

A large container ship is docked at a port. The ship is blue and has a large stack of colorful containers (red, blue, orange, green) on its deck. A gantry crane is visible on the right side of the ship. The sky is overcast with some light clouds.

TOC

EUROPE

SHIPPING INSTRUCTIONS



BOOK NOW



OFFICIAL FREIGHT FORWARDER

INTRODUCTION

EFI Logistics are appointed as Official Freight Forwarder and On-Site Handling Contractor for TOC Europe 2026. We can offer a complete door to stand service from anywhere in the world.

Our **advanced receiving service** offers a consolidated service with a generous receiving window, avoiding additional journeys, long delays at show site and cuts carbon emissions. Fewer vehicles on-site means less trucks on the road and less CO2 at the venue.

We recommend you take advantage of this service, and we look forward to offering our support.

EFI Logistics are the ONLY Company permitted to operate mechanical equipment at this event. We urge you to contact us early so we can offer advice and provide cost-effective planning for your company. Please ensure you read these instructions and pass to your stand contractor if you have appointed one.

CONTENTS

- [Main Service Contacts](#)
- [Arrival Deadlines, Order Form, Heavy Lift and Breakdown](#)
- [Advance Receiving and Direct Deliveries](#)
- [International Shipments and Customs](#)
- [Invoice /Packing List Sample](#)
- [Additional Information](#)



Main Service Contacts

Operations Team
Telephone Enquires

TOCEVENTS@efilogistics.com - International Freight, Customs & Onsite Handling
+44 1444 871314

EFI LOGISTICS

Tel: + 44 1444 871314

Email: ops@efilogistics.com

web: www.efilogistics.com



Thank you for taking the time to read these instructions.

Our team is here to assist with your planning and welcome your call or e-mail at any time.

We can offer rates on all services and discuss the best option for your needs.

We look forward to working with you in Rotterdam to create a successful event.

All work is undertaken by EFI Logistics in accordance with our standard Trading Conditions (BIFA 2025).

A copy of is available upon request or can be downloaded at www.efilogistics.com

Published by EFI Logistics.

ARRIVAL DEADLINES

All shipments for TOC Europe 2026 should arrive at the appropriate German Port, Airport or directly into our advanced receiving warehouse **no later** than the dates shown below:

OCEAN freight shipments to Hamburg Port	LCL 28 days before delivery to stand
	FCL 12 days before delivery to stand
AIR freight shipments to HAJ Airport	7 days before delivery to stand
Hamburg Warehouse	3 days before delivery to stand
UK Warehouse	Thursday 7th May 2026
Heavy Lift Move In (oversized exhibits only)	*Please contact EFI as soon as possible

*Please contact us if you are having trouble meeting our published deadlines. We will make all efforts to expediate the on-time delivery, but no guarantee can be given. To cover additional out of hours charges, special transport etc. a late arrival surcharge of 50% will be applied to these shipments.

ORDER SERVICES

We strongly advise booking services in advance.

There are additional charges (see tariff) for late or on-site orders.

Please order services in advance of the deadline **Monday 13th April 2026**.

If you do not have full details of your shipment, don't worry, send your booking through and we can update these details closer to the event!

[Please click here to book](#)

HEAVY & OVERSIZED EXHIBITS

If you have a single exhibit/ piece exceeding any of the following specifications, please advise EFI as soon as possible and before order deadline to ensure access to your area/ timely move-in and that the correct material handling equipment is available.

Gross weight: 1000 kilos

Dims: 250cms (L) x 180cms (W) x 180cms (H)

Exhibits exceeding above weight and dimensions **MUST** be delivered to site during heavy lift schedule. Please contact EFI to arrange in advance.

EXHIBITION TIMETABLE

Targeted Move in/

Heavy lift:	15th May Appointment Only
Space Only:	16th-18th May
Event Days:	19th – 21st May
Dismantle:	21st – 22nd May
Halls close:	22nd May 14:00

ADVANCED RECEIVING WAREHOUSE

Individual shipments less than 1000 kilos/ 5cbm should be delivered to the TOC advanced warehouse. EFI can arrange collection from your premises, or you may deliver to the TOC Warehouse via your own carrier.

This service includes all transfers to and from your stand at TOC. There is no waiting time and no congestion, also no need to book into the TOC traffic system.

DELIVERY ADDRESS

Shipments accepted Monday to Friday 0900 to 1700 hours

*See tariff for storage rates

TOC Europe 2026
EFI Logistics
c/o DSV Fairs & Events GmbH
Messeplatz 1
20357 Hamburg
exhibition name
customer / hall no. / booth no.
Tel.: +49 40 4689987-0

Your delivery must be booked in and labelled appropriately.
EFI can supply you with a label by e-mail

Shipments must be booked in advance by submitting the Freight Order Form. We will send you confirmation of booking your TOC Europe shipping labels.

DELIVERY DIRECT TO SHOW SITE

This event has a targeted move-in.

All deliveries and collections MUST be booked in via Voyage Control.

Traffic marshals control access to the unloading area according to time slots.

The organizer will send a link to book this closer to the event.

Cash Deposit –

During installation and dismantling periods, and during the event, vehicles may enter the HMC site after registering at a gate and paying a security deposit (EUR 100.00 in cash). Access is time limited. If the stated time is exceeded, the security deposit shall be forfeited and the vehicle deemed to be illegally parked.

Do not deliver before tenancy, your shipment will be refused.

Shipments smaller than 5 cbm/ 1000 kilos should go to the advanced warehouse.

All unloading during the heavy lift window will be by organizer approval only and must be undertaken by forklift & booked in advance with EFI Logistics.

All on-site handling must be booked by the deadline **Monday 13th April 2026**
Late order surcharges are applicable after this date

You must book unloading /reloading of your truck with EFI in advance

We will send a site map with your vehicle pass.

TOC EUROPE 2026 c/o EFI Logistics
Hamburg Messe
Holstenglacis 2, 20355 Hamburg
c/o exhibitor name / hall no. / booth no.

Other details to note for direct deliveries /collections.

- The use of electrical pallet trucks, Moffett's and Hiab trucks are strictly NOT ALLOWED
- **BREAK-DOWN** - any goods unclaimed by will be removed from show site and shipped back to origin /destination by EFI at the exhibitors' expense.

INTERNATIONAL SHIPMENTS

EFI will help you with your international shipments. We can offer a complete door to stand service through our experienced Service Partner Network.

We strongly recommend that you book your shipment in the EFI system. This will save time, expense, and provide you with a quality service. We are also on site to assist you.

International shipments must be consigned as follows:

Consignee:

DSV Fairs & Events GmbH
Messeplatz 1
20357 Hamburg

Notify:

Customer Name (exhibitor or stand builder)
c/o Name of the exhibition / show
Hall No. / Booth No.

Do not send 'Freight Collect', additional charges will be incurred.

*Full pre-alert incl. copy documentation must be sent to tocevents@efilogistics.com in advance

CUSTOMS

EFI operate a Temporary Import Bond (TIB) for this event, allowing the temporary admission of exhibit materials without payment of duty and VAT. To ensure that this bond is protected all shipments entered under bond will be exported by EFI. We cannot hand over shipments under our bond to a third-party forwarder. If your shipment requires urgent export after the event, please advise us before the show so we can plan in good time.

We require a combined commercial invoice and packing list for customs clearance of international shipments. Please see next page for details and sample form.

PACKING AND CASE MARKING

All packaging should be suitable for transport and repeated handling. EFI recommend bolted, returnable cases for this purpose; nailed /screwed lids are not suitable as they suffer on opening and can become loose for transit. Any damage claims will be declined should packing be deemed not adequate.

Wood Packaging Materials from outside the EU must comply with fumigation regulations and be either heat treated or fumigated with Methyl bromide and carry the internationally recognized marking. Failure to comply with these regulations could result in the return of goods to origin at your expense.

Please ensure that each package is clearly labeled with Exhibitor Name, Stand Number and TOC Europe 2026 please e-mail EFI for a label format to print and attach to your shipment

COMMERCIAL INVOICE /PACKING LIST

We require a combined commercial invoice and packing list for customs clearance of international shipments.

This document must be completed and e-mailed to EFI for checking at least 3 days prior to shipment.

For an electronic copy of the form [click here](#)

Notes for completing the CIPL:

- All entries must be in English language
- Shipper's address and EORI Number must entered
- Exhibitor and stand number shown
- Quantity, weight, dimensions packages/cases. If palletised, overall size /weight (not individual boxes).
- A full description of the items must be given. Brand name, model number, serial number for machines, computer and hi-tech equipment.
- 10 Digit Customs tariff code must against each item.
- Origin must be shown against each item
- All values declared/ indicated on the shipping documents must be reasonable . "No Commercial Value" is not acceptable
- Items must be marked for temporary/ Permanent import
- Unit value and total value shown against each item
- If more than one page required, please indicated page 1 of 3, 2 of 3 etc.

Once approved the document can be printed, date, signed and returned in PDF format.



COMMERCIAL INVOICE / PACKING LIST

"Goods are for exhibition purposes to be used the TOC Europe 2026 exhibition and will return to origin at the close of the show"

Page 1 of 1

Shipper:	Consignee:	Exhibitor:	
	DSV Fairs & Events GmbH	Stand No.:	
	Messeplatz 1	EORI Number	
	20357 Hamburg	Total No. of Pieces:	cartons/crates
Shipper EORI Number :	For: TOC Europe 2026	Total Gross Weight:	kilograms

CASE NO.	NO. PCS	Description of Goods	Customs HS Codes	Weight (Kgs)	Dims (Meters)			CBM	Temp Import	Give Away	Origin	Value per Item (EUR)	Total Value (EUR)
					L	W	H						
								0					0
								0					0
								0					0
								0					0
								0					0
								0					0
								0					0
								0					0
								0					0
								0					0
								0					0
								0					0
								0					0
								0					0
								0					0
								0					0
								0					0
								0					0
								0					0

The shipper hereby certifies that the above referenced goods are of _____ origin. Shipper authorizes EFI Logistics and their agent, in his name and behalf, to prepare any export documentation, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage. The values listed on this document represent fair market value.

TOTAL C.I.F. VALUE EUR: 0

Insurance & Freight Value

Authorized Signature:

Name:

Date:

TOC Europe 2026
19 - 21 May
HAMBURG

EMPTY CASE STORAGE

EFI will remove all empty packing materials from the halls prior to final cleaning. Please ensure your cases are labeled with EFI empty case labels, available from our team on site. All items stored with EFI will be returned to stands after close of show and once the halls are cleared of visitors. We offer two services 'priority' and 'standard' service. Priority cases will be returned first, standard service starts once the priority service is completed. Please ensure you label your material; accordingly, we are unable to upgrade standard service to priority once the cases are in store.

For Health and Safety Reasons empty packing materials cannot be stowed on or around the exhibitor's stands, any packing material found in these restricted areas will either be destroyed or removed and stored by EFI at the cost of the exhibitor. Storage of empty packing on the show floor is strictly forbidden.

***Any untagged empty cases will be removed and stored at the priority rate.**

For those exhibitors requiring re-packing of exhibits at the close of the show, this will be started once all exhibitors are in receipt of their empty packing material after close of show.

HAZARDOUS /RESTRICTED GOODS

The shipper is responsible for providing EFI with relevant hazardous goods declaration forms or copies of export /import license documents if applicable. We cannot complete these forms on your behalf. Failure to declare such goods may result in penalties or claims, which will be for the account of the shipper. Hazardous or restricted goods must be packed according to IATA /carrier regulations. Please note that lithium batteries are restricted on aircraft, these restrictions currently vary per airline.

COURIER SHIPMENTS

We do not recommend the use of couriers for shipping international trade show material. Generally, courier companies are unable to arrange temporary import, therefore this could prove a costly exercise with the inclusion of duties and taxes. If you have a small shipment from within the EU then please utilize the advance warehouse, do not send courier shipments directly to the show site. The Ahoy is a large venue and they are highly likely to get lost. Please contact EFI before attempting to ship any goods by courier we can advise you.

INSURANCE

We recommend that you have your goods fully insured against loss or damage for transit and the duration of the show. EFI is only covered for your goods under our BIFA 2025 Terms and Conditions which is limited and may not provide the full cover you expect. We therefore recommend that you insure your goods fully or extend any cover you may currently have to include transit and duration of the event.

PAYMENT TERMS

All invoices are payable on receipt. If you do not have an account with EFI we request credit card details to guarantee payment. We will not charge the card unless you ask us to do so. On receipt of your invoice from EFI you can either pay via bank transfer or request payment to be taken from your card.

All services must be ordered in advance using the Freight Order Form by the deadline Monday 13th April, orders received late or on-site carry a 50% late booking surcharge.

TERMS AND CONDITIONS

EFI Logistics does not accept responsibility for

- Exhibits prohibited by the organizer or German Customs to be sold or displayed in fair site
- Any tax/duty for sold exhibits

All business of whatsoever nature shall solely be conducted in accordance with BIFA 2025 standard trading conditions. These conditions have clauses that may limit or exclude our liability. [Click here for a copy](#)