



OFFICIAL SHIPPING GUIDELINES HPN EMNLP Budapest 2026





Introduction

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Introduction

DSV Fairs, Events and Special Logistics Department have been appointed by Hungexpo as the official on-site handling contractor for **HPN EMNLP 2026** exhibition being held at **Budapest Convention and Exhibition Center**.

The following instructions are designed to assist you with the movement of exhibits and stand building materials.

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

Contact Details

DSV Contract Logistics Kft. (Fairs & Events Dpt.)

Leshegy str. 31.
H-2310 Szigetszentmiklós
c/o HPN EMNLP 2026
1101 Budapest, Albertirsai út 10

General e-mail address: dsv.expohungary@dsv.com

Kocsis Gábor

Mob: +36 30 530 1249 Email: gabor.kocsis@dsv.com

Széchenyi Sándor

Mob: +36 30 964 58 34 Email: sandor.szechenyi@dsv.com

Bökfí József

Mob: +36 30 350 4203 Email: jozsef.boekfi@dsv.com

Hitruc Fábián

Mob: +36 30 970 29 61 Email: fabian.hitruc@dsv.com

Földes Andrea

Mob: +36 30 631 00 13 Email: andrea.foldes@dsv.com

During the event:

DSV Fairs & Events will be contactable during the build-up, show open & break-down periods on site as well:

On-site address of our Expo-team:

HU-1101 Budapest, Albertirsai str.10 (Hungexpo)
Building 33 groundfloor

Exhibition Timetable

Build up date(s):	22 - 24 October 2026
Show date(s):	25 – 29 October 2026
Break down date(s):	29 - 30 October 2026

Consignee Instructions



Road Freight Consignee

DSV Contract Logistics Kft. (Fairs

&Events Dpt)

Leshegy str. 31.

H-2310 Szigetszentmiklós

c/o HPN EMNLP 2026

1101 Budapest, Albertirsai út 10

Notify Party: Exhibitor name

C/O HPN EMNLP 2026 Hall

No. / Stand No.

Arrival Deadlines

Groupage:

5 days prior to stand delivery date 4

Full loads: Pre-

days prior to stand delivery date 7

alert:

days prior to vehicle arrival

* If goods require Health Certificates etc., lease check arrival date with show manager, as the shipment may need to arrive earlier than above.



Air Freight Consignee

Consignee Instructions

**DSV Contract Logistics
Kft (Fairs & Events Dpt)**

Leshegy str. 31.

H-2310 Szigetszentmiklós

c/o **HPN EMNLP 2026**

1101 Budapest,

Albertirsai út 10

Notify Party: Exhibitor name

C/O HPN EMNLP 2026

Hall No. / Stand No.

Arrival Deadlines

Budapest (BUD):

7 working days prior to exhibition move in date

Pre-alert:

3 days prior to flight arrival

* If goods require Health Certificates etc., lease check arrival date with show manager, as the shipment may need to arrive earlier than above.



Sea Freight Consignee

Consignee Instructions

**DSV Contract Logistics Kft
(Fairs & Events Dpt)**

Leshegy str. 31.

H-2310 Szigetszentmiklós

c/o **HPN EMNLP 2026**

1101 Budapest,

Albertirsai út 10

Notify Party: Exhibitor name

C/O HPN EMNLP 2026

Hall No. / Stand No.

Arrival Deadlines

LCL:

10 working days prior to exhibition move-in date

FCL:

10 working days prior to exhibition move-in date 7

Pre-alert:

days prior to vessel arrival

* If goods require Health Certificates etc., please check arrival date with show manager, as the shipment may need to arrive earlier than above.

Customs Documentation

The following documents are required for the temporary import clearance of goods in Hungary:

Shipments arriving by SEA

- | | |
|---------------------------------------|---|
| a. Commercial Invoice / Packing List: | 2 Copies |
| b. Bill of Lading: | Non-negotiable bills of lading |
| c. *MSDS (Material Safety Data Sheet) | For shipments with lithium-ion batteries or hazardous goods |

Shipments arriving by AIR

- | | |
|---------------------------------------|--|
| d. Commercial Invoice / Packing List: | 2 Copies |
| e. Air Waybill: | Non-Negotiable Copies |
| f. H.S. Code Summary Sheet: | For shipments with more than three (3) HS Codes |
| g. *MSDS (Material Safety Data Sheet) | For shipment with lithium-ion batteries or hazardous goods |

Shipments arriving by ROAD

- | | |
|---------------------------------------|--|
| h. Commercial Invoice / Packing List: | 2 Copies |
| i. CMR: | 1 Original set |
| j. *MSDS (Material Safety Data Sheet) | For shipment with lithium-ion batteries or hazardous goods |

The commercial invoice for all shipments (Air / Sea / Road) should include the following information:

- Full description of all items with individual quantities and values in EUR or USD
- Total CIF value
- HS code for each item
- Serial numbers if applicable
- Country of Origin
- Gross weight and dimensions of each case / package

Please remember the description will need to be understood by people that are not familiar with your goods. The invoice should clearly state that the shipment is a 'Temporary Import'.

Please be advised that all goods entered under our bond / guarantee, remain under our control. At the end of the show, they should either be re-exported or subsequently permanently imported, by DSV only. Goods imported on DSV bond cannot be handed over to third parties to export from Hungary.

Good that will not be returning after the event, should be documented using a Combined Commercial Invoice / Packing list as above clearly stating that the shipment is a "Final Import" or intended as "Giveaways."

For temporary entry we strongly suggest to use ATA Carnet in order to secure a smooth process of clearance.

Please also note, a lot of product groups (electrical goods, toys, pressure equipment machinery, medical devices, etc) have to show CE marking. The directives requiring CE marking you can see under: [https://en.wikipedia.org/wiki/CE marking](https://en.wikipedia.org/wiki/CE_marking)



Case Markings

Courier Shipments

Case Markings

We suggest that your goods are well packed and labelled for easy identification, all packages should be marked as follows:

Name of Exhibitor: _____
Stand & Hall Number _____
Name of the Show _____
Case Numbers: _____
Gross Weight _____
Dimensions: _____

Exhibits and cargo should be well packed and designed with internal padding and battens, suitable to the nature of the goods and the mode of transportation intended. The packaging should be able to withstand the entire journey, in case of temporary import the return journey also.

It should be capable of easy unpacking and repacking; the use of screws and clips is highly recommended instead of nails which can damage the packaging.

Crates / flight cases on wheels and individual pieces weighing more than 30 kgs

Airlines in Hungary will not accept shipments for export that are over 30 kgs and not able to be handled by forklift, or crates / flight cases that are on wheels. It is a requirement that all these items are palletized before export.

However please note if these items are not palletized on import to Budapest, then there could be a discrepancy in the weight of the shipment on re-export and result in import duty having to be paid on the total value of the shipment.

Therefore, it is requested that **all pieces over 30 kgs in weight, and all wheeled items, are palletized before shipping to Hungary**

The handling and airfreight charges will be applicable as per the chargeable weight on the air waybill.

Additional charges will be applicable for provision of a new pallet, or palletization of cargo by our staff.

DG/ Non-DG shipments and DCAA permits.

Any return shipment having DG (Dangerous Goods) or ELI (Lithium-Ion Batteries) or normal batteries must be declared on the return shipping instructions with proper declaration and number of packages having this commodity (declaration form templates are available on request).

Any shipment having a compressor / generator / cylinder (extinguisher) must be declared in advance of export with the proper declarations. A DG declaration for DG shipments and non - DG declaration for non - dangerous goods is required (declaration form templates are available on request).

If shipments are held at the airport during screening due to undeclared items, additional charges shall apply for DCAA permits for AWB amendments and airport storage charges shall accrue until the declarations are submitted.

Courier Shipments

Courier companies generally cannot clear exhibits and equipment being sent for exhibitions in Hungary. Such shipments are normally held with Customs when the volume or value is high. We therefore recommend you contact your courier company and ensure they can customs clear and handle exhibition goods. In cases where the courier company cannot process the clearance, we will try to assist but cannot be held responsible for late or non-delivery of such shipments.

Please DO NOT send courier shipments addressed direct to your hall or stand/booth number.

All courier shipments (up to 30 Kg / 0.3 CBM maximum) should be sent and addressed as follows: -

DSV Contract Logistics Kft.

Fairs&Events Dpt.

c/o HPN EMNLP 2026

1101 Budapest, Albertirsai út 10

Name of Exhibitor :

Stand Number :

A commercial invoice must accompany all courier shipments and a full pre-advice including a copy of the export courier waybill must be sent to DSV **Attn: DSV Contract Logistics Kft. Fairs & Events** via email: / dsv.expohungary@dsv.com

Exhibitors should report to the DSV site office and pay via POS terminal for the handling charges incurred. The goods will then be delivered to your stand. Payments in advance by bank transfer are subject to a service fee to cover bank charges.

Shipments that require an advanced payment of Customs Duty or any freight charges will be refused, unless agreed in advance. Courier shipments must therefore be sent on a delivered Duty paid basis.

It is the responsibility of the exhibitor to check with DSV if their package has been received. Shipments that require advance payment of Customs Duty or any other freight charges will be refused unless it is pre-arranged. Courier shipments must therefore

be sent on a Delivery Duty Paid (DDP) basis.

ATA Carnet Procedure

The requirements for processing importation using the ATA Carnet system are mentioned below:

- All equipment to be shipped under the ATA Carnet system must have engraved serial/identification numbers clearly visible. The same serial/identification numbers must also be mentioned in the ATA Carnet and Commercial Invoice and must match 100%.
- An original invoice will need to be attached along with the ATA Carnet, as required by HU Customs for import. The weight of the shipment on import must match exactly on re-export.
- Customs will check each item/piece of equipment during examination and if the numbers cannot be found or do not correlate to what is mentioned in the documents, the temporary importation of the shipment will/may be rejected, and the ATA carnet will not be used or stamped.
- The ATA Carnet number must be clearly mentioned on the air or sea waybill.
- It should clearly list the country Hungary of the front page.
- Cargo and exhibits being shipped under ATA Carnet cannot be combined with any other permanent or temporary import goods not included in the ATA Carnet. This must be shipped on an individual and separate waybill. Only 1 x ATA Carnet should be sent per waybill.
- More than one ATA Carnet cannot be mentioned on the same MAWB / HAWB / MBL / HBL
- The ATA Carnet should clearly mention the returning destination for the freight out of Hungary.
- During exportation, the ATA Carnet cannot be processed and stamped by the authorities, if the shipment will be re-exported within any of the GCC countries in the region.
- The cargo details, piece count, weights and values mentioned on the Carnet should match 100% to the details mentioned on the air or sea waybill.

Onsite Handling

Requirements

- DSV Fairs and Events Team will be present onsite during the whole period and will provide all handling onsite with forklifts, cranes, etc. Specific lifting equipment (cranes, high capacity forklifts, heavy machine moving tools, scissor lifts etc.) can be provided on request. Please place any onsite handling order by e-mail to our general e-mail address: dsv.expohungary@dsv.com
- Ordering any equipment or onsite logistics services from DSV fairs and Events Team is possible by filling the valid order form, and sending it in advance, signed and stamped. DSV will start the written ordered logistical services, if the exhibitor or stand builder or another authorized representative is present.
- In Budapest the traffic of big trucks is limited. To get to the Expo site with trucks over 12 tons total permitted weight, a special drive -in licence is needed, which can be arranged by Budapest Traffic Center by the transport company.
- HANDLING OF EMPTY PACKAGING OR FULL GOODS should be done according to a prior agreement. All kind of packaging material will be handled as empty packing material. After marking them with labels by the exhibitor, DSV will pick these labelled items and return them at an agreed time. The unmarked items will be thrown away at the very last build up day. Equipments, stand building tools, all kind of parts, machines will be handled as full goods. Timing is discussed and agreed prior to job.
- Uploading and leaving from the venue is allowed only with an approved "Delivery permission" " by Hungexpo
- DSV is not responsible of damage/lost/theft of goods, which are left unattended at the booth.
- All invoices containing the prices of the local logistic services, will be issued by DSV Contract Logistics Ltd.



Insurance – Payment Terms



Insurance

It is the responsibility of each exhibitor to arrange comprehensive transport insurance, including coverage for all onsite logistics. Alternatively, if you prefer, we can arrange insurance on your behalf covering transportation to the venue, onsite handling and logistics, and transportation back to your domicile after the event.

DSV will not accept any liability towards any loss/damage of your exhibits/goods



Terms of Payment

Very important: for invoicing, please make sure DSV will receive your company address, contact email, telephone number, copy of your company commercial registration/trade licence and VAT Certificate, to register your company, this is very important, enabling us to facilitate our timely invoices to you, towards services provided.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset. Personal or foreign cheques are not accepted. Payment can be made by credit card via POS terminal (subject to additional charges), via payment link, Bank transfer-> Bank details as follows:

Account Title:
DSV Contract Logistics Kft
VAT: HU13687489
Address: HU-2310 Szigetszentmiklos Leshegy utca 31
Swift code: **INGBHUHB**

Account Numbers:

EUR	IBAN HU89137890170759000700000000
HUF	IBAN HU31137000160759000700000000