



Global Transport and Logistics

# MAGIC CON 2023, BARCELONA SHIPPING INSTRUCTIONS



**DSV**  
**Official Freight & On-site Handling**  
**Contractor**





# Introduction

## Contact Details

## Exhibition Timetable

### Introduction

DSV have been appointed as the official freight and on-site handling contractor for exhibitors at Magic Con 2023

The following instructions are designed to assist you with the movement of exhibits and stand building materials.

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:

Steve Devereaux  
[Steve.devereaux@dsv.com](mailto:Steve.devereaux@dsv.com)

Tel: +44 (0) 121 780 2627

During the event:

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

### Exhibition Timetable

Build up date(s):	24 – 27 July 2023
Show date(s):	28 – 30 July 2023
Break down date(s):	30 – 31 July 2023



# Consignee Instructions



## Road Freight Consignee (warehouse or direct)

RESA Expo Logistics  
C/Botanica 62  
Fira Gran Via, Acceso 4  
08908 Hospitalet  
Barcelona, Spain  
Tel. +34 93 2334110

Notify Party: MAGIC CON 2023  
Exhibitor Name / Hall No. / Stand No.

**Non-EU Road freight should deliver to address below:**

Iberian Interspan S.A / RESA Expo Logistics  
Travesia Industrial 77  
08907 Hospitalet  
Barcelona, Spain

Please contact us for T1 consignee instructions



## Air Freight Consignee

RESA Expo Logistics  
C/Botanica 62  
Fira Gran Via, Acceso 4  
08908 Hospitalet  
Barcelona, Spain  
Tel. +34 93 2334110

Notify Party: MAGIC CON 2023  
Exhibitor Name / Hall No. / Stand No.



## Sea Freight Consignee

RESA Expo Logistics  
C/Botanica 62  
Fira Gran Via, Acceso 4  
08908 Hospitalet  
Barcelona, Spain  
Tel. +34 93 2334110

Notify Party: MAGIC CON 2023  
Exhibitor Name / Hall No. / Stand No.

# Deadline Dates and Pre-alerts



## Road Freight Arrival at Warehouse / Fira

Warehouse shipments - EU:	3 working days prior to stand delivery date
Warehouse shipments – Non EU:	5 working days prior to stand delivery date
Direct deliveries:	On stand delivery date
Pre-alert:	2 working days prior to vehicle arrival to <a href="mailto:steve.devereaux@dsv.com">steve.devereaux@dsv.com</a>

Groupage shipments will be unloaded and transferred to stand via the warehouse  
Full loads will be delivered direct to the stand unless specifically instructed otherwise.



## Air Freight Arrival at Barcelona Airport

Barcelona BCN :	5 working days prior to stand delivery date
Pre-alert:	2 working days prior to flight arrival to <a href="mailto:steve.devereaux@dsv.com">steve.devereaux@dsv.com</a>

\* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.



## Sea Freight Arrival at Barcelona Port

LCL:	10 working days prior to stand delivery date
FCL:	5 working days prior to stand delivery date
Pre-alert:	5 working days prior to vessel arrival to <a href="mailto:steve.devereaux@dsv.com">steve.devereaux@dsv.com</a>

\* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.



## Preshow / Post show Warehouse Handling

If you wish to use our preshow / post show warehouse handling service, please contact our show manager for further details and instructions.





# Customs Documentation

All shipments from outside of the European Union must be accompanied by customs documents. Please see below requirements.

## EORI Number

**IMPORTANT:** Any exhibitor from outside the European Union sending goods for **FINAL** import into Spain will require a Spanish **EORI** number for customs clearance purposes.

If you have a Spanish office or partner please supply us with the relevant EORI number.

If you do not have such, RESA Expo Logistics can clear your final import items by using their own EORI number.

## Temporary Import Items

Goods intended for display at **MAGIC CON 2023** which will be re-exported at the close of event, should be documented using:

### ATA Carnet ( and Packing List )

Please contact your local Chamber of Commerce to obtain instructions for obtaining and completing an ATA Carnet.

If using an ATA Carnet we will need Power of Attorney for DSV Solutions and RESA Expo Logistics

**OR**

### Combined Commercial Invoice / Packing List

This should be completed on the attached template with your company logo and details added and addressed as follows:

#### **MAGIC CON 2023**

**Exhibitor Name**.....

**Hall Number**.....

**Stand Number**.....

The invoice should include the following information;

- Invoice number and date
- Full description of all items with individual quantities and fair market values in EUR
- Total CIF value
- HS code for each item
- Serial numbers compulsory for temporary import items ( please provide photographs if serial number not applicable )
- Country of Origin
- Gross weight and dimensions of each case / package

Please remember the description will need to be understood by people that are not familiar with your goods. The invoice should clearly state that the shipment is a 'Temporary Import'.

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 RESA / DSV only. Goods imported on DSV bond cannot be handed over to third parties to export from Spain

## Final Import Items

Goods that will not be returning after the event, should be documented using the same template and clearly marked as Sold, Consumed or Given Away.



# Case Markings

## Courier Shipments

### Case Markings

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

**MAGIC CON 2023**

**Fira Barcelona**

c/o DSV

Name of Exhibitor: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Case Numbers: \_\_\_\_\_

Gross Weight/Net Weight: \_\_\_\_\_

Dimensions: \_\_\_\_\_

If your goods are from outside the EU, they may be examined by customs. Please attach a packing list to the outside of your case to assist customs in locating items within your shipment.

### Courier Shipments

Courier companies cannot arrange temporary import customs and will not deliver to your Hall / Stand unless you are there to receive the shipment. We strongly advise against using them but should you wish to do so we recommend sending them to our warehouse consigned as below; we will receive the courier shipment and deliver to your stand on the date required.

RESA Expo Logistics  
C/Botanica 62  
Fira Gran Via, Acceso 4  
08908 Hospitalet  
Barcelona, Spain  
Tel. +34 93 2334110

Goods should be marked with MAGIC CON 2023, name of exhibitor and stand number.

**IMPORTANT:** Any courier shipment from outside the European Union will require a Spanish EORI number – only FedEx, UPS, DHL Express and TNT are authorised to use RESA Logistics EORI number.

Courier shipments should arrive customs cleared and with duties / taxes charged back to sender. RESA Expo Logistics or DSV Solutions will not accept shipments with charges outstanding.



# Special Requirements

## Foodstuffs and Alcohol

The Import of foodstuffs or Alcohol into Spain are subject to additional screening by Spanish Authorities. Please contact our show manager before shipping such items as they may be subject to health checks and may require additional health documents / certificates.

## Restricted items

The following items commonly require additional documentation, Certification and may not be possible to import for the exhibition.

Tobacco Products

Mineral Water

Items that will come into contact with foodstuffs such as Cups, Mugs, Cutlery, Empty Bottles etc

Plants / Seeds

Items containing leather or animal parts (including ivory)

Certain electronic / communication equipment

Toys

Pharmaceutical Products / Medicines

Weapons / ammunition or other Defence related products

We recommend that you contact our show manager before shipping such items as they may be subject to health checks and may require additional health documents / certificates.

## Wooden Packing Materials

All wood packing materials must confirm with the International Phytosanitary Standard (ISPM-15).

This means that only wood, free of bark, correctly treated and showing the IPPC will be accepted.

# 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 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 can offer a competitive insurance quotation. Please contact your show manager for further details.



## Terms of Payment

Please note that credit will only be offered if you have an active credit account with **DSV Solutions** or are shipping through an agent with such an account.

Bank details of DSV Solutions EURO account:

<b>Bank name:</b>	<b>Danske Bank, 75 King William Street, London EC4N 7DT</b>
<b>Account name</b>	<b>DSV Road Ltd</b>
<b>Sort code</b>	<b>30 – 12 – 81</b>
<b>A/C No.</b>	<b>93451854</b>
<b>Swift Code</b>	<b>DABAGB2L</b>
<b>IBAN:</b>	<b>GB73DABA30128193451854</b>

Cheques should be payable to **DSV Solutions Ltd**

Please send all cheque payments to: **DSV Solutions Ltd, New Potter Grange Road, Goole, DN14 6BZ**

All business is transacted only in accordance with our General Trading Conditions, a copy of these conditions are available via this [LINK](#)

