



21ST INTERNATIONAL
CONGRESS ON INFECTIOUS
DISEASES (ICID) 2026
10-13 NOV, MADRID, SPAIN



SHIPPING MANUAL

ICID 2026 Madrid

10 – 13/11/2026

Palacio Municipal IFEMA, Madrid, Spain



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



Contact details

Contact details

Before the event, all enquiries should be routed via:

Olimpia Rodrigalvarez

Email: olimpia.rodrigalvarez@dsv.com

Mobile: +34 628930293

Office: +34 954325842

During the event:

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

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

Exhibition Timetable

Set-up:

08-09/11/2026

Show: (visitors)

10 - 13/11/2026

Dismantle:

13/11/2026

From 16:00h to 21:00h

Notes:

Attention!! Please consider 1-2 hours between the exhibition closing time and the start of empty cases & full goods delivery.



Consignee instructions



Air freight MAD Airport

All air freight shipments must be shipped with MAWB / HAWB (air freight) (please do not use a consolidation shipment). Please consign as follows:

MAWB

Consignee:

DSV Air & Sea S.A.U
Avenida Marcelino Camacho, 17-19
28830 San Fernando de Henares (Madrid)

Notify:

DSV Fairs & Events
Email: olimpia.rodrigalvarez@dsv.com
Phone: +34 954325842

HAWB

Consignee:

Exhibitor/stand
c/o ICID 2026, Madrid
Palacio Municipal IFEMA
Level 3 / Stand

Notify:

Exhibitor/stand
Contact:
Email: olimpia.rodrigalvarez@dsv.com
Phone: +34 954325842

Important notice: all shipments must be sent on conditions prepaid (paid by sender) up to destination. Shipments arriving with freight charges collect, will be refused.

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

(please contact us if any sea freight shipment)



Pre show / post show warehouse handling

For road freight shipments **via DSV warehouse** the CMR must be consigned as follows:

Consignee:

DSV c/o IFEMA
Avd. Partenon s/n
Access via Calle de la Ribera del Sena
West Entrance Service Hall - Warehouse 2
28042 Madrid
Whse: 09:00 to 14:00 / 15:00 to 17:00h.

Notify:

Name of exhibitor
ICID, 2026, Madrid
Palacio Municipal IFEMA
Level 3 / Stand Number

(please do NOT send any freight without a pre alert) Contact us if goods are under T1).



Road freight direct to venue

Exhibit shipments must be sent to DSV advanced warehouse. Direct deliveries to the venue are only for stand building materials. All vehicles delivering direct, unloading or reloading during the buildup or breakdown must pre-book a time slot. Please contact us to get the time-slot reference and direct delivery instructions. Time slot fee 150. €/vehicle will apply only for self unloadings.



Deadline dates

In case that an additional preclearance is necessary such as health inspection, pharmacy inspection, quality inspection (SOIVRE) what depends on the kind of product, the period for the customs entry may extend up to 3 weeks or more depending on the commodity. That's why we ask you to send us the full set of documents at least 1 month before the departure of the goods in origin. Please do not ship anything without our document approval.



Road freight arrival

Road Freight Arrival:

Pre-alert & Documents: **5 working days** before arrival at Madrid Warehouse or direct to the venue.
Cargo: latest arrival at Madrid Warehouse: **3 working days** prior scheduled delivery date on booth.

*** If cargo arrives under T1, deadlines are the same than air freight cargo (7 working days).
Please contact us in advance to inform how to consign the T1.



Air freight arrival

Air Freight Arrival:

Pre-alert & Documents: **7 working days** before arrival at Madrid airport.
Cargo: Latest arrival at Madrid Airport: **7 working days** prior scheduled delivery date on booth.



Courier via warehouse

Courier companies cannot do the customs clearance of shipments for events or exhibitions as they need an importer with a Spanish tax ID. Please avoid sending cargo with them. In case you send cargo through courier companies get in touch with us in advance. Courier under customs clearance is considered as air freight arrival deadlines.



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 **ICID 2026** which will return to country of origin at the close of event, should be documented using:

Commercial invoice packing list or 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:

Commercial Invoice packing list.

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

(Every transport will need either ATA Carnet and commercial invoice for temporary or permanent entry).

Consignee:

Name of exhibitor
c/o ICID 2026, Madrid
Palacio Municipal IFEMA
Level 3 / Stand:

Notify:

DSV - IFEMA
Calle de la Ribera del Sena – West Entrance
Pabellon de Servicios – Nave 2
28042 Madrid
Ref.: ICID 2026, Madrid

Please be advised that all goods entered under our bond / guarantee, remain under our control. At the end of the show, they should either be re-exported or subsequently permanently imported, by DSV only. Goods imported on DSV's TIB cannot be handed over to third parties to export from Spain.



Customs documentation

In addition, for temporary / permanent entry:

- All docs must be issued in Spanish or English.
- A Power of attorney.
- Transport documents Bill of lading, Air Waybill or CMR.
- Certificate of Origin. If necessary: Form A or EUR1 / ATR1 (only Originals will be accepted).
- 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\$ or EURO 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 U.S. Dollars or EUR. 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 miss-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 and commercial invoice for temporary or permanent entry.



Customs Documentation

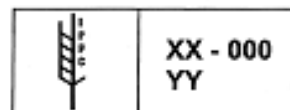
Restricted, prohibited, or special requirements goods for Importation:

- 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.

Packing & fumigation

Temporary and permanent goods must be packed and shipped separately.

ALL SHIPMENTS FROM OVERSEAS (from outside of the European Community arriving by air freight or sea freight) with wood packing material to Spain, 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 Spain.



Wood packing materials MUST be marked with the IPPC 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).

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 SPAIN.

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.





Case markings

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

ICID 2026
IFEMA MADRID
c/o DSV Fairs & Events

Name of Exhibitor: _____

Stand Number: _____

Case Numbers: _____

Gross Weight/Net Weight: _____

Dimensions: _____

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



You can find a template attached to the Exhibitor's Form:

DSV FAIRS & EVENTS		DSV	
Sender / Remitant		Case No. / Bulbo N°	
Consignee / Exhibition / Consignatario / Feria		Hall	
		Stand	
		Mode of Transport Modo de Transporte	



Insurance – Terms of payment



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 Tax

To fulfil our commitment, we are introducing an Environmental Tax which will be implemented from January 1, 2025. The Environmental Tax 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 Tax. 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 not leave unattended and not 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. DSV processes your personal data according to [DSV General Privacy Information Notice](#).

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.