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# ICML 2024

## International Conference on Machine Learning

July 22<sup>nd</sup> – 24<sup>th</sup> 2024, Vienna

### Shipping manual



As the sole official exhibition forwarder from “**ICML 2024**” in Vienna, we have an onsite office and warehouse direct at the showground in Vienna.

We will offer you all logistic-works before, during and after show.

- .) Transport to and from show-site
- .) Storage before, during (empties, consumables) and after the show
- .) Timely delivery and pick up from the stand
- .) Customs clearance
- .) Workers for unpacking and packing

**Projectmanager DHL:**

Thomas Hausmeister                      +43 (0)1 7283160 8700                      [thomas.hausmeister@dhl.com](mailto:thomas.hausmeister@dhl.com)

**DEAD LINES:**

To avoid waiting times we need **your order** until:                      11.07.2024  
But at least                      **2 days before** shipment will arrive in Vienna

<b>Kind of transport</b>	<b>point of destination</b>	<b>latest arrival date</b>
Ocean Freight FCL/LCL		on request
Airfreight	Vienna Airport	16.07.2024
Truck direct deliveries	Vienna exhibition ground	as per move in date
Truckshipments for storage	Vienna exhibition ground	daily (mo.–fr. 08:00 – 16:00)

**PLEASE SEND YOUR PRE-ALERT MESSAGE WITH A COPY OF ALL DOCUMENTS, BEFORE DESPATCHING THE GOODS.**

After receiving your doc. we will check them and send you our “green light”, if everything is right.

**CONSIGNING INSTRUCTIONS:**

All freight should be shipped **prepaid** and consigned as follows:

DHL Freight – Global Event Logistics  
Trabrennstr. 5 / **DHL office container in front of hall A/B**  
A-1020 Vienna Fairground

Attn.: Mr. Hausmeister tel.: +43 (0)1 728 31 60  
c/o: ICML 2024

exhibitor: \_\_\_\_\_ hall: \_\_\_\_\_ stand: \_\_\_\_\_



## DOCUMENTARY REQUIREMENTS

- Your order / or DHL order form
- Invoice in english or german 2-fold  
issued to the exhibitor c/o ICML 2024 , hall: \_\_\_\_\_ stand: \_\_\_\_\_
- Carnet ATA – optional  
letter of authorization to handle the Carnet  
issued to DHL Global Forwarding (Austria) GmbH

## CUSTOMS CLEARANCE

As per customs regulations all invoices must include following points:

- HTC codes
- Quantity from each items
- Weight
- Value (fair market value to avoid a possible value adjustment by the Customs)  
separate value from each kind of product
- Origin of the goods
- CIF term
- Serial no – if available / product description

Goods which shall be returned after the show, **must be packed separate** from give -  
aways, prospects and consumable.

## EORI no.

Please get in contact with us if your forwarder or airline requests an austrian EORI no.  
for the transport by air.

**We can assist.**