

Please ensure anyone shipping packages to the conference on your behalf receives a copy of these instructions.

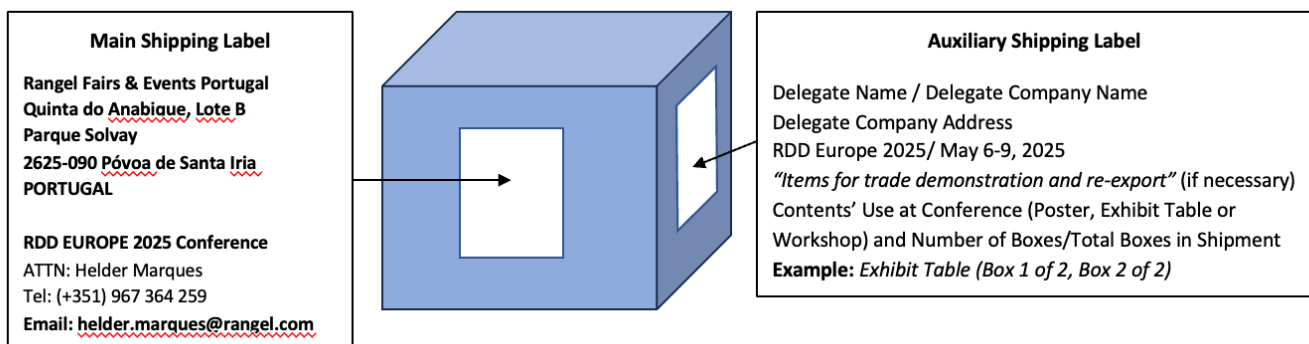
Rangel is responsible for receiving your shipment and transporting it to the Estoril Congress Center
 Questions? Contact: Helder Marques | helder.marques@rangel.com | +(351) 967 364 259

INCOMING SHIPPING SCHEDULE

Shipments should be timed to arrive at Rangel between Monday, April 21 and Friday, May 2, 2025. Please allow sufficient time for customs clearance. The organizers are not responsible for damaged or delayed shipments or customs clearance and will not pay COD or customs charges. Packages will be brought to your exhibit table or poster by conference staff.

LABELING YOUR INCOMING SHIPMENT

Please attach main and auxiliary shipping labels containing the indicated information.



GENERAL GUIDELINES FOR INCOMING SHIPMENTS

You and your shipper are responsible for getting your shipment to Rangel. The following suggestions are based on past experience and are offered only as a guide and may not be relevant to all shipments.

- All shipments are subject to inspection. **Please allow time for customs clearance in Portugal.**
- Consider including "Items for trade demonstration and re-export" on the Auxiliary Shipping Label and documentation when appropriate.
- Rangel advise that imports to Portugal must display a valid EORI or VAT (VIES) number to allow definitive or temporary customs clearance. These numbers must be displayed on the auxiliary label and documentation. Contact Rangel if you have customs questions.
- **Transport and customs charges are the responsibility of the sender.** Neither Rangel nor the Congress Center will pay these. Please ensure that all transport and customs fees are prepaid.
- Package fragile equipment carefully. Dangerous or suspicious looking items should not be shipped to RDD Europe 2025.
- Ensure that your return address or that of your shipping company is clearly displayed on the outer box.

OUTGOING SHIPMENTS

- You are responsible for packing your outgoing shipment. The Congress Center does not have packaging facilities. Remember to include packaging materials, a roll of tape and scissors in your incoming shipment.
- **You are responsible for shipping items after the conference.** Please contact your carrier (DHL, Fedex, UPS, etc.) to obtain the appropriate forms and labels, and consider including pre-completed forms in your incoming shipment. It may also be necessary to arrange pick up by your carrier. You are welcome to use the Congress Center's loading dock to facilitate outgoing shipments. The pick-up address is:

Estoril Centro de Congressos
 Av Amaranal
 2765-192 Estoril Portugal

Outgoing shipment questions? Contact: Wagner Câmara, Event Coordinator | (+351) 214 647 571 | wagner.camara@estorilcc.com