshire,
 S13 9NR, United Kingdom
 Tel: +44 (0)114 269 0641

Notify Party:
 GBH Exhibition Forwarding Limited
 ESCRS Congress 2026
 [Exhibitor name / Stand No.]
 Tel: +44 (0)114 269 0641
 Email: escrs@gbhforwarding.com

AWB instructions

DO NOT send any Air Freight shipments until draft documentation has been approved by GBH.

We recommend that you schedule your cargo to land at LHR or MAN between Monday and Thursday. Shipments arriving between late Friday and Sunday may incur additional storage fees.

Please issue one MAWB per exhibitor and issue one HAWB for each type of entry being lodged; temporary invoice, permanent invoice and ATA Carnet.

Items for temporary import must be packed separately from items for permanent import which, in turn, must be packed separately from goods covered by an ATA Carnet.

Cargo & documentation deadlines

Draft AWB & documentation deadline	Prior to departure from origin for approval
Final (approved) documentation for customs	3 working days prior to arrival at port (minimum)
Cargo deadline at UK airport (MAN or LHR)	Monday, 31 st August 2026
On-site exhibitor contact information	Monday, 7 th September 2026

Documentary requirements

MAWB	1 PDF copy for each exhibitor or shipment
Commercial invoice & Packing List (CIPL)	1 Excel XLS version for temporary import items. 1 Excel XLS version for permanent import items.
ATA Carnet	Original document with a Letter of authority.
Power of Attorney	Required for any shipment imported on a permanent basis in the name of a company issued with a UK EORI.

Instructions for Road Freight – via warehouse



Delivery details

Delivery address:
 ESCRS Congress 2026
 [Exhibitor Name / Stand No.]
 c/o GBH/DSV warehouse
 Bays 22-26 Sandstone Lane
 ExCeL, London, E16 1FR

Notify Party:
 ESCRS Congress 2026
 [Booking reference]
 Email: escrs@gbhforwarding.com

Delivery instructions

All shipments arriving by road from outside the United Kingdom will need to be cleared at the first port of entry before delivery to Excel London. DO NOT deliver to the venue until cleared through customs at port of entry!

Warehouse is open Monday to Friday 0900-1600hrs to accept deliveries with a valid GBH booking reference. Do not deliver to the warehouse without a booking reference we have provided upon receipt of your pre-advice.

Items for temporary import must be packed separately from items for permanent import which, in turn, must be packed separately from goods covered by an ATA Carnet.

Cargo & documentation deadlines

Draft documentation deadline	Prior to departure from origin for approval
Final (approved) documentation for customs	3 working days prior to arrival at port (minimum)
Warehouse receiving schedule (cleared cargo) Monday to Friday 09:00 to 16:00hrs (Closed Saturday, Sunday & Public holidays)	Monday 24 th August 2026 to Friday, 4 th September 2026 NB: Public holiday Monday 31 August 2026
On-site contact information	Monday, 7 th September 2026

Documentary requirements (for shipments being cleared at border by GBH)

T1 Transit document (CIPL shipments only)	1 PDF copy for each exhibitor or shipment
Commercial invoice & Packing List (CIPL)	1 Excel XLS version for temporary import items. 1 Excel XLS version for permanent import items.
ATA Carnet	Original document with a Letter of authority.
Power of Attorney	Required for any shipment imported on a permanent basis in the name of a company issued with a UK EORI.

Instructions for Road Freight – direct to venue



Delivery details

Delivery address:
 ESCRS Congress 2026
 [Exhibitor Name / Stand No.]
 c/o GBH / DSV
 Royal Victoria Dock, 1 Western Gateway
 London E16 1XL

Notify Party:
 ESCRS Congress 2026
 [Booking reference]
 Email: escrs@gbhforwarding.com

Delivery instructions

All shipments arriving by road from outside the United Kingdom will need to be cleared at the first port of entry before delivery to Excel London. DO NOT deliver to the venue until cleared through customs at the port of entry!

Vehicles will be issued with a GBH booking reference when an unloading time slot has been allocated.

Vehicles must report at to Excel on the day of unloading only. Excel operates a strict traffic management system and all drivers will need to display a vehicle access pass after registering their vehicle at <https://excellondon.voyagecontrol.com/dashboard/welcome/>

Items for temporary import must be packed separately from items for permanent import which, in turn, must be packed separately from goods covered by an ATA Carnet.

Cargo & documentation deadlines

Draft documentation deadline	Prior to departure from origin for approval
Final (approved) documentation for customs	3 working days prior to arrival at port (minimum)
Delivery to venue	On the agreed day per GBH booking reference
On-site exhibitor contact information	Monday, 7 th September 2026

Documentary requirements (For shipments being cleared at border by GBH)

T1 Transit document (CIPL shipments only)	1 PDF copy for each exhibitor or shipment
Commercial invoice & Packing List (CIPL)	1 Excel XLS version for temporary import items. 1 Excel XLS version for permanent import items.
ATA Carnet	Original document with a Letter of authority.
Power of Attorney	Required for any shipment imported on a permanent basis in the name of a company issued with a UK EORI.



Instructions for Courier shipments

Delivery address

Consignee:

GBH Exhibition Forwarding Limited
10 Orgreave Drive, Handsworth,
Sheffield, South Yorkshire,
S13 9NR, United Kingdom
Tel: +44 (0)114 269 0641

Notify Party:

GBH Exhibition Forwarding Limited
ESCRS Congress 2026
[Exhibitor name / Stand No.]
Tel: +44 (0)114 269 0641
Email: escrs@gbhforwarding.com

Delivery instructions

DO NOT send any courier shipments without prior notification and prior approval by GBH.

We do not recommend sending courier shipments direct to your stand at the venue. Access to the venue is strictly controlled by traffic marshals and venue security, with delivery vehicles queuing to access the loading dock for long periods of time at peak periods.

It is also worth noting that courier companies require the recipient to sign for the delivery, so if no one is on your stand to sign for the package(s), they will not be able to deliver.

We will not sign for the receipt of a package at our warehouse or the venue unless we have received prior notification and have acknowledged receipt of your order.

The courier company will perform customs clearance formalities for permanent importation, on your behalf, as part of their delivery process. You will need to have applied for and be issued with a UK EORI prior to shipment to enable them to clear on your behalf.

Any consignment you send should be on a Delivery Duty Paid (DDP) basis, with all duties and taxes being charged back to the sender. GBH will not accept any import tax and duty for shipments sent from outside the United Kingdom without prior approval.

Cargo & documentation deadlines

AWB & documentation deadline	Prior to departure from origin for approval
Cargo deadline at Sheffield warehouse	Friday, 4 th September 2026
On-site exhibitor contact information	Monday, 7 th September 2026

Documentary requirements

MAWB	1 PDF copy for each exhibitor or shipment
Commercial invoice & Packing List (CIPL)	1 Excel XLS version for permanent import items.



Temporary & Permanent Import Procedures

Permanent importation – Commercial Invoice & Packing List (CIPL)

Shipments for permanent importation can only be imported by a company with a valid UK EORI (EU EORIs are not valid).

If you do not have a UK EORI, you can apply for an EORI at <https://www.gov.uk/eori/apply-for-eori>

Goods will need to be declared on CIPL in MS Excel format.

Goods will need to be packed separately from any items for temporary importation.

If you are only entering a small quantity of promotional and marketing materials (eg. Literature, promotional pens, etc) an EORI is not required.

Temporary importation – ATA Carnet

We recommend that all exhibits entering the United Kingdom for temporary importation be covered by an ATA Carnet. This is the simplest, most flexible and the most cost-effective method of temporarily importing goods into the UK.

Goods covered by an ATA Carnet will need to be packed separately from any other items that are covered by a CIPL.

Goods covered by an ATA Carnet must be re-exported from the United Kingdom before the ATA Carnet expires. The export process can be performed by any person or company that is authorised by the Carnet holder.

Temporary importation – Commercial Invoice & Packing List (CIPL)

In some instances, we will be able to enter your goods for temporary importation using a CIPL.

All goods imported on a temporary import basis using a CIPL must be re-exported or submitted to UK Customs after the show for inspection and transfer to permanent importation in the name of an importer with a valid UK EORI.

It is not permitted for anyone to remove any goods from the stand during or immediately after the show. Such materials must be transferred to our warehouse so that the temporary import bond can be cancelled and the correct re-exportation or home-use customs procedures completed.

Clearance procedure at UK border – Road Cargo from the EU

GBH can arrange customs clearance, at the UK border, for goods arriving from the EU by road freight.

We will provide you, your forwarder or your carrier with full details and instructions upon receipt of your pre-alert with draft CIPL and details of your routing.

Further details and information available on request.

Instructions for Commercial Invoice & Packing List



General requirements

A CIPL is required to submit goods to customs for the appropriate importation procedure, temporary or permanent basis.

It is important to remember that goods for **permanent importation** must be packed and documented separately from goods for **temporary importation**.

The example provided below includes the information necessary for a customs entry to be processed.

Weights & dimensions of each outer package	Description of the contents of each package
The HS Customs tariff code for each item	The unit value and quantity of each item
The County of origin for each item	The value declared must be in British Pounds

Our Microsoft Excel spreadsheet template is available on request

Example CIPL

COMMERCIAL INVOICE / PACKING LIST														
TEMPORARY IMPORTATION														
SENDER				CONSIGNEE				EXHIBITOR NAME						
My Company Name Limited				GBH will complete this section				My Company Name Limited						
No 1, Street Name				THIS IS AN EXAMPLE				HALL & BOOTH No.		Booth A100				
Town, County,								EVENT NAME		ESCRS Congress 2026				
Zipcode								EVENT VENUE		Excel London				
Tel: +1 (555) 1234 5679								EVENT CITY		London				
EORI No. GB XXX XXXX XX XXX								EVENT DATES		11 - 14 September 2026				
CIPL NUMBER: EXAMPLE001														
PIECE NO.	DIMENSIONS IN CMS			VOLUME CBM	NET WEIGHT KGS	GROSS WEIGHT KGS	DETAILED DESCRIPTION OF GOODS IN ENGLISH	HS CODE (Full 10 digits)	QUANTITY	VALUE (pls tick)		CIF	X	COUNTRY OF ORIGIN
	LENGTH	WIDTH	HEIGHT							CURRENCY:	TOTAL PRICE			
1	120	100	100	1.20	200	300	Pop Up Display Stand	940370 00 00	1	£	1,000.00	£	1,000.00	USA
							Microscope	901850 90 00	1	£	500.00	£	500.00	USA
							Operators chairs	940290 00 00	4	£	45.00	£	180.00	USA
							Examination Table	940290 00 00	1	£	60.00	£	60.00	USA
1	TOTAL			1.20	250	300					TOTAL	£	1,740.00	
This invoice covers exhibition goods and are not part of a commercial transaction. We declare that the information given above is true and correct and prices represent fair market value for the items described.							COMPANY NAME			PLACE & DATE				
							My Company Name Limited			Location - day / month / year				
							NAME OF SIGNATORY			SIGNATURE				
							My name			My Signature				

General Information

Packing & Labelling

Please ensure that your goods are adequately packed for export shipment. It is your responsibility as the shipper of the cargo to ensure it is packed and secured in such a manner as to withstand transportation and handling to destination.

Please remember that Exhibition venues, no matter how secure they may appear, are ideal for casual or spontaneous thieves. When packing your shipment, consider how valuable and desirable your display and stand materials may be and ensure that valuable TV monitors, computers and other similar items are securely crated and not easily identifiable.

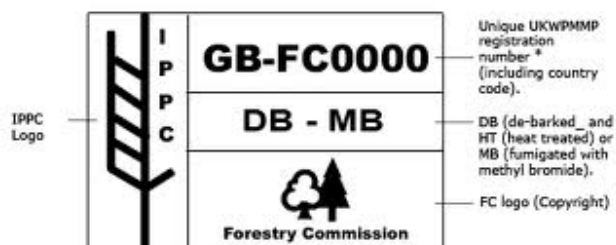
While everyone concerned will take every possible precaution when handling your shipment, it is inevitable that at some point your cargo will be subject to some degree of stress. Sudden movements in vehicles while in transit as well as loading and unloading operations are all unavoidable and should also be considered when packing.

Ensure that all items are clearly marked with your company name, hall number, stand number, exhibition name, exhibition venue, number of pieces, sizes and weight. A label template is available on request.

Wood Packaging Materials (ISPM15 Regulations)

All Wood Packaging Materials (WPM) must conform to ISPM15 regulations and have been treated to prevent the spread of disease and insects that negatively affect plants and ecosystems.

The regulations cover all packing materials such as pallets, crates, cases and dunnage. All WPM should be manufactured from wood that has been debarked and then heat-treated or fumigated with methyl bromide and stamped or branded with a mark of compliance. Please see the example to the right.



* the leading zero is optional if printing space is limited

All Risks Insurance

All goods are carried and handled at owners risk. Neither GBH or any sub-contractors used have insured your shipment for all risk.. We strongly recommend that you arrange for your goods to be covered for all risks insurance from the moment your goods are loaded at origin until they reach the final destination after the show has closed. It is the responsibility of the owner of the exhibits or the exhibitor to ensure that cargo is adequately covered

We suggest that you consult your own insurers and verify that you are suitably covered. You may find that your shipment is covered by an existing policy or can be included on an existing policy for a small charge.

General Information (cont..)

Pre-Show Cargo Handling via Warehouse

All shipments arriving at our warehouse will be held in storage and transferred to your stand during the official build-up period. Please therefore ensure that all packages are clearly marked with the Exhibition name, Hall & Stand number.

All shipments arriving at the venue before the official build-up period will be placed into storage until we are permitted to deliver to your stand. If your stand is part of the "Shell-Scheme" delivery cannot commence until the stand has been built

If your shipment arrives during the official build-up period and your stand is built, we will deliver direct to the stand. If your stand is not built, it will be placed into storage and delivered at the first available opportunity

General Import Restrictions

At present, import restrictions apply to a wide variety of products and materials. This applies to such items as textile products, foodstuffs, beverages, weapons, pharmaceutical and medical products, plus many more. The inclusion of such items will inevitably cause delays unless they are an integral part of your product. We therefore encourage you not to ship such products unless they are the products you wish to exhibit.

Please remember to supply us with your detailed documentation **PRIOR TO SHIPMENT** so that any such items can be excluded from your shipment or the relevant documents obtained to allow clearance on arrival.

It must be assumed that you, as an existing or potential exporter to the United Kingdom, are aware of the import regulations governing the products you wish to exhibit. GBH cannot be held responsible for the failure to provide documentation that may be requested by any Governmental body (Customs, health departments, etc.) at the time of importation.

Removal, Storage & Return of Empty Packing Materials

On your request, any empty packing materials you have for storage during the show will be removed from your stand during build-up and returned in the evening of the last day of the show.

In most instances, a representative will call by your stand and discuss your requirements for storage. If, for any reason, no one visits you during the build-up period please do not assume that empty cases, cartons or pallets will be taken away automatically. Please visit our service desk, call one of our on-site representatives, or call our office in Sheffield and someone will provide you with labels to place on your empty packing materials.

Please rest assured that every effort will be made to return your packing materials as promptly as possible, after the show has closed. Because of the high volume of empties, we are unable to provide you with any guarantee on what time they will be returned to your stand. The process of returning empties generally begins within two hours of the show closing and continues throughout the evening

General Information (cont..)

Storage & Delivery of Consumable Materials

If you are running equipment during the show, processing consumable materials for demonstration or have large quantities of product or promotional gifts for distribution, it is very likely that you will be unable to store all of the items on your stand. In such cases, we ask that you contact us to see that this service is available to you at pre-set times during the show or on an ad hoc basis.

Do not store any consumable items or un-used equipment with your empties. All such items should be stored in secure areas and handled accordingly. Once items are placed into empties storage, under no circumstances can they be retrieved until after the show has closed.

Additional Lifting & Handling

Our basic services will allow for your cargo to be offloaded from the delivering vehicle and placed on, or as close as possible to, the designated stand. Once this operation has been performed, equipment and labour is available to assist you with unpacking and positioning on your stand. This service is commonly referred to as "Second lifts"

Any second lifts you require can be booked in advance with our office in Sheffield or directly with our local representative when you arrive on-site. However, please note that the later you make a booking for lifting services, the longer you may have to wait for equipment to be become available.

Return Handling & Shipping Instructions

It is important that we are informed of your requirements before the close of the show. In most instances, a representative will visit you on your stand. Occasionally, it is not possible for a representative to visit you on the show floor because of the high number of exhibitors that need to be visited. You are asked to visit us at our service desk (details of which will be advised in advance of the show) **NO LATER THAN** the morning of the last day of the show if no one has visited you on your stand.

If you require any items forwarded to any onward destination by a **specific date**, please notify us of this requirement prior to the export shipment when we will endeavour to ensure that this requirement is complied with. However, we must emphasise that under the rates offered, any additional expenses incurred through returning goods on a **special basis** to meet deadlines may incur additional charges.

Any items that have been sold or will remain in the European Union after the show MUST be presented to customs after the show so that the customs clearance formalities for permanent importation can be completed. Under no circumstances must you allow any potential buyer to take any such items direct from the stand.

Post-Show Cargo Handling

We will provide you with lifting and handling assistance on-site in accordance with the instructions we receive from you. Any cargo that remains in the hall after the official breakdown period has finished will be removed at the exhibitors' expense and placed into storage. The exhibitor concerned will be notified and the cargo will be held in storage pending instruction

Important Terms & Conditions

Important Terms & Conditions

We draw your attention to the fact that our liability and that of our on site partner ceases once the cargo has been delivered to your stand, irrespective of whether the exhibitor or an appointed agent is or is not on the stand to receive and sign for the cargo. We cannot accept responsibility for cargo unattended on the stand

Liability for return transport commences with collection of the exhibits from the exhibition stand, even if the shipping documents were handed in at the forwarding agents office or to a representative prior to collection. Whilst every effort will be made to clear the goods from the show venue as speedily as possible upon closure of the exhibition, we cannot accept responsibility for any goods left on the booth without the supervision of your stand personnel.

GBH Exhibition Forwarding Limited is a freight forwarder and all business undertaken is in accordance with the trading conditions of the [British International Freight Association \(current edition\)](#) details of which are available on request. Our company does not operate its own vehicles, containers, aircraft or vessels. Where carriage is undertaken by these modes of transport, the carriage will be subject to the terms or conditions or obligations of that carrier.

In the event of any disputes concerning alleged carriers liability in connection with loss, damage, delays, etc., necessitating insurance claims, there shall be no right of set off against outstanding moneys due to GBH Exhibition Forwarding Limited for the services rendered.

E & O.E. (Errors and Omissions Excepted)

BIFA Terms and Conditions can be found using the following QR Code

