

**SHIPPING INSTRUCTIONS**



# EVENT LOGISTICS

**IBC 2026**

**11-14 SEPTEMBER**

**RAI, AMSTERDAM**



PROUD  
MEMBER OF



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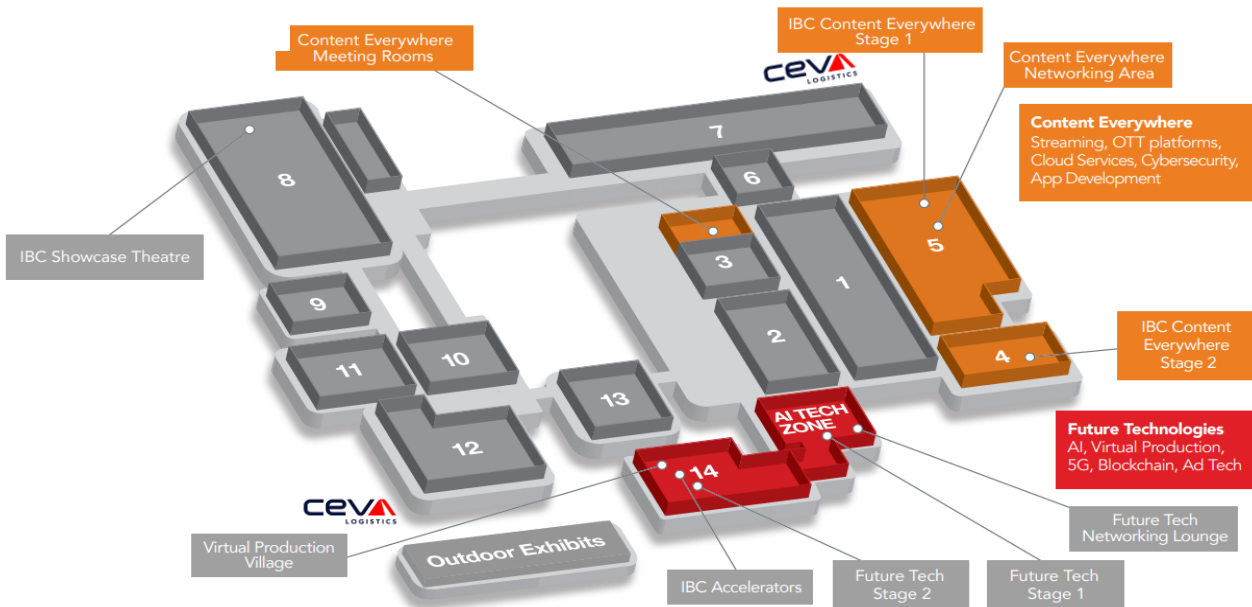
# INTRODUCTION

## CEVA – Your Exclusive Logistics Partner for IBC2026

As the **official freight forwarder and lifting contractor**, CEVA delivers seamless exhibition logistics from door to stand. Our exclusive access to forklifts, cranes, and electric pallet trucks inside the halls and outside areas ensures your freight moves quickly, safely, and on time.

Once you're RAI, Amsterdam our on-site team is right there with you, supporting every stage—from build-up to show days and breakdown.

When you arrive onsite at the RAI Amsterdam we have offices onsite to assist you during the build-up, show days and breakdown.



## CONTACT US

All Enquires please contact



[IBC@cevalogistics.com](mailto:IBC@cevalogistics.com)

## ONLINE BOOKING



To book our services online, please click [here](#)

*Orders received after 21<sup>st</sup> August 2026 will incur a 30% late booking surcharge.*

## Build-up

Deliveries and collections are to be made to the RAI during the official build-up and breakdown periods only (unless early access has been authorised by IBC).

Technical Set Up Day – Please note ALL empties should be removed from your stand no later than Wednesday 9<sup>th</sup> September.

## Breakdown

Breakdown period will end at 14:00 on 17th September 2026.

Any shipments that remain either in the exhibition halls or in one of CEVA’s onsite warehouses after this date/time will be removed from site and transferred to a third-part warehouse at the exhibitor/contractor cost.

**All stands need to be cleared from Hall 14 by 2100hrs Wednesday 17th September.**

To avoid delays and ensure the shipment can be delivered on the required date, please ensure that shipment arrives no later than the deadline dates.

## BUILD / BREAKDOWN SCHEDULE

<b>4 - 9 September 2026</b>		Build Up
<b>10 September 2026 (Technical set only)</b>		
<b>11 – 14 September 2026</b>		Showdays
<b>14 September</b>		Breakdown Starts
<b>Monday 14 September 2026</b>	18:00–23:00 23:00–10:00 (Tuesday)	Priority empty cases will be returned Next Day empty cases will be returned
<b>Tuesday 15 September 2026</b>	08:00–22:00	CEVA and self-loaders
<b>Wednesday 16 September 2026</b>	08:00–22:00	CEVA and self-loaders
<b>Thursday 17 September 2026</b>	08:00–14:00	CEVA and self-loaders

**SEA & AIR**



**Ocean Freight**

All Bills of Lading should be sent prepaid to Rotterdam Port (RTM):

**CONSIGNEE**

*[Exhibitor Name]*

CEVA Logistics

IBC2026

Exhibitor Name

Hall & Stand Number

Elektronweg 24

3542 AC Utrecht

The Netherlands

**ARRIVAL DEADLINE**

**LCL = 25<sup>th</sup> August 2026**

**FCL = 26<sup>th</sup> August 2026**

**DOCUMENTS REQUIRED IN ADVANCE OF SHIPMENT**

- Copy of Bill of Lading with 3 original invoices attached
- Copy of Shipping Invoice / Packing List
- Copy of Power of Attorney

Using consolidators will delay customs clearance and delivery. Any deconsolidation charges will be passed on at cost + 10%.

Please forward all documentation to [kerry.yorke@cevalogistics.com](mailto:kerry.yorke@cevalogistics.com) for approval before shipping.

**Air Freight**

All AWBs should be sent prepaid to Schiphol Airport (AMS):

**CONSIGNEE**

*[Exhibitor Name]*

CEVA Logistics

IBC2026

Exhibitor Name

Hall & Stand Number

Folkstoneweg 182

1118 LN Schiphol

The Netherlands

**ARRIVAL DEADLINE**

**28<sup>th</sup> August 2026**

**DOCUMENTS REQUIRED IN ADVANCE OF SHIPMENT**

- Copy of Direct Master AWB with 3 original invoices attached
- Copy of Shipping Invoice / Packing List
- Air shipments must be covered by one Master AWB
- ATA Carnet shipments- number must be shown on AWB
- Copy of Power of Attorney

Using consolidators will delay customs clearance and delivery. Any deconsolidation charges will be passed on at cost + 10%.

Please forward all documentation to [kerry.yorke@cevalogistics.com](mailto:kerry.yorke@cevalogistics.com) for approval before shipping.



Shipments delivering direct to the RAI should first report to the marshalling area detailed on page 7 and be consigned as follows:

▶ **CONSIGNEE**

*[Exhibitor Name]*  
 CEVA Logistics  
 IBC2026  
 Exhibitor Name  
 Hall & Stand Number  
 P20 Heining  
 1047 Amsterdam  
 The Netherlands

**ARRIVAL DEADLINE**

Deliveries should arrive at the venue on the day that they are required on the stand.

**DOCUMENTS REQUIRED IN ADVANCE OF SHIPMENT**

- Copy of CMR
- Copy of Shipping Invoice / Packing List

All part load shipments not loaded directly at the customers premises should first report to the marshalling area detailed on page 7 and will be direct to advanced warehouse.

▶ **CONSIGNEE**

*[Exhibitor Name]*  
 CEVA Logistics  
 IBC2026  
 Exhibitor Name  
 Hall & Stand Number  
 P20 Heining  
 1047 Amsterdam  
 The Netherlands

**ARRIVAL DEADLINE**

Deliveries should arrive at the warehouse a minimum of 72 hours prior to required delivery to stand.

**DOCUMENTS REQUIRED IN ADVANCE OF SHIPMENT**

- Copy of CMR
- Copy of Shipping Invoice / Packing List

Please send all documents for approval prior to sending. For road-freight shipments that require customs clearance please contact [kerry.yorke@cevalogistics.com](mailto:kerry.yorke@cevalogistics.com) for detailed information. For full traffic information please contact: [support.events@cevalogistics.com](mailto:support.events@cevalogistics.com)

**ROAD**



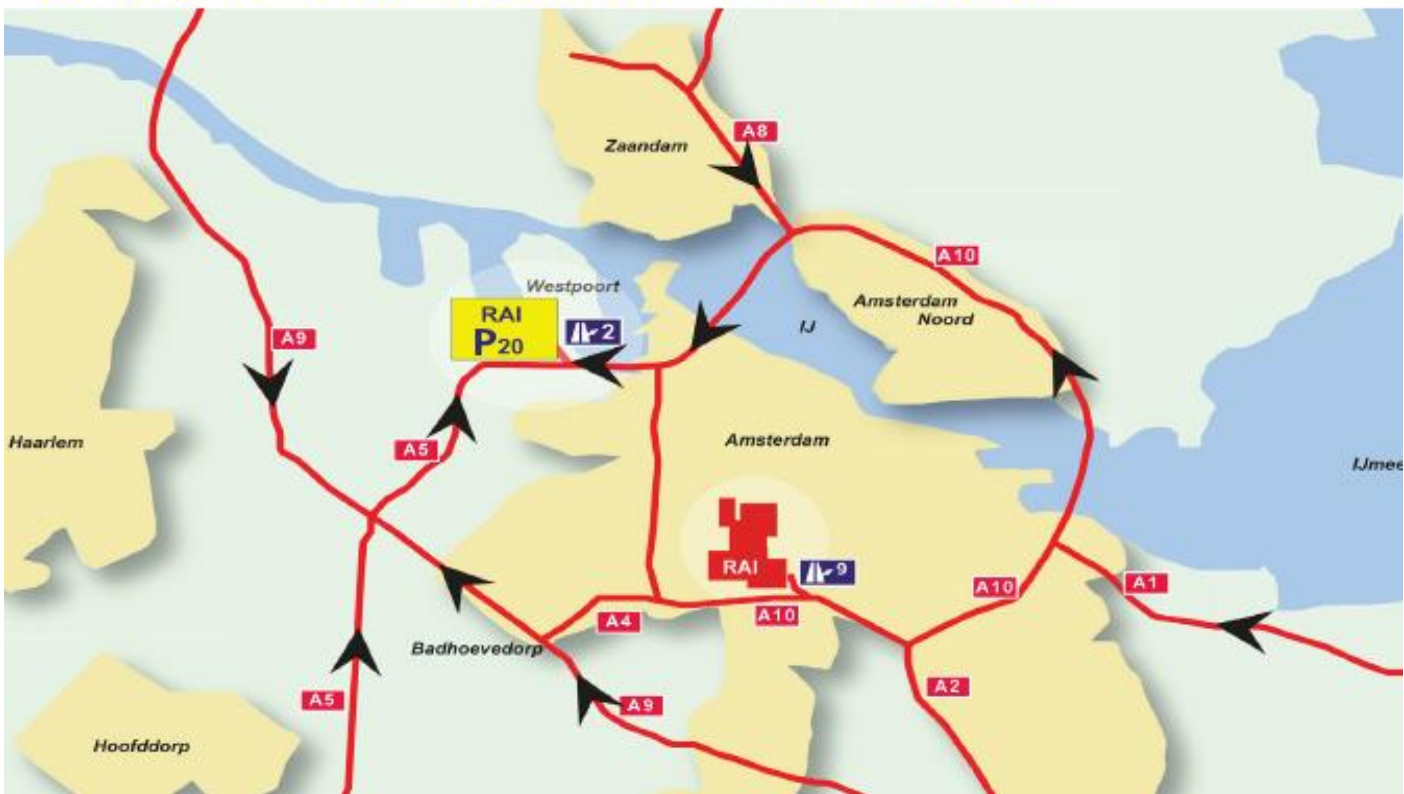
**Marshalling Area**

All vehicles delivering / collecting from the RAI will be first directed to a traffic marshalling area at P20 Heining 1047, Amsterdam (managed by RAI Traffic). Vehicles will be held in a queuing system until space is available at the relevant delivery door or for part load shipments sent to the warehouse.

At P20 your drivers will register with CEVA traffic and gain their access pass for the RAI or the warehouse.

<b>Timeframe</b>	<b>Early Access up to and including 5 September</b>
08:00-12:00	Fully unloading by CEVA
After 12:00	Self-unloaders

<p><b>Truck Registration &amp; Lorry Parking</b>  <b>Sleeping in the truck is not allowed</b></p>	<p><b>RAI P20</b>  <i>Sat Nav address:</i>                  Heining, 1047 Amsterdam                  latitude (52.23°50.8N), longitude (4.46°15.6E)                  (52.397440, 4.770994)</p>
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CEVA Logistics accepts no responsibility for queuing times at P20.

## CASE MARKINGS & PACKAGING



All cases should be labelled as follows:

► **Show name**

IBC2026

c/o CEVA Logistics / Exhibitor

Name: Hall/Stand No:

Case No: .....

**Temporary and Permanent import materials must be packed-  
separately in different boxes.**

### EXHIBITION PACKAGING

Please ensure that suitable packaging is used for your shipment. Exhibits will be in transit for long periods, both to and from the exhibition.

Exhibits are often loaded and unloaded multiple times during transport, making shocks and bumps unavoidable. They may also be stored outdoors, including in open-air areas at the exhibition centre before and after the event.

Exhibitors should take precautions to protect items from damage and the elements. We cannot accept responsibility for damage, especially when return shipments are packed in used materials (cases, aluminum foil, plastic covers, etc.) that may already be worn or damaged.

Shipping cases must be sturdy enough to protect contents during transport, unpacking, and repacking, and suitable for return shipment after the exhibition.

Cardboard cartons are not suitable for repeated handling, particularly for valuable or delicate items.

## CUSTOMS



**Shipments from outside the European Union are subject to customs clearance formalities. Please read the following information carefully:**

### **PERMANENT ENTRIES:**

Permanent entries can be done only for goods which are to be consumed during the show, such as consumables, office material, giveaways, catalogues, etc. Any permanent entry is subject to payment of import duties and taxes, which will be calculated from the CIF value of the goods (CIF value = declared value + freight costs).

### **TEMPORARY ENTRIES:**

Goods returning to origin after the show must be processed through a temporary import entry at customs, in order to avoid the payment of duties and taxes. All exhibits/materials entered under temporary importation are subject to control and examination by NL customs. Goods under temporary entry cannot be sold during the show and any sale operation **MUST BE** reported to the NL customs authorities, otherwise heavy penalties might be incurred. Please contact CEVA should you wish to sell any temporary import goods.

All items must be re-exported within 14 days and we cannot hand over goods to 3rd parties.

### **COMMERCIAL INVOICE:**

The combined invoice/packing list must show the following information: number of units per each item/ values/ full description of items in English, (including serial number for electronic devices), model numbers and customs code number (Brussels nomenclature), total number of boxes/ pallets, weight and sizes. All items must have a declared value, which must be approved by NL customs.

### **HS CODE / CUSTOMS TARIFF HEADINGS**

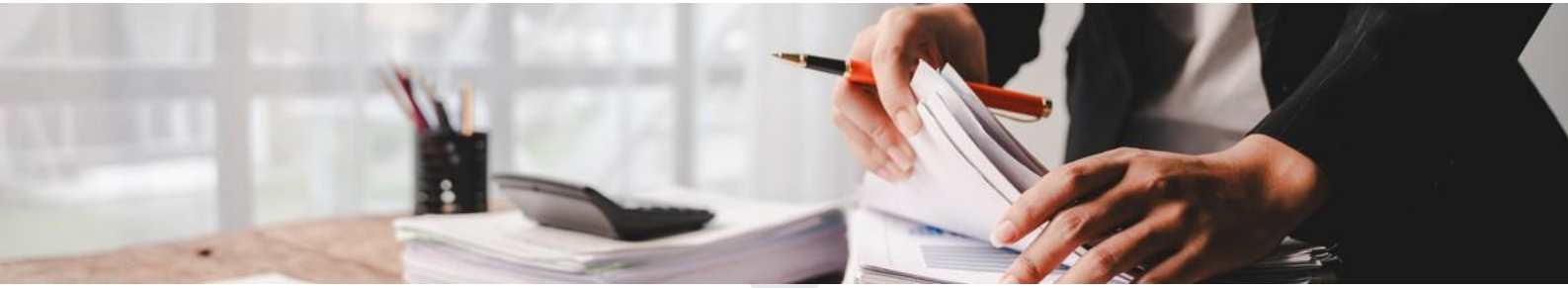
All international freight destined for IBC, must declare HS codes in compliance to EU regulations only – failure to comply will result in cargo not being able to Customs clear.

For checking, please click [HERE](#)

### **ATA CARNET**

CEVA must be mentioned in box B of the ATA Carnet or a power of attorney must be provided so we can perform the clearance and no consumable items should be listed. Trucks arriving at the advanced warehouse or fairground cannot be cleared on ATA Carnet. Carnet clearances must be performed at port of import.

## DOCUMENTATION



**All documents must be received at least 7 working days in advance of arrival and be written in English.**

A combined Commercial Invoice and Packing List is required containing the following information:

- Temporary and Permanent import goods must be packed and listed on separate commercial invoices
- All cases/pallets must be listed with dimensions and gross weight – all items packed within must include a clear breakdown, including individual HS code, Net weights, units and total values
- Country of Origin
- Confirmation that the packing conforms to local regulations
- Individual Tariff heading(s) / H.S. Codes must be in line with EU Regulations [SEE HERE](#)
- Serial numbers (where applicable)
- Clear description of all commodities
- The EU have implemented a new import regulation in regards to use of Russian Iron & Steel to make products. All products containing Iron or Steel requires an MTC certificate (Mill Test Certificate) from the manufacturer to confirm the origin of the Iron & steel. Products purchased before June 2023 requires proof of purchase.

**PLEASE NOTE:** Everything has a value. Consumables should show a realistic value 'For Customs purposes only' Please consign as follows:

**On your commercial invoice please specify the appropriate import status:**

**PERMANENT:**

'Goods are for permanent entry into The Netherlands'

**TEMPORARY**

'Goods are for display purposes at IBC2026 and will be returned after the event'

Electronic copies of a commercial invoice can be downloaded [HERE](#)

## EMPTY CASE STORAGE



The definition of 'empty cases' are pallets, crates, and all packing materials associated with the build and dressing of your stand, which need to be stored by CEVA during the exhibition.

This service needs to be prebooked. Labels will be provided –(available from the CEVA offices) and CEVA will collect the cases when labelled. Empty cases are not accessible once collected.

When the show finishes, we will return the packing cases back to your stand. We will begin the returns process once the show organiser and/or the shows health and safety representation gives permission. This is usually approximately 90-120 minutes after the show closes.

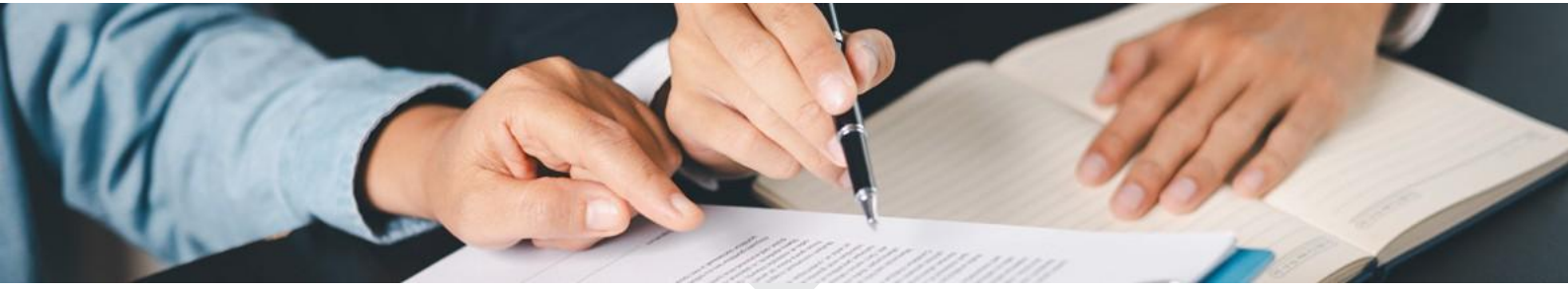
### **PRIORITY EMPTY CASE STORAGE**

This service begins at 18:00 hours and ends at 23:00 hours on Monday 14th September 2026. Please be aware we are not permitted to operate forklift trucks in the halls until 1.5 hours after the show closes.

For the Priority Service it is essential that we have written confirmation of your requirements and that you collect the relevant storage labels from our offices at the RAI

### **NEXT DAY EMPTY CASE STORAGE**

This guarantees all empty cases will be returned to your stand by 10:00 hours Tuesday 15th September 2026.

**INSURANCE****CEVA Protect**

Insurance cover whilst goods are in transit or in CEVA's possession are covered under the limitations of CEVA'S [TERMS AND CONDITIONS](#).

CEVA accepts no responsibility for goods left unattended. Such goods remain the sole responsibility of the client, and we strongly recommend that all freight be fully insured.

For a quote for all risks insurance cover please contact: E: [IBC@cevalogistics.com](mailto:IBC@cevalogistics.com)

## INBOUND CUSTOMS TARIFF



Cancellation of import T1 Document	€41.00 Per 100kg (Min €123.00 / Max €434.00)
Temporary /Permanent Import and ATA Carnet Clearance	€41.00 Per 100kg (Min €123.00 / Max €434.00)
Commercial invoice / document check	€ 38.00
Temporary Import Bond Fee	1.5% of CIF Value (min €33.00)
Consumable Customs Entry	€135.00 Per Declaration for Give-away items
VAT Duties	At cost
Advancement Fee	10% (min €44.00)

## INTERNATIONAL INBOUND TARIFF



### Air

From free arrival Schiphol Airport (AMS), Inward handling with delivery direct to stand excluding customs clearance.

0 To 50kg	€220.00 (Min Charge)
51 To 200kg	€ 235.00
201 To 300kg	€ 245.00
301 To 400kg	€ 285.00
401 To 500kg	€ 340.00
501 To 1000kg	€340.00 Plus €0.55 Per Kg
+1000 Kg	€575.00 Plus €0.55 Per Kg

There will be an additional charge of €16.00 per 100kg / €48.00 per cbm (min €96.00 whichever the greater) for freight via the warehouse. Deliveries to stand in overtime will be charged via warehouse + 50%



### Ocean

From free arrival Rotterdam seaport till arrival Amsterdam RAI.

INBOUND LCL	
Terminal Handling	€120.00 Per 1000kg Or 2cbm (Min €120.00)
Import Documentation	€210.00 Per Item
Transport To The RAI	€145.00 Per 1000kg Or 2cbm (Min €330.00)
Intervention Fee	€110.00 Per Item

INBOUND FCL	
Transport from port to RAI	
20 Foot Container	€980.00 Per Container
40 Foot Container	€980.00 Per Container
40 Foot High Cube Container	€980.00 Per Container
Intervention Fee	€210.00 Per Item

### OCEAN FREIGHT MINIMUL HANDLING CHARGES

20FT Container	25cbm Min Per Container
40FT Container	50cbm Min Per Container
40FT HC Container	55cbm Min Per Container
45FT Container	60cbm Min Per Container

## ONSITE HANDLING TARIFF

Unload Direct From Vehicle To Stand	€37.00 Per cbm (Min 2cbm)
Unload Via On-site Warehouse To Stand	€74.00 Per cbm (Min 2cbm)
Reload Direct From Stand To Vehicle	€37.00 Per cbm (Min 2cbm)
Reload Via On-site Warehouse To Vehicle	€74.00 Per cbm (Min 2cbm)
Relifting	€37.00 Per cbm (Min 2cbm)
Labour (Unskilled) For Unpacking / Repacking	€51.00 Per Hour (Min 6 Hours)
Fork-lift Hire For Erection Or Dismantling	€110.00 Per Hour (Min 2 Hours)
Communication Fee	€49.00 Per Consignment
Collection Storage And Redelivery Of Next Day Empty Cases	€61.00 Per cbm (Min 3cbm)
Collection Storage And Return Of Priority Empty Cases	€94.00 Per cbm (Min 3cbm)
Collection Storage And Redelivery Of Accessible Storage	€85.00 Per cbm (Min 3cbm)
Storage Costs Per Day *Prior To And After Official Tenancy Period	€14.50 Per cbm Per Day (Min 3cbm)
Full Goods Storage	€71.00 Per cbm (Min 3cbm)

## ONLINE BOOKING



To book our services online, please click [here](#)

*Orders received after 21<sup>st</sup> August 2026 will incur a 30% late booking surcharge.*

## EXPORT CUSTOMS TARIFF



Issue of re-export T1 €21.00 per 100kgs	min €63.00 – max €205.00
Export ATA Carnet Clearance €21.00 per 100kg	min €63.00 – max €205.00
Export Clearance €21.00 per 100kg	min€63.00–max€205.00
Export T1 Guarantee Fee	0.7% of CIF value (min €33.00)

## INTERNATIONAL OUTBOUND TARIFF



### Air

Collection from stand to free arrival at Schiphol Airport (AMS) excluding export customs clearance

0 To 50kg	€110.00 (Min Charge)
51 To 200kg	€ 120.00
201 To 300kg	€ 135.00
301 To 400kg	€ 145.00
401 To 500kg	€ 165.00
501 To 1000kg	€165.00 Plus €0.25 Per Kg
+1000 Kg	€215.00 plus €0.25per kg
Export Handling Fee	€80.00 per consignment
AWB Fee	€85.00 per consignment
AMS/AMF Fee(if applicable)	€55.00 per AWB
Battery Declaration	€105.00 (if applicable)

There will be an additional charge of €16.00 per 100kg / €48.00 per cbm (min €96.00 whichever the greater) for freight via the warehouse. Collections from stand in overtime will be charged via warehouse + 50%



### Ocean

From RAI Centre to arrival Rotterdam

<b>INBOUND LCL</b>	
From RAI Centre to arrival Rotterdam	
Terminal Handling	€120.00 Per 1000kg Or 2cbm (Min €120.00)
Documentation	€200.00 Per Item
Transport from the RAI to the Port	€145.00 Per 1000kg Or 2cbm (Min €320.00)
SOLAS LCL Charge	€37.00 per LCL Shipment

The reloading of containers will take place on Friday 18<sup>th</sup> September 2026 From RAI Centre to Rotterdam

<b>INBOUND FCL</b>	
20 Foot Container	€980.00 Per Container
40 Foot Container	€980.00 Per Container
40 Foot High Cube Container	€980.00 Per Container
SOLASFCLCharge	€138.00 per FCL container
ISF Fee	€53.00 per consignment
Intervention Fee	€360.00 per item
Bill of Lading Fee	€86.00 per consignment

## FURTHER INFORMATION

### EXCLUSIONS

CEVA Protect (Insurance) / Deconsolidation Fees / Import Duties and Taxes / Secondary Customs Inspection / Fumigation / Airline Storage / Handover or Third-Party Charges / Container Grounding.

### SURCHARGES AND CANCELLATIONS

- All orders can be cancelled up to one week in advance without costs.
- Cancellations made within one week of the scheduled service will incur a 50% cancellation fee based on the original order value
- Cancellations made less than 48 hours before the scheduled service will be charged in full (100%).
- The above conditions also apply to any reductions in order quantities or other overbooked services
- For courier information please email [IBC@cevalogistics.com](mailto:IBC@cevalogistics.com)
- Late Booking surcharge of 30% will be applied to any services booked after 21<sup>st</sup> of August 2026. This includes additional services added to bookings placed before the deadline date.
- Late Arrival surcharge of 30% will be applied to any shipments arriving after the arrival deadlines.
- Any work carried out before 08:00 and after 18:00 will incur a 50% surcharge.
- National holidays will be charged with 50% surcharge at any time
- All prices are excluded 21% VAT (only applicable for invoicing within the Netherlands).
- No credit is given, so all charges need to be paid in full before carrying out the work.
- All charges will be calculated in full cbm, per starting piece and cbm, per consignment and per stand.
- All invoices will be sent with a communication fee of € 49.00 per invoice.
- Credit/Debit card surcharge or bank admin fee if applicable
- Volume conversion air freight for items on this tariff: 1 cbm = 300 kgs, unless stated otherwise.
- All activities will be charged on the actual weight or the volume weight, whichever is higher

- Please take into consideration that the liability of CEVA Logistics is limited. We cannot be held responsible for goods left unattended at your stand. We therefore advise you to insure your goods for the duration of the show.
- CEVA Logistics cannot be held responsible for vehicle waiting times at Amsterdam RAI. The venue is busy and space around the halls are limited and therefore during peak times delays can be incurred. During build-up and breakdown, all traffic is subject to a buffering procedure.

For any services not listed in the document, please contact [IBC@cevalogistics.com](mailto:IBC@cevalogistics.com)

## **TERMS AND CONDITIONS**

All operations undertaken by CEVA shall be governed by and conducted in accordance with our Standard Terms and Conditions - [TERMS AND CONDITIONS](#)

This tariff is determined based on prevailing economic conditions, exchange rates, and fuel prices, and may be subject to change at any time at the discretion of CEVA.



Scan to book



**BOOK ONLINE**  
**IBC2026**  
11 – 14 September 2026

**CLICK [HERE](#) TO BOOK**

*Orders received after 21<sup>st</sup> August 2026  
will incur a 30% late booking surcharge.*

Follow us



[cevalogistics.com](http://cevalogistics.com)

Should you require any specialist lifting and or further details on Sea, Air or Road freight, please contact

[IBC@cevalogistics.com](mailto:IBC@cevalogistics.com)