








Logistic Instructions (stand fittings and exhibits) for the
12th Symposium on CBRNE Threats
9 – 12 June 2025

Kokkola City Hall, Kokkola, Finland

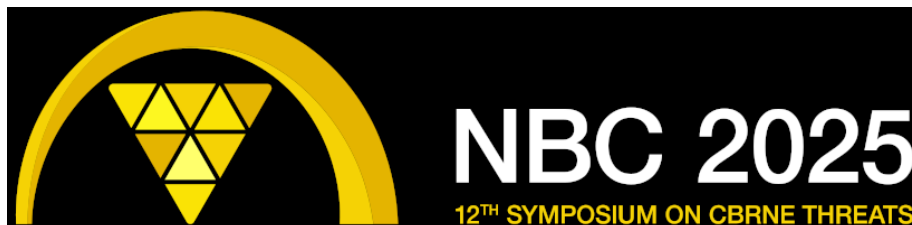
Suomen Event Logistics Oy (SELint) is the official logistic partner of NBC 2025 Conference Office. Our business covers all logistic services for international congresses and exhibitions. To assist in the smooth transfer of your booth fitting material and exhibits, we are part of a worldwide network of exhibition logistic experts who are experienced in the movement of goods to and from exhibitions. Whilst the use of these forwarders is by no means mandatory, we recommend their services to you. If no local forwarder contacts you, please get in touch with us for further details.

Due to the tight timetable for building up and dismantling the exhibition as well the fact that there is limited storage space at the venue, all shipments must be sent via SELint warehouse. Naturally all exhibitors can carry in all materials they bring with them as they arrive.

Please refer to these instructions and pass appropriate details to your suppliers to ensure on time arrival and delivery to your stand.

Schedule		
	Send pre-advice and/or service order by email to SELint on May 15th latest Email: david@suomeneventlogistics.com	
	Arrival period to SELint warehouse: Veikkola, Finland; starting from June 02nd latest 04th	Note: Airfreight shipments must arrive to Helsinki's airport latest on June 02nd
	Delivery of general cargo and courier shipments from SELint warehouse: to the venue on Monday, June 09th to the stands on Monday, June 09th at 03.00 pm	
	Pick up of empties from the stands starting on Monday, June 09th from 3.00 to 5.00 pm	
	Delivery of empties back to the stands starting after the trade show has closed on Thursday, June 12th from 4.00 pm till 6.00 pm	
	Collection from the stands and move to the SELint warehouse latest on Thursday, June 12th at 6.00 pm	
	Shipment dispatch from the SEL warehouse starting from June 16th at 8:00 am	

Consignee and delivery address	
Shipments by: <ul style="list-style-type: none"> • Courier • General Road cargo 	SR Logistiikka c/o Suomen Event Logistics Teollisuustie 6, Hall 7A FI-02880 Veikkola (Finland) Contact: David Palomo Tel: +358 (0) 504 307 082 Marks: NBC 2025 c/o Exhibitor name : // Stand: EXHIBITS
Shipments by: <ul style="list-style-type: none"> • General Road cargo (Non EU) • Sea freight (BL consignee) • Airfreight (AWB consignee) 	Beweship Oy AB c/o Suomen Event Logistics Oy Nuolikuja 8 01740 Vantaa, Finland Contact: David Palomo Tel: +358 (0) 504 307 082 Marks: NBC 2025 Exhibitor name : // Stand Nr.: EXHIBITS
Customs and related documents	
<i>Stand fitting materials, exhibits</i>	
These items can be imported duty free on a temporary basis against either an ATA Carnet or a customs bond with commercial invoices and packing lists and a guarantee letter which we can supply against service payment fee. Commercial invoice and packing list can be combined. Please refer attached sample for required details on combined commercial invoice and packing list (proforma invoice).	
<i>Printed materials, CD-ROM catalogues, Give-aways</i>	
These items can be imported duty free for free distribution on a permanent basis against commercial invoice and packing list with a guarantee letter which we can supply against payment. Please make separate commercial invoice for these items unless you use the attached template. All items which have been customs cleared permanently into Finland and haven't been distributed during the event must be left to the stand and handled as a waste.	
<i>Alcohol beverages, foodstuff</i>	
Import of alcohol beverages and foodstuff are always subject to the payment of duties and VAT. Even free distribution of alcohol at venue is strictly prohibited without permission of alcohol service license holder which is usually the permanent restaurant at the venue.	
<i>Note for courier shipments</i>	
Courier companies can do the customs clearance on permanent basis but need usually the guaranteed letter for customs clearance purpose from Finland located party as well as customs clearance instructions. By consigning your shipment according to our instructions and with appropriate documents you secure smooth customs clearance and on time delivery of your shipment. Customs clearance on temporary basis is not common procedure for courier companies regarding their standard services. If you prefer to use courier company for the transportation please consider to use our customs clearance service to secure smooth customs procedure and contact us prior to dispatching your shipment. Please note, we will customs clear all shipments consigned to us according to these instructions even without beforehand placed service order. This will apply also for return shipments. We charge all our services according our tariff from exhibitors/consignee by credit card or cash before releasing the shipment to you.	



Services offered by Suomen Event Logistics Oy

We have ability to provide globally all logistic services to assist you shipping your materials to and from an event to be held in Finland as well as all on-site services at the venue. Our aim is to keep our logistic instructions as short and informative as possible. Kindly contact our project manager for more details regarding our full range of logistic services.

Service order and related charges

Please contact us by email or phone indicating details of your incoming shipment. We will reply to you with charge calculation and additional instruction if needed. Please note that all our services are chargeable.

Our project manager Mr. David Palomo will be pleased to assist you.

Email: david@suomeneventlogistics.com

Tel: +358 (0) 504 307 082

Liability

All tasks shall be carried out in accordance with the General Conditions of the Nordic Association of Freight Forwarders (NSAB 2015) which i.a. limit the forwarder's liability and entitle the forwarder to cover all his claims due for payment through sale of the customer's property under his control (the forwarder's lien). NSAB 2015 shall be applied, excluding time guarantee referred to in § 6, par. 2 and in § 20 par. B and liability for signing insurance referred to in § 27, par. C.3