

Photonics Congress 2019: Shipping information

Material for the Conference Counter / Storage rooms at the West Entrance

Please find your delivery information here:

Please make sure that your postage is prepaid.

Delivery address:

Messe München GmbH
Expedition – Tor 1
World of Photonics Congress/Entrance West
Messegelände
81823 München
GERMANY

Contact:

Mr. Bernhard Schmitt
Head of the expedition
Tel. +49 (0) 89 949-21520
E-Mail: expedition@messe-muenchen.de

Labelling of the package

Please put a sticker on the package with:

- the delivery address
- sender / content of delivery
- the following information:
"World of Photonics Congress 2019 // European Optical Society (EOS) registration counter // Entrance West " Please also include your company name/name of contact person.

Information for parcel service

The parcel service should enter at gate 1 (Tor 1 – Willy-Brandt-Allee) and ask for Mr. Schmitt.

The delivery belongs to "World of Photonics Congress 2019 // European Optical Society (EOS) registration counter // Entrance West "

Delivery period: between 13 and 19 June 2019

Please inform the EOS office when you send the delivery! Possibly indicate the Airwaybill number or any other number to track the parcel.

Elina Koistinen
Phone: +358 (0)50 592 4693
E-mail: elina@europeanoptics.org

Return after Congress End:

After the end of the congress we will gladly take care of the return. Please arrange for a courier service of your choice to pick you up within one week and make sure that your parcel is correctly labelled for return: Who is the recipient? Which carrier will collect the parcel? After a week we reserve the right to dispose of your material.

Information about customs documents / customs invoice in English:

Please also consider the German customs regulations. Here are the most important information: What are the requirements, criteria, or format of customs invoice for goods intended not for sale or re-sale?

The customs invoice accompanying the importation should contain enough information for a Customs Officer to determine

- the goods being imported
- the correct classification and valuation of goods (even if this value will not be paid!)
- the information, that the goods are to be sold on the congress (“for sale at the congress”) or sent for free (“not for sale or resale”) and the reason for that (e.g. free sample, gift, advertising material not for sale or re-sale....)
- the statement VALUE FOR CUSTOMS PURPOSES ONLY only if the goods are not for sale or re-sale in Germany.
- the incoterm of trade (Incoterm should be DDP – Delivered Duty Paid)

There is no specific format for an invoice.

At a minimum, an invoice should:

1. Describe the item clearly
2. List the quantity
3. State the value (even if the price will not be paid the value is not allowed to be zero)
4. Country of Origin (where the item was made)
5. Where it was purchased
6. List the Name of the business or person shipping the items
7. List the Location of the business or person shipping the items
8. List the Name and address, e-mail and phone of business or person being responsible for customs clearing (“importer of records”) in case there any questions linked with the customs clearing procedure. Kindly note, that only your company can be the importer of records of your shipment. Therefore Incoterm should be DDP – Delivered Duty Paid.
9. List the address of the person or business the goods are being shipped to (e.g. “Your company”, at World of Photonics Congress, ICM, Contact Person, Phone, Messegelaende, Munich, Germany)
10. It should be clearly described for the Customs Officer to see, if the goods are intended to be returned to your country (e.g. exhibition goods to be showed and returned afterwards) or to remain in Germany (e.g. advertising material) for sale or not for sale.