



**XXVII WORLD CONGRESS
OF NEUROLOGY (WCN 2025)**
12-15 OCTOBER 2025 | SEOUL, SOUTH KOREA



KNA
KOREAN NEUROLOGICAL
ASSOCIATION



Global Transport and Logistics

SHIPPING INSTRUCTIONS

WCN 2025 Seoul

12-15 October, 2025

DSV Fairs & Events Spain
Official Freight Forwarder &
On-site Handling Contractor





Introduction – Contact details – Exhibition timetable

Introduction

DSV Fairs & Events Spain has been appointed as the official freight and onsite handling contractor for WCN Seoul 2025.

The following instructions are designed to assist you with the movement of exhibits and stand materials for WCN Seoul 2025.

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

Contact details

Before the event, all enquiries should be routed via:

Olimpia Rodrigalvarez – olimpia.rodrigalvarez@dsv.com

Office: +34 954325842

Mobile +34 628930293

Lorena Perdomo – lorena.perdomo@dsv.com

Office: +34 930260837

Mobile +34 627582484

During the event:

DSV will be contactable during the build-up, show open & pull-down periods.

Exhibition timetable

Build-up:

10 October 2025

10:00 to 20:00 Space Only stands

11 October 2025

08:00 to 20:00 All stands

Show:

12 October 2025

10:00 to 21:00

13 October 2025

10:00 to 17:15

14 October 2025

10:00 to 15:00

15 October 2025

10:15 to 15:00

Dismantling:

15 October 2025

15:00 to 20:00

*Shell scheme booths must be empty by 15:30

Notes:

(*) Attention!! Please **consider 2 hours** between the exhibition closing time and the start of empty cases & full goods delivery.



Consignment instructions



Air freight - Direct to Seoul Airport (Incheon)



Sea freight - Direct to Busan Port

All exhibition goods by AIRFREIGHT & SEAFREIGHT must be sent "Freight Prepaid" to:

Consignee: **DSV SOLUTIONS LTD.**
1203ho, Queens Park Ten,
66 Magokjungang 6-ro, Gangseo-gu,
Seoul, 07803, Korea
Attn : Ellie Jo / Tel : 01096032326

Notify: WCN 2025 SEOUL
Exhibitor : _____
Hall No. _____ / Booth No. _____
Coex, 513 Yeongdong-daero,
Gangnam-gu, Seoul, Korea

All documents such as Bill of Lading and Airway Bill must show DSV Solutions Ltd. as the consignee.
(A 15% outlay commission will be imposed on all "Freight Collect" consignments).

We do not recommend consolidation shipments by airfreight or seafreight. For consolidated shipment, please check with us.



Road freight direct to the venue

Upon request.



Road freight via warehouse

Upon request.



Deadline dates

Please do not ship anything without our document approval.

Please refer to below deadlines due to Korean thanksgiving holidays are from 03rd October to 09th October 2025



Air freight (Seoul airport)

Pre-alert: **7 working days before cargo arrival**

Documents (Airway Bill and the list of exhibits): **7 Working Days before Cargo Arrival**

Cargo: **26th September 2025**



Sea freight (Busan port)

FCL/LCL Freight

Pre-alert: **7 working days before cargo arrival**

Documents (Copies of Bill of Lading and the list of exhibits): **7 Working Days before Cargo Arrival**

Cargo: **19th September 2025**



Courier

Courier companies cannot do the customs clearance of shipments for events or exhibitions as they need an importer with local country tax ID. **Please avoid sending cargo with them.** In case you send cargo through courier companies get in touch with us in advance to ensure a viability and a smooth clearance.

Please contact us for tailor made instructions.



Road freight via warehouse

Upon request.

Deadline for Dispatch of Documents (Pre-Alerts)

DSV Solutions Ltd. will not be responsible for any delays and any port/airport storage charges will be recharged at cost. **For late submission of documents, a penalty fee will be charge at cost – as per receipt + 15% outlay fee.**

Pre-alerts must be forwarded to:

DSV SOLUTIONS SPAIN SAU

Olimpia Rodrigalvarez – olimpia.rodrigalvarez@dsv.com

Lorena Perdomo – lorena.perdomo@dsv.com



Customs Documentation

Required documents

SEA FREIGHT – DOCUMENT & CONSIGNMENT DEADLINE:

1. DOCUMENT: The following documents must reach us not later **7 Working Days before Cargo Arrival**
 - 2 copies of Bill of Lading
 - 2 copies of Combined Invoice & Packing List
 - 1 original Health Certificate (For food)
 - 1 copy of Insurance Policy (if insured)
2. CONSIGNMENT: The cargo must arrive at Busan seaport not later than 19th September 2025

AIRFREIGHT - DOCUMENT & CONSIGNMENT DEADLINE:

1. DOCUMENT: The following documents must reach us not later than **5 Working Days before Cargo Arrival**
 - 2 copies of AWB
 - 2 copies of Combined Invoice & Packing List
 - 1 original Health Certificate (For food)
 - 1 copy of Insurance Policy (if insured)
2. CONSIGNMENT: The cargo must arrive at Incheon Int'l Airport not later than 26th September 2025

NOTES:

- **All draft shipping documents must be sent to us for checking before the above deadlines to avoid any mistakes/problems or delay.**
- Documents must have full details such as description of commodity, quantity, and unit price in US dollars.
- The values on list of exhibits are CIF Busan Port or CIF Incheon Airport. All goods must give a true value even if they are of no commercial value.
- Please indicate weight(kg) or volume (liter or ml) per inner package. These enable us to process the most efficient import entry for your exhibition shipment.
- Quantity per carton, volume per bottle must be stated in the invoice/packing list. e.g. cartons (or cases) x 12 bottles x 0.75 liters
- Consumable goods such as give away and other promotional items will be incurred duty & tax as per Korean Import customs regulation. All items must be reasonable in quantity and price in the option of customs.
- All consumable items being packed / shipped together with the exhibition goods in the same consignment will require an extra custom permit for import/export.
- DO NOT COMBINE OR MIX both Permanent & ATA carnet shipment into 1 Direct AWB.
- Permanent / ATA carnet shipment must be sent separately with each MAWB.



Customs Documentation

DSV cannot act as importer/exporter of any shipment.

Please do not mix temporary and permanent entry shipments under one AWB or B/L or under same packaging. It should be **forwarded separately**. **Separate documents** are required for temporary and permanent import and should correlate each other and tally with Bill of Lading/Air Waybill/Truck Waybill.

Handwritten documents are not acceptable. The entries on the Invoices must be in English Language. Details on all documents must tally with the actual shipment. Pro Forma invoice or shipping Invoice is NOT acceptable.

Failing which will cause serious delays with the clearance and will invite fines and additional surcharges.

The Korean Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

HEAVY FINES will be imposed on the exhibitor in cases of **'UNDERVALUATION'**, **'NON-DECLARATION'**, and **'ERRONEOUS DECLARATION'**. In such cases, DSV Solutions Ltd shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the **true market value of their goods** and be extremely careful in their preparation of documents.

All shipment must be declared with the exact/true market values otherwise DSV Solutions Ltd. **WILL NOT** be responsible if shipment is being held in Korean custom for under declaration. DSV Solutions Ltd. may also require to adjust the value of each item for customs purpose with/without prior not notice if each item is declared below Korean market value.

Exhibitors are advised to send all draft documents to DSV for verification before sending the exhibits out.

We can clear cargo into Korea under the following conditions:

- Permanent Import.
- Temporary Import under ATA Carnet only.

Note: Temporary import under commercial invoice is not permitted!!

ATA CARNET:

Korea is a subscriber of the ATA Carnet System. Exhibitors participating in international trade fairs / exhibitions in Korea can use ATA Carnet for temporary admission of their exhibition goods

Please ensure that the ATA Carnet is issued in "ENGLISH" language only. A letter of Power of Attorney might be requested to authorize DSV Solutions Ltd. to act as the representative of ATA Carnet.

GIVEAWAYS / DISPOSAL:

All goods disposed or given away or not re-exported shall be subject to import duty and taxes of the CIF value or appraised value by Customs whichever is greater. The duty varies with commodity and the VAT is 10% of CIF value.



Customs Documentation

- Every individual item, including giveaway items and brochures, is to be given a value based on CIF value in U.S. Dollars. Do not indicate the term “No Commercial Value” or “Value for Customs purposes only”.
- In case of machinery or equipment the respective serial numbers for the products must be mentioned along with the date of manufacture. This will assist temporary Customs formalities.
- Exhibitors are requested to please ensure and declare all items and products correctly in the commercial invoice and all shipping documents. We do not accept any responsibilities in case of missing information or incorrect declarations by the exhibitor.
- There should be uniformity in the type of packaging mentioned on all shipping documents. Eg., If the Bill of Lading or Air Waybill reads **Cases** then Invoice, packing list & Certificates should reflect **Cases** as well – else there will be customs penalty even if the documents provided are original. Please make sure that all shipments are weighed and measured correctly, as the declared weight on the export documents must match with the actual weight. Any discrepancy will lead to delays and high fines.
- Failure to declare true and accurate values on the shipping invoice including miss-declaration of the country of origin against physical cargo, will subject to a customs penalty.
- It must indicate which items are packed into which boxes. It is very important that the piece numbers mentioned in the invoice and packing list tally with the physical packaging of your consignment.
- All import is only allowed on exhibits where the stand space has been paid for and the organizers confirm that the applicant is an exhibitor at the event. The organizers are aware of this fact and you should ask for a Booth Contract from them, which needs to accompany your shipping documents.
- Commercial Invoice:
 - CCIPL must be in English Language.
 - Must be printed on shipper's original embossed letter head and must bear an original company stamp (blue ink) along with an authorized signature (blue ink). The document must be headed “Commercial Invoice”. No other term is accepted.
 - The Invoice must clearly indicate the Commercial invoice number with a detailed description along with the serial number, model name, number of cases, individual & total net/gross weight, total number of packages, unit value and total value in CIF (FOB Cost, Insurance & Freight must be mentioned separately), country of origin, HS tariff code and value (in US\$) for each individual item.

Due to customs restrictions, the shipment of certain goods must be properly declared and documented to ensure correct customs clearance. The final acceptance of shipments will, in all cases, be subject to the customs regulations of the destination country.

Any violation in this regard will be subject to the sanctioning regime of the relevant Customs authority, and the goods in question may be held and/or even confiscated. Regardless of the above, any damages resulting from such violation will be the sole responsibility of the party at fault.



Additional information

HEAVY-LIFT SURCHARGE:

Individual exhibit in excess of 2,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge).

These additional heavy-lift surcharges are applicable severally for inward movements as well as for outward movements.

MOVE-OUT DAYS

Prior to the move-out days, exhibitors will be given a 'Disposal Instruction Form' to fill in based on the Commercial Invoice & Packing List given at time of entry of goods into Korea. Exhibitors are required to advise DSV Solutions Ltd. if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of DSV Solutions Ltd. will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable.

In the event of non-compliance of disposal instruction, all goods left at the exhibition venue shall be subject to disposal by the Korean Customs and all charges relating to the disposal including duties and taxes if any, shall be additional for account of the exhibitor.

RE-EXPORTATION

Re-export formality will require about 2 weeks prior to shipment re-export out of Korea.

In the event, the exhibitor needs the goods to be re-exported urgently, please advise representative of DSV Solutions Ltd. on-site of your request as applicable.

UNATTENDED CARGO AT CLOSE OF EVENT:

Complete return instructions must be provided by agent or exhibitor to DSV Solutions Ltd. prior to the show closing. Failure to do so will result in transfer of consignment to DSV Solutions Ltd. warehouse and any such movements will be subject to additional transportation and warehouse storage charges. DSV Solutions Ltd. will also not be responsible for any missing/damage cargo that is picked up on request of the show organizer to clear the hall if cargo is not properly handed over to DSV Solutions Ltd.

DISPOSAL:

Upon delivery of your goods during move in, if your cases are not required to be redelivered to your booth after the show, please advise us to arrange for disposal. Fees for disposal shall be charged to exhibitors who require DSV Solutions Ltd. for such service. Otherwise, we will transfer the empty cases back to storage and relevant charges will apply.

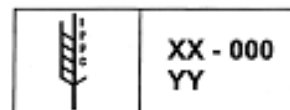
SPECIAL LICENSES & PERMITS:

Endorsement of documents by relevant government departments will be charged accordingly.

Packing & fumigation

Temporary and permanent goods must be packed and shipped separately.

ALL SHIPMENTS with wood packing material to this country, such as wood block cases, lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on, fumigation must be arranged in the country of origin before sending the cargo to this country.



Wood packing materials MUST be marked with the ISPM15 logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide). Failure to do so will cause delay in customs clearance process, in addition to an extra cost.

To support the treatment, exhibitors should send the shipment along with a fumigation / heat treatment certificate issued by the producer of the packing material or issued by the company that did the fumigation or heat treatment and that indicates the code of the fumigation as described above.

WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE DESTROYED OR COMPULSORILY RE-EXPORTED WITH THE CARGO WITHOUT ENTRY INTO THE COUNTRY.

For cargo with non-wood packing materials, the cargo owner must provide the non-wood packing declaration, which is printed out by company letterhead, signed with authorized signature and endorsed with company stamp.

DSV does not accept any responsibility for hidden damages, pressure points, scratches, drop of paint and other similar superficial damages if the shipment arrives with insufficient packing. The exhibitor shall be responsible for the consequences of improper packing.

Please note that the exhibits are to be repeatedly loaded and unloaded by different parties. During the long-distance transportation shocking / bumping will sometimes be inevitable. Therefore, we strongly recommend the Exhibitor to take necessary precautions to ensure strong / seaworthy packing to safeguard exhibits from damage and rain, especially when the return exhibits are to be packed with original packing materials.

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.



Case marking

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 re-packing; the use of screws and clips is highly recommended instead of nails which normally damage the packaging.

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

WCN Seoul, 2025
C/o DSV Fairs & Events

Exhibitor Name: _____

Stand Number: _____

Name & Location of Exhibition: _____

Case Numbers: _____

Gross Weight/Net Weight: _____

Dimensions: _____

Labels must be in English.

Please affix labels to the walls of the packages. This will make identification much easier. Example:



You can find a template attached to the Exhibitor's Form:

DSV FAIRS & EVENTS		DSV
<small>DSV FAIRS & EVENTS, INC. 10000 W. 10th Ave. Suite 100 Denver, CO 80202 USA Tel: +1 303 440 1234 Fax: +1 303 440 1235 Email: dsv@dsv.com</small>		
Sender / Remittente	Case No. / Bulbo N°	
Consignee / Exhibition / Consegretario / Fiera	Hall	
	Stand	
	Mode of Transport / Modo de Transporte	





Insurance – Payment terms



Insurance

All work is covered under our General Trading Conditions. It is recommended that all exhibitors should arrange a comprehensive cover for their goods. This should cover the shipment to the show site, the period of display and the return to the country of origin, or an appropriate disposal period at the conclusion of the exhibition.

Unless specifically insured, DSV Fairs & Events is not responsible for any loss, pilferage or damage whilst goods are left unattended on the stand. Although we will aim to make delivery to and collection from the stand, at the specified time requested, we cannot always guarantee this. Therefore, please ensure that goods are fully insured to cover all risks.

DSV Fairs & Events can offer a competitive insurance quotation. Please contact your show manager for further details.



Terms of payment

Unauthorized Credit will not be accepted. Our invoices are due for immediate payment upon presentation. Customers with no credit term or any prior agreed payment terms will have to pay the invoices before the event starts or on-site during the event and before the outward shipping of their exhibits.

Please note the following method of payment accepted is by bank transfer:

Bank details of DSV Road/Solutions Spain, S.A.U.
IBAN: ES77 1465 9000 1100 0183 2990
Swift Code: BBRUESMX

All payments must be **made in euros** without any deduction or deferment on account of any claims, counterclaims or offset. Currency converter based on invoice issue date of XE.

<https://www.xe.com/currencyconverter>.



Conditions of contract

Environmental Fee

To fulfil our commitment, we are introducing an Environmental Fee which will be implemented from January 1, 2025. The Environmental Fee reflects our commitment to taking action and making a positive impact on supply chains.

The fee will be charged to all customers at a rate of 0.15% of your invoice. The resulting funds collected will be used to cover costs related to investments in projects and technologies aimed at reducing the climate impact from our operations. Charges will be applied to all operations processed through DSV and will be clearly detailed on your invoice for full transparency.

With the acceptance of the quotation, the fee will be applied allowing us to formally implement the Environmental Fee. Should you have any questions or require any clarification, please reach out to your local DSV representative.

Conditions of Contract

All charges are based on today's applicable rates, exchange rates and terms and conditions of all companies involved in this transport and are subject to change without prior notice.

The liability of DSV ceases with the delivery and commences with collection of shipments at the exhibition stand. It is the exhibitor's responsibility to ensure that the materials are secured after delivery / prior collection by DSV from your stand and that return shipments are properly marked by the exhibitor.

If the client also books the service of "empty case storage", they are obliged to indicate clearly if the packing material is in fact empty or packed (partially packed or full). DSV does not accept any responsibility for damages or loss of items that have been inside of packing material that has been previously declared as empty.



Conditions of contract

DSV Standard Terms and Conditions

Unless otherwise agreed, all services are rendered according to the [DSV Standard Terms and Conditions](#) of DSV Group and [Condiciones Generales de Servicios Logísticos y de Expedición de DSV](#) in Spain in that order. Orders undertaken as carrier of overseas carriage are subject to conditions stipulated in the [DSV Ocean Transport B/L](#). Orders undertaken as carrier of carriage by air are subject to conditions stipulated in [DSV House Air Waybill](#). In case of discrepancy between the DSV Standard Terms and Conditions and the terms stipulated in the DSV Ocean Transport B/L or the DSV House Air Waybill, the terms of the DSV Ocean Transport B/L or the DSV House Air Waybill shall prevail. We recommend that you review the full version of named general conditions set in www.dsv.com.

This message and its attached files may contain confidential information. Communication, reproduction, or distribution of this message is prohibited. If you are not the final recipient, please delete it and inform us via this channel.

In accordance with the provisions of the current legislation on data protection, we inform you that your personal data will be processed under the responsibility of DSV to manage the relationship that binds us and will be stored for no longer than is necessary in maintaining the purpose of processing. The data will not be transferred to third parties unless legally obliged to do so. You may exercise your rights of access, rectification, portability, erasure, restriction and opposition by sending an e-mail to barcelona.calidad@es.dsv.com or spain.privacy@dsv.com and if you consider that the processing does not comply with the current legislation, you may file a claim with the supervisory authority at www.aepd.es.

In compliance with the principle of data accuracy established in GDPR and LOPDGDD we request you to communicate any variation or change in your personal data that figures in our database as soon as possible by using the e-mail address barcelona.calidad@es.dsv.com or spain.privacy@dsv.com.