

SHIPPING INSTRUCTIONS

18th World Stroke Congress

21 – 23/10/2026

COEX, Seoul, Korea

DSV Fairs & Events
Official Freight Forwarder &
On-site Handling Contractor





Introduction

DSV Fairs & Events has been appointed as the official freight and onsite handling contractor for World Stroke Congress 2026.

These shipping instructions are intended to guide exhibitors in the transportation and handling of exhibits and stand materials for the event.

Failure to comply with the procedures and deadlines outlined herein may result in delays in handling and customs clearance, as well as additional costs.

Contact details

Before the event, all enquiries should be routed via:

Lorena Perdomo – lorena.perdomo@dsv.com

Mobile: +34 627582484

Office: +34 930260837

During the event:

DSV will be contactable during the build-up, show open & pull-down periods.

Our local office:

Mike Lee – mike.lee1@dsv.com

Mobile: +82 1074808042



Consignment instructions



Air freight - Direct to Incheon Airport (ICN)

All air freight shipments must be shipped with a MAWB / HAWB (air freight) (please do not use a consolidation shipment), the AWBs (air freight shipments) must be consigned as follows:

Consignee: **DSV Contract Logistics Ltd.**
06, 228 Jayumuyeok-ro, Jung-gu,
Incheon, Republic of Korea

Notify: **World Stroke Congress 2026.**
Name of exhibitor:
Hall B2 / Booth no:

Contact: Mike Lee
E-Mail: mike.lee1@dsv.com

A commission will be imposed on all "Freight Collect" consignments.
(please do NOT send any freight without a pre alert)



Courier

Please avoid sending cargo with them. Should this be unavoidable, all shipments must be consigned to our advance warehouse under **DDP terms**.

Please contact us for tailor made instructions.



Advanced warehouse

For Courier DDP terms / road freight shipments via warehouse (local/free circulation only -not under customs clearance-) transport docs to be consigned as follows:

Consignee:
DSV Contract Logistics Ltd.
371-1, Tapsakgol-gil, Ilsandong-gu
Goyang-si, Gyeonggi-do, Republic of Korea.

Notify:
World Stroke Congress 2026.
Name of exhibitor:
Hall B2 / Booth no:

(please do NOT send any freight without a pre alert)



Deadline dates

Please do not ship anything without our document approval.



Air freight - Direct to Incheon Airport (ICN)

Pre-alert & documentation: 30 September 2026.

- CCIPL – Commercial Combined Invoice and Packing List (Original + copy).
- AWB / Tracking number and the transport company carrying out the delivery (Original + copy).
- Number of packages, dimensions, and weights.
- Delivery date and estimated time of arrival.
- Hall and stand number.
- Contact name and mobile phone number of the person receiving the goods.
- Confirmation of removal of empty/full packaging.
- Other documents to be confirmed after receiving CCIPL.

Freight cargo ICN Airport: 12 October 2026.



Courier

Please avoid sending cargo with them. Should this be unavoidable, all shipments must be consigned to our advance warehouse under **DDP terms**.

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Advanced warehouse

Pre-alert & documentation: 30 September 2026.

- CCIPL – Commercial Combined Invoice and Packing List.
- AWB / Tracking number and the transport company carrying out the delivery.
- Number of packages, dimensions, and weights.
- Delivery date and estimated time of arrival.
- Hall and stand number.
- Contact name and mobile phone number of the person receiving the goods.
- Confirmation of removal of empty/full packaging.

Freight cargo advanced warehouse: 7 October 2026.



Customs Documentation

The following documents are necessary/mandatory.

Please see below the documentation required.

Do not mix temporary and permanent. It should be shipped by separate with single documentation per shipment.

The temporary/permanent importation of exhibits is allowed with prior approval only. Please contact us.

Temporary import items

Goods intended for display at WSC 2026 Seoul which will return to country of origin at the close of event, should be documented using **ATA Carnet**.

Please contact your local Chamber of Commerce to obtain instructions for obtaining and completing an ATA Carnet.

Permanent import items

Goods that will not be returning after the event, should be documented using: **Combined Commercial Invoice and Packing List**.

Temporary/permanent entries should be completed on your letterhead addressed as follows:

Consignee:

**DSV Contract Logistics Ltd.
06, 228 Jayumuyeok-ro, Jung-gu,
Incheon, Republic of Korea**

Notify:

World Stroke Congress 2026.

Name of exhibitor:

Hall B2 / Booth no:



Customs Documentation

In addition, for temporary / permanent entry:

- All docs must be issued in English.
- A Power of attorney.
- Transport documents Bill of lading, Air Waybill or CMR.
- Special requested documents (depends on the type of goods). If required: e.g., health-, veterinary-, phytosanitary docs, certificate of wood treatment, decontamination certificate, list of ingredients, etc.
- The Invoice must clearly indicate the Commercial invoice number with a detailed description along with the serial number, model name, number of cases, total weight, total number of packages, unit value and total value in CIF (FOB Cost, Insurance & Freight must be mentioned separately), country of origin, HS tariff code and value (in US\$ only) for each individual item. Please remember the description will need to be understood with people that are not familiar with your goods. Invoice should clearly state that the shipment is a 'Permanent Import' or intended as 'Giveaways'.
- Every individual item, including giveaway items and brochures, is to be given a value based on CIF value in US\$. Do not indicate the term "No Commercial Value" or "Value for Customs purposes only".
- Temporary/Permanent entries of products might require an importer/license. Please do contact in advance to check if the entry is possible or not.
- Exhibitors are requested to please ensure and declare all items and products correctly in the commercial invoice and all shipping documents. We do not accept any responsibilities in case of missing information or incorrect declarations by the exhibitor.
- Failure to declare true and accurate values on the shipping invoice including mis-declaration of the country of origin against physical cargo, will subject to a customs penalty.
- It must indicate which items are packed into which boxes. It is very important that the piece numbers mentioned in the invoice and packing list tally with the physical packaging of your consignment.
- The acceptance of the shipping documents as originals is subject to the sole discretion of the customs as per their defined parameters. Failure to comply with documentation and accuracy will result in delay and undue inconvenience, storage & other dues which shall be for account of the shipper.
- The goods must remain in our control until these are re-exported, otherwise duties are paid or as permitted by the customs authorities. Exhibits lost, given away or consumed that are under temporary import will be subject to duties, taxes, penalties and fees and a full enquiry by customs.
- Every transport will need either ATA Carnet for temporary and commercial invoice for permanent entry.



Customs Documentation

Restricted, prohibited, or special requirements goods for Importation:

- Dangerous Goods (DG) need to be accompanied with the MSDS.
- Health/sanitary certificates, pharmaceutical products, any kind of foodstuff or beverages (candies for giveaways are also considered foodstuff by customs), medical chemical, cosmetic products, radioactive effects, hazardous nature...The clearance procedures are very long and expensive, therefore we recommend NOT to ship any kind of these items, to avoid having your shipment stuck at Indian customs. Textiles with origin from certain countries require a special Origin Certificate for textiles, please ask before shipping. Weapons, drugs or live animals/plants are strictly forbidden and will not be imported for the event.
- Food Stuff needs to be accompanied with 'Health Certificate & Certificate of ingredients and quality" issued by the health authority of the country of production / manufacture & attested certifying fitness for human consumption. In order to arrange for these importations (subject to approval), we suggest you send us information of such materials at least 45 days prior to dispatch of shipment from origin. Any fee arising from such application shall be additional for account of the exhibitor as per actual receipts plus processing fee.
- If you intend to ship any such items, please contact DSV Fairs & Events well in advance at least 90 days prior to the actual shipping of the goods. Note such goods must NOT be shipped until you receive confirmation from DSV Fairs & Events.



Additional information

RETURN INSTRUCTION:

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should contact our representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide DSV with the revised instruction immediately. Please contact us if you do not want to return the freight back to origin.

UNATTENDED CARGO AT CLOSE OF EVENT:

Complete return instructions must be provided by agent or exhibitor to DSV prior to the show closing. Failure to do so will result in transfer of consignment to DSV warehouse and any such movements will be subject to additional transportation and warehouse storage charges. DSV will also not be responsible for any missing/damage cargo that is picked up on request of the show organizer to clear the hall if cargo is not properly handed over to DSV.

DISPOSAL:

Upon delivery of your goods during move in, if your cases are not required to be redelivered to your booth after the show please advise us to arrange for disposal. Fees for disposal shall be charged to exhibitors who require DSV for such service. Otherwise, we will transfer the empty cases back to storage and relevant charges will apply.

VAT ON SERVICES RENDERED:

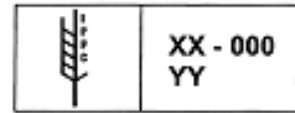
All services rendered will be subject to 10% VAT as per Government's regulation.

SPECIAL LICENSES & PERMITS:

Endorsement of documents by relevant government departments will be charged accordingly.

Packing & fumigation

ALL SHIPMENTS with wood packing material to this country, such as wood block cases, lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on, fumigation must be arranged in the country of origin before sending the cargo to this country.



Wood packing materials MUST be marked with the ISPM15 logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide). Failure to do so will cause delay in customs clearance process, in addition to an extra cost.

To support the treatment, exhibitors should send the shipment along with a fumigation / heat treatment certificate issued by the producer of the packing material or issued by the company that did the fumigation or heat treatment and that indicates the code of the fumigation as described above.

WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE DESTROYED OR COMPULSORILY RE-EXPORTED WITH THE CARGO WITHOUT ENTRY INTO THE COUNTRY.

For cargo with non-wood packing materials, the cargo owner must provide the non-wood packing declaration, which is printed out by company letterhead, signed with authorized signature and endorsed with company stamp.

DSV does not accept any responsibility for hidden damages, pressure points, scratches, drop of paint and other similar superficial damages if the shipment arrives with insufficient packing. The exhibitor shall be responsible for the consequences of improper packing.

Please note that the exhibits are to be repeatedly loaded and unloaded by different parties. During the long-distance transportation shocking / bumping will sometimes be inevitable. Therefore, we strongly recommend the Exhibitor to take necessary precautions to ensure strong / seaworthy packing to safeguard exhibits from damage and rain, especially when the return exhibits are to be packed with original packing materials.

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.



Case marking

Exhibits and cargo should be well packed and designed with internal padding and battens, suitable to the nature of the goods and the mode of transportation intended. The packaging should be able to withstand the entire journey, in case of temporary import the return journey also. It should be capable of easy unpacking and re-packing; the use of screws and clips is highly recommended instead of nails which normally damage the packaging.

We suggest that your goods are well packed and labelled for easy identification, all packages should be marked as follows:

World Stroke Congress 2026.
C/o DSV Fairs & Events

Exhibitor Name: _____

Stand Number: _____

Name & Location of Exhibition: _____

Case Numbers: _____

Gross Weight/Net Weight: _____

Dimensions: _____

Labels must be in English.

Please affix labels to the walls of the packages. This will make identification much easier. Example:





Insurance – Payment terms



Insurance

All work is covered under our General Trading Conditions. It is recommended that all exhibitors should arrange a comprehensive cover for their goods. This should cover the shipment to the show site, the period of display and the return to the country of origin, or an appropriate disposal period at the conclusion of the exhibition.

Unless specifically insured, DSV Fairs & Events is not responsible for any loss, pilferage or damage whilst goods are left unattended on the stand. Although we will aim to make delivery to and collection from the stand, at the specified time requested, we cannot always guarantee this. Therefore, please ensure that goods are fully insured to cover all risks.

DSV Fairs & Events can offer a competitive insurance quotation. Please contact your show manager for further details.



Terms of payment

Unauthorized Credit will not be accepted. Our invoices are due for immediate payment upon presentation. Customers with no credit term or any prior agreed payment terms will have to pay the invoices before the event starts or on-site during the event and before the outward shipping of their exhibits.

Please note the following method of payment accepted is by bank transfer:

Bank details of DSV Road/Solutions Spain, S.A.U.
IBAN: ES77 1465 9000 1100 0183 2990
Swift Code: BBRUESMX

All payments must be **made in euros** without any deduction or deferment on account of any claims, counterclaims or offset. Currency converter based on invoice issue date of XE.

<https://www.xe.com/currencyconverter>.



Conditions of contract

Environmental Fee

To fulfil our commitment, we are introducing an Environmental Fee which will be implemented from January 1, 2025. The Environmental Fee reflects our commitment to taking action and making a positive impact on supply chains.

The fee will be charged to all customers at a rate of 0.15% of your invoice. The resulting funds collected will be used to cover costs related to investments in projects and technologies aimed at reducing the climate impact from our operations. Charges will be applied to all operations processed through DSV and will be clearly detailed on your invoice for full transparency.

With the acceptance of the quotation, the fee will be applied allowing us to formally implement the Environmental Fee. Should you have any questions or require any clarification, please reach out to your local DSV representative.

Conditions of Contract

All charges are based on today's applicable rates, exchange rates and terms and conditions of all companies involved in this transport and are subject to change without prior notice.

The liability of DSV ceases with the delivery and commences with collection of shipments at the exhibition stand. It is the exhibitor's responsibility to ensure that the materials are secured after delivery / prior collection by DSV from your stand and that return shipments are properly marked by the exhibitor.

If the client also books the service of "empty case storage", they are obliged to indicate clearly if the packing material is in fact empty or packed (partially packed or full). DSV does not accept any responsibility for damages or loss of items that have been inside of packing material that has been previously declared as empty.



Conditions of contract

DSV Standard Terms and Conditions

Unless otherwise agreed, all services are rendered according to the [DSV Standard Terms and Conditions](#) of DSV Group and [Condiciones Generales de Servicios Logísticos y de Expedición de DSV](#) in Spain in that order. Orders undertaken as carrier of overseas carriage are subject to conditions stipulated in the [DSV Ocean Transport B/L](#). Orders undertaken as carrier of carriage by air are subject to conditions stipulated in [DSV House Air Waybill](#). In case of discrepancy between the DSV Standard Terms and Conditions and the terms stipulated in the DSV Ocean Transport B/L or the DSV House Air Waybill, the terms of the DSV Ocean Transport B/L or the DSV House Air Waybill shall prevail. We recommend that you review the full version of named general conditions set in www.dsv.com.

This message and its attached files may contain confidential information. Communication, reproduction, or distribution of this message is prohibited. If you are not the final recipient, please delete it and inform us via this channel.

In accordance with the provisions of the current legislation on data protection, we inform you that your personal data will be processed under the responsibility of DSV to manage the relationship that binds us and will be stored for no longer than is necessary in maintaining the purpose of processing. The data will not be transferred to third parties unless legally obliged to do so. You may exercise your rights of access, rectification, portability, erasure, restriction and opposition by sending an e-mail to barcelona.calidad@es.dsv.com or spain.privacy@dsv.com and if you consider that the processing does not comply with the current legislation, you may file a claim with the supervisory authority at www.aepd.es.

In compliance with the principle of data accuracy established in GDPR and LOPDGDD we request you to communicate any variation or change in your personal data that figures in our database as soon as possible by using the e-mail address barcelona.calidad@es.dsv.com or spain.privacy@dsv.com.