



# SHIPPING INSTRUCTIONS

Advanced Air Mobility Asia Symposium (AAM)  
16 – 18/09/2025  
Japan

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







# Introduction – Contact details – Exhibition timetable

## Introduction

DSV Fairs & Events Spain has been appointed as the official freight and onsite handling contractor for AAM 2025 Japan.

The following instructions are designed to assist you with the movement of exhibits and stand materials for AAM 2025 Japan.

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

## Contact details

Before the event, all enquiries should be routed via:

Olimpia Rodrigalvarez – [olimpia.rodrigalvarez@dsv.com](mailto:olimpia.rodrigalvarez@dsv.com)

Office: +34 954325842

Mobile +34 628930293

Lorena Perdomo – [lorena.perdomo@dsv.com](mailto:lorena.perdomo@dsv.com)

Office: +34 930260837

Mobile +34 627582484

During the event:

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

## Exhibition timetable

### Build-up:

15 September 2025 09:00 to 19:00 – for Space only stands

15 September 2025 15:00 to 19:00 – for Schell scheme stands

### Show:

16 September 2025 11:00 to 18:45

17 September 2025 10:00 to 16:00

18 September 2025 10:00 to 14:00

### Dismantling:

18 September 2025 14:00 to 20:00

### Notes:

Attention!! Please consider 2-3 hours between the exhibition closing time and the start of empty cases & full goods delivery.



# Consignee instructions



## Air freight - Direct to NGO Airport



## Sea freight - Direct to Nagoya Seaport

All shipping documents including Air Waybill / Invoice / Packing list / Certificate of origin on Freight Prepaid basis MUST be consigned as follows:

**Consignee:** DSV Solutions Co., Ltd.  
IXINAL Monzen-Nakacho Bldg. 3F  
2-5-4 Fukuzumi  
Koto-ku, Tokyo 135-0032 Japan  
Tel: 03-4565-4569  
Email: [jp.fe@dsv.com](mailto:jp.fe@dsv.com)

**Notify:** DSV Solutions Co., Ltd.  
Fairs & Events  
Email: [jp.fe@dsv.com](mailto:jp.fe@dsv.com)  
for Name of Exhibitor  
c/o Name of Exhibition  
Hall No. xxx / Stand No. xxx  
Name of Venue

**Description:** Exhibition goods for "Name of exhibition"

**Freight:** All shipments must be "**Freight prepaid**".

All documents such as Bill of Lading and Airway Bill must show the consignee as indicated. (A 5% outlay commission will be imposed on all "Freight Collect" consignments).

We do not recommend consolidation shipments by airfreight or seafreight. For consolidated shipment, please check with us.

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



## Courier

Courier companies cannot do the customs clearance of shipments for events or exhibitions as they need an importer with local country tax ID. **Please avoid sending cargo with them.** In case you send cargo through courier companies get in touch with us in advance to ensure a viability and a smooth clearance.

Please contact us for tailor made instructions.





# Consignee instructions



## Road freight direct to the venue

All direct vehicles going to the venue must pre-book an unloading/reloading time slot before arriving. DSV will provide a time slot for your vehicle to be reported upon arrival at venue. Please contact us to receive complete full venue address.



## Road freight via warehouse

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

**Consignee:** DSV Solutions Co., Ltd.  
IXINAL Monzen-Nakacho Bldg. 3F  
2-5-4 Fukuzumi  
Koto-ku, Tokyo 135-0032 Japan  
Tel: 03-4565-4569  
Email: [jp.fe@dsv.com](mailto:jp.fe@dsv.com)

**Notify:** DSV Solutions Co., Ltd.  
Fairs & Events  
Email: [jp.fe@dsv.com](mailto:jp.fe@dsv.com)  
for Name of Exhibitor  
c/o Name of Exhibition  
Hall No. xxx / Stand No. xxx  
Name of Venue

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



# Deadline dates

Please do not ship anything without our document approval.



## Air freight (NGO Airport)

Pre-alert & Documents: **5 days** prior to shipment arrival  
Cargo: Latest arrival at NGO Airport: **7 days** prior scheduled delivery date on booth.



## Sea freight (Nagoya Port)

### LCL Freight

Pre-alert & Documents: **7 days prior to the arrival of aircraft at Nagoya Port**  
Cargo: **14 days before request delivery date**

### FCL Freight

Pre-alert & Documents: **7 days prior to the arrival of aircraft at Nagoya Port**  
Cargo: **10 days before request delivery date**



## Courier

**Note:** All shipment sent via Courier would be cleared on permanent basis. To ensure no delay on delivery of your courier shipment to your exhibition stand we would **STRONGLY recommend** not sending courier shipments addressed to exhibition venue or yourself.  
Please contact us for tailor made instructions.



## Road freight via warehouse

Upon request

**\*\* Late arrival surcharge & Early arrival surcharge will apply beyond these deadlines \*\***

In the event of late arrivals, DSV Fairs & Events will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given.  
The surcharge will apply regardless of delivery date to the show site.

Nagoya Airport, Seaport are higher cost for early arrival storage. We are not suggesting shipment as per deadlines mentioned above.



# Customs documentation

**DSV cannot act as importer/exporter of any shipment.**

The following documents are necessary/mandatory.

**Please do not mix temporary and permanent** entry shipments under one AWB or B/L or under same packaging. It should be **forwarded separately**. **Separate documents** are required for temporary and permanent import and should correlate each other and tally with Bill of Lading/Air Waybill/Truck Waybill.

Handwritten documents are not acceptable. The entries on the Invoices must be in English Language. Details on all documents must tally with the actual shipment. Pro Forma invoice or shipping Invoice is NOT acceptable.

Failing which will cause serious delays with the clearance and will invite fines and additional surcharges.

## SeaFreight

- 2 copies of Original or Surrender Bill of Lading.
- 2 copies of Combined Invoice & Packing List. (For consolidated shipment, please check with us).
- Original of ATA Carnet + Original of Power of Attorney, (if applicable).
- 1 copy of Insurance Policy (if insured).

## AirFreight

- 2 copies of AWB.
- 2 copies of Combined Invoice & Packing List. (For consolidated shipment, please check with us).
- Original of ATA Carnet + Original of Power of Attorney, (if applicable).
- 1 copy of Insurance Policy (if insured).

## Temporary import

**Note: Temporary import under commercial invoice is not permitted!!**

### **ATA CARNET:**

Japan is a subscriber of the ATA Carnet System. Exhibitors participating in international trade fairs / exhibitions in Japan can use ATA Carnet for temporary admission of their exhibition goods. Please ensure that the ATA Carnet is issued in "ENGLISH" language only. A letter of Power of Attorney might be requested to authorize DSV Solutions Ltd. to act as the representative of ATA Carnet.

The goods must remain in our control until these are re-exported, otherwise duty 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.





# Customs documentation

## Permanent import

Goods intended for display at AAM 2025 Japan which **will not** return to country of origin at the close of event, should be documented using:

### CCIPL (Combined Commercial Invoice and Packing List).

This should be completed on your letterhead addressed as follows:

- The permanent importation of exhibits is allowed with prior approval only. Please contact us.
- CCIPL must be in English Language.
- Detailed Invoice & packing list with Customs HS codes indicated.
- Must be printed on shipper's original embossed letter head and must bear an original company stamp (blue ink) along with an authorized signature (blue ink). The document must be headed "Commercial Invoice". No other term is accepted.
- A full description of each product / item must be given. Do not just indicate the model's name or model number. Describe the item – such as "1:3 scale (cutaway) missile model" or "souvenirs – lapel pins" or "wooden display plinth – floor standing" etc.
- The packing list must indicate individual weight and dimensions of each package in the shipment. Net weight / Gross weight and cbm per each package and total Net weight, Gross Weight and cbm must match with each shipping document.
- Complete details of the shipper must be mentioned in the invoice including the Shippers Contact name and Telephone numbers.
- 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**". "**NO (ZERO) VALUE**" is NOT accepted by Japan Customs
- 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.
- There should be uniformity in the type of packaging mentioned on all shipping documents. E.g., If the Bill of Lading or Air Waybill reads **Cases** then Invoice, packing list & Certificates should reflect **Cases** as well – else there will be customs penalty even if the documents provided are original.
- 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.



# Customs documentation

- It must be clearly stated on the commercial invoice if the goods are for temporary or permanent importation. In addition, all consolidated shipments having more than one commercial invoice, a HAWB/HBL must be issued for each commercial invoice.
- 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.
- Do not mix temporary and permanent. It should be shipped by separate with single documentation per shipment.
- Detailed Invoice & packing list with Customs HS codes indicated. (Attached a template to be used).
- **Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration and Erroneous declaration.** In such cases, DSV shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the true market value of their goods and be extremely careful in their preparation of document.
- Cargo like banners, leaflets, brochures, catalogues, fliers, building materials and other consumables will require having to pay taxes. We suggest such cargo to be sent on a separate AWB / B/L, Invoice and Packing List from those that qualify for temporary importation.
- Attached CCIPL template for your reference.

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.





# Customs documentation

## **Restricted, prohibited, or special requirements goods for Importation:**

- Radio/wireless/telecommunication equipment's or accessories require Telecommunication Regulatory Association (TRA) approval, and the approval must be obtained by the respective exhibitor well in advance to arrival of shipment into Kenya. A copy of the approval must be provided accordingly.
- 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 equipment, 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.
- Importation of commodities such as Alcohol and products containing alcohol or any of its by-products this is strictly restricted for import into Japan.
- Importation of products such as any food items, liver/dead poultry, vegetables, puree and paste, fruits, animal feeds, textiles, fabrics, fertilizers, chemicals, chemical seeds, grains, liver plants/flowers, tiles/marbles, wireless/radio, telecommunication/defense equipment and radioactive materials of hazardous nature, Cosmetics, Class rated cargo, etc are also very restricted for import into Japan.
- Importation of exhibits such as weapons, ammunition, explosives or any other military equipment as well as narcotics and ivory is strictly restricted and prohibited for import into Japan.
- Films, video tapes or publications, DVD or CD. Censorship will apply. Ensure respect the religious, political & cultural sensitivity of the Region. Contact as per further information and costs.
- Import permissions are solely subject to approvals from the respective ministry and can be shipped only after receipt of these import permits. Additional charges are applicable to secure such permissions and can be quoted upon request.
- However, only some of the above restricted goods can be imported after obtaining prior approvals and special permissions from the necessary ministries. In order for us to arrange for such import permissions, we suggest you send us complete details and information of the items at least 60 to 70 days in advance prior to the shipping.
- 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

### **Heavy-lift surcharge:**

Individual exhibit in excess of 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

Exhibits exceeding 5,000 kg per package will be subjected to an individual quotation when the dimensions and weights are provided. Please contact us for further information.

These additional heavy-lift surcharges are applicable severally for inward movements as well as for outward movements.

### **Empty Storage:**

Empty cases will be stored within the exhibition site if space is available. Your cases will be marked and stored systematically under shelter during the exhibition period to facilitate quick and early retrieval for the re-packaging at the end of the exhibition.

### **Return instructions:**

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should either visit our site office or 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. If the exhibitor has sold their exhibits to a 3rd party during the event, it is the SOLE responsibility of the exhibitor to oversee the collection of their exhibits. DSV Solutions Ltd. will not accept responsibility for any loss or damage.

### **Cargo handover:**

Exhibitors must contact us to arrange for any handover of cargo. They will have to handover cargo to DSV together with DSV's Cargo Handover forms before they leave the exhibition. DSV Solutions Ltd. will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the forms correctly.

### **Unattended cargo at close of event:**

Complete return instructions must be provided by agent or exhibitor to DSV Solutions Ltd. prior to the show closing. Failure to do so will result in transfer of consignment to DSV Solutions Ltd. warehouse and any such movements will be subject to additional transportation and warehouse storage charges. DSV Solutions Ltd. 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 Solutions Ltd.

### **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 Solutions Ltd. for such service. Otherwise, we will transfer the empty cases back to storage and relevant charges will apply.

### **VAT:**

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

### **Special Licenses and Permits:**

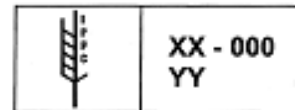
Endorsement of documents by relevant government departments will be charged accordingly.



# Packing & fumigation

**Temporary and permanent goods must be packed and shipped separately.**

ALL SHIPMENTS with wood packing material to Japan, 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 Kenya.



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 of USD 500,00.

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.



# 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:

AAM 2025 Japan  
C/o DSV FAIRS AND 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:



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

DSV FAIRS & EVENTS		DSV
Sender / Remittente		Case No. / Bulbo N°
Consignee / Exhibition / Consegretario / Fiera		Hall
		Stand
		Mode of Transport / Modo de Transporte







# 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

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## **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

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## **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](http://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](mailto:barcelona.calidad@es.dsv.com) or [spain.privacy@dsv.com](mailto: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](http://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](mailto:barcelona.calidad@es.dsv.com) or [spain.privacy@dsv.com](mailto:spain.privacy@dsv.com).