



ORDER FORM



ISPOR 2026 | Vienna | 9-12 November 2026

Please indicate the services below which you require from DHL

		Set up date / Time	Dismantling Date / Time
1	Direct handling at venue with 3T Forklift		
		Date / Time Delivery to Stand	Return collection required after event? Yes / No
3	Delivery Via Advanced Warehouse		
		Empties	Full Goods
		Accessible storage	
4	Storage During Event		
		Unskilled workers	Forklift / scissor lift hire for working on stand
5	Unskilled workers / plant for construction purposes		
		customs Value	Clearance required
6	Customs Clearance (For non EU Shipments) please send all documents to Sean@dhl-exh.com	€	Perm / Temp / Carnet
		Inbound	outbound
7	Full Transport Service from your premises to / From Event please advise requirements via email to Sean@dhl-exh.com Sizes / weights / Full pick up address / earliest collection date		
		Delivery Date / Time	Collection Date / Time
8	Timed Deliveries onsite during event from DHL Storage		

Description of Shipment including sizes / weights

Shipment Type:	Full Trailer (13.6m)	Pallets	Cases	Boxes
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PLEASE ADVISE SIZE / WEIGHTS

Exhibitor & Stand Details

Exhibitor Name		Stand contact & Number	
Hall		Stand Number	

Invoicing Details

Invoicing Address			
City		Postcode	
Vat Number			
Contact		Email Address	

Payment Terms & Conditions

Upon receipt of your order form you will receive a charges specification confirming all services and costs and upon your acceptance we will raise our invoice for payment either by bank transfer or secure credit card payment link. Please return completed order form to the following:

Contact: Sean Hemphill / Sean@dhl-exh.com / Tel: +44 7817 964 546
cc: Nigel Williams / Nigel@dhl-exh.com

ORDER FORM RETURN DEADLINE

Order Deadline for Transport Services	Monday	16th October 2026
Order Deadline for Forklift and onsite Services	Monday	30th October 2026

ORDERS OR AMENDMENTS AFTER THE SPECIFIED DEADLINES WILL BE SUBJECT TO LATE BOOKING CHARGES
All our business is transacted under B.I.F.A conditions that may exclude or limit our liability in certain circumstances.



DHL-EXH.COM

