



SHIPPING GUIDELINES

DHL Global Event Logistics is the exclusive logistics partner of the AFCEA exhibition 2025 at World Conference Center Bonn (WCCB) and is responsible for the delivery of all shipments to and from the stand, as well as the storage of empties and full goods.

In these guidelines you will find all important information for planning your exhibits. For direct unloading at the WCCB time slots are allocated according to availability. These must be requested in advance via the order portal / slot reservation tool.

Entry and unloading at the WCCB is only possible with a time slot booking.

1. IMPORTANT DATES	
ORDERING PORTAL + SLOT ALLOCATION	1st qtr. / 2025
SET-UP	24 - 26 May 2025
EXHIBITION	27 - 28 May 2025
DISMANTLING	28 June from 5.00 p.m. - 29 June 2024 to 3.00 p.m.

The DHL Service Point is staffed during set-up and dismantling from 8.00 a.m. to 6.00 p.m.

2. SHIPPING INSTRUCTIONS
2.1 Delivery for parcel shipments and partial loads (truck) via our forwarding warehouse in Cologne

All parcel shipments with a minimum size of 80x60x60 cm and a minimum weight of 25 kg must be sent to the forwarding warehouse in Cologne. The warehouse will receive your shipment (parcel and/or partial truck load) safely before as well as after the exhibition.

DHL Global Event Logistics GmbH
c/o AFCEA 2025, Exhibitor / Stand no _____
Welserstr. 10d
D-51149 Cologne

Opening hours: 8.00 a.m. – 4.00 p.m.

Please send your order form and dispatch notification at least 8 working days prior to delivery to congress@dhl.com.



2.2 Delivery for small parcels up to 25 kg

All parcel shipments (max. 80x60x60cm / up to 25kg) sent directly to the WCCB must be sent to the following shipping address and collected at the DHL Service Point at the WCCB.

Bonn Conference Center Management GmbH
c/o AFCEA 2025, Exhibitor/ Stand no _____
Karl-Carstens-Str. 9
D-53113 Bonn

2.3 Delivery and pick-up during set-up and dismantling time

Ordering portal opens 1st qtr. 2025

For direct unloading/loading at the WCCB, a time slot must be booked in advance.
If a forklift is required for this purpose, this must also be booked via the order portal.

2.4 Storage of empties and full goods after set-up

DHL Global Event Logistics offers storage of empties and full goods after set-up. Due to local fire safety regulations, no empties may be stored on or behind the stand.

2.5 Pick-up after exhibition / dismantling of the stands

Immediately after the end of the exhibition DHL Global Event Logistics delivers the PREMIUM empties and full goods first, followed by all remaining empties and full goods stored by DHL. Stand constructors who have stored their empties and full goods themselves after completion of the build-up work can deliver them from 8.00 p.m. at the earliest, in accordance with the pre-booked and specified time slot.

3. TRANSPORT WITH DHL GLOBAL EVENT LOGISTICS

We are pleased to offer you our transport services. For this please provide us shipment details e.g. dimensions, weight, collection date/location.

Your benefit: The complete logistics is provided from a single source. No interface risk for you.

We are looking forward to working with you!

We operate exclusively on the basis of the German Freight Forwarders' Standard Terms and Conditions 2017 - ADSp 2017 - and - insofar as these do not apply to the provision of logistics services - in accordance with the Logistics General Terms and Conditions 2019. Note: The ADSp 2017 deviate from the law in clause 23 with regard to the maximum liability amount for damage to goods (§ 431 HGB) by limiting the liability to 2 SDR/kg in the case of multimodal transports including carriage by sea and in the case of an unknown place of damage, and otherwise additionally limiting the standard liability of 8.33 SDR/kg to 1.25 million euros per event of damage and 2.5 million euros per event of damage, but at least 2 SDR/kg. Insofar as the transport, storage or other handling of art objects is concerned, the General Terms and Conditions for Art ("GTC Art") shall apply as amended from time to time.