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**KRISTAL BV**  
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# Shipping Instructions



## World Congress of Nephrology

6 – 9 February 2025

IICC, Dwarka, New Delhi, India



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## SHIPPING GUIDELINES WCN 2025 NEW DELHI ( 6–9 FEBRUARY 2025)

### **Introduction**

KRISTAL, have been appointed by the International Society of Nephrology ISN as the official freight forwarder, customs clearance agent and official drayage contractor in cooperation with Siddharta Logistics New Delhi.

For safety reasons no other contractors will be permitted to operate lifting services.

It is our commitment to ensure exhibits arrive on time and in good condition for the opening of the exhibition.

This shipping manual will assist you in your preparation for the correct and timely dispatch of exhibits to New Delhi. Please follow these instructions closely.

The range of service provided by our company include :

- Transportation ocean, air, road.
- Temporary and permanent customs clearance
- On-site handling, labor, forklift and crane
- Labeling, removal and storage of empty boxes and crates, return to stand upon closure of the exhibition.
- Accessible storage for brochures and give-away items during the event
- On-site assistance & supervision

### **International Coordinators**

Kristal BV  
Vliegveld 753  
1820 Steenokkerzeel  
Belgium

Contact : Wim Poels  
Tel : +32 2 7514680  
E-mail: [wim.poels@kristal-logistics.com](mailto:wim.poels@kristal-logistics.com)

### **General**

**Build-up :**    Tuesday    4 February 2025    09.00 to 20.00  
                  Wednesday 5 February 2025    09.00 to 20.00  
                  Thursday  6 February 2025    09.00 to 13.00

Empty crates need to be moved out and aisles need to be cleared before 13.00 on 6 February.

**Dismantling :** Saturday    8 February 2025    09.00 to 22.00  
                  Sunday        9 February 2025    09.00 to 20.00

If you use your own transport company to pick-up your goods after the exhibition, please note that all goods not removed from the stand on 9 February at 20.00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.



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**Important information**

The facility of Temporary Importation into India is valid to only I.T.P.O. or Government of India Approved shows.

Exhibitors who have paid for the stand space in foreign currency to the organizers can avail the Temporary import facility. The organizers will issue a Certificate / Letter of Participation to confirm that the shipper/owner of the exhibits is an exhibitor at the event. This certificate is mandatory for custom clearance.

Exhibits imported on temporary basis are allowed to be displayed only for a particular show. Exhibitors intending to use the same exhibits for another show in India must obtain prior permission from Indian customs.

Temporary import into India is possible either with **ATA Carnet, Bank Guarantee or Embassy Guarantee**. As per Indian Customs regulations, shipments can remain in India for **6 months** from the date of arrival. Exhibitors intending to extend the period will have to approach respective Bank or Embassies for guarantee extensions to Indian customs.

Consumable items such as gifts, give-aways, literature, catalogues for free distribution, are **dutiable** and should be included in your guarantee to Indian customs.

All documentation including ATA Carnet must be in the **English** Language.

**DO NOT** send literature, give aways or consumables along with ATA Carnet.

Shipments on **Temporary basis & Consumables must be packed, invoiced & shipped separately.**

**DO NOT** mix different kinds of Guarantees on same **AWB** or **Bill of Lading**.

Government and Service Tax shall be applicable on handling & agency charges.



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**Consigning instructions**

**Ocean freight :**

**Consignee:**

Siddhartha Logistics Co. Pvt. Ltd.

On behalf of "Exhibitors Name : \_\_\_\_\_"

Name of Exhibition WCN 2025 Stand Number .....

Dates 6-9 February 2025, Venue: IICC Dwarka, INDIA.

**Notify :**

**For Shipment on ATA Carnet or Bank Guarantee:**

SIDDHARTHA LOGISTICS CO. PVT. LTD.

315, Ansal Tower, 38 Nehru Place, New Delhi 110019, INDIA

Tel : +91-11-26422237/41090609

Email: [anildelhi@siddharthalogistics.com](mailto:anildelhi@siddharthalogistics.com)/Contact : Anil Kumar - +91-9910398813

**For Shipment on Embassy or Diplomatic Guarantee:**

Embassy Name

&

Exhibitor Name

C/o. Siddhartha Logistics Co. Pvt Ltd

315, Ansal Tower, 38 Nehru Place, New Delhi 110019, INDIA

Tel : +91-11-26422237/41090609

Email: [anildelhi@siddharthalogistics.com](mailto:anildelhi@siddharthalogistics.com)

**Deadline arrival :** LCL 10 January 2025 to port Patpargani New Delhi.

FCL 17 January 2025 to port Tuglkabad, New Delhi

**Port destination :** Final destination must show New Delhi ICD





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**Air freight :**

Airway Bill should be consigned freight prepaid to on direct AWB :

**AWB Consignee:**

Siddhartha Logistics Co. Pvt. Ltd.

On behalf of "Exhibitors Name : \_\_\_\_\_"

Name of Exhibition WCN 2025 Stand Number .....

Dates 6-9 February 2025, Venue: IICC Dwarka, INDIA.

**Notify:**

SIDDHARTHA LOGISTICS CO. PVT. LTD.

315, Ansal Tower , 38 Nehru Place , New Delhi 110019, INDIA

Tel : + 91-11-26422237/41090609

Email: [anildehi@siddharthalogistics.com](mailto:anildehi@siddharthalogistics.com)

Contact : Anil Kumar - +91-9910398813

**Deadline arrival : 15 January 2025**  
**Airport destination : New Delhi Airport, DEL**

**IMPORTANT:-** Please note in order to collect "Delivery Order" from the Airline, an Authorization letter addressed to the Airline on the Exhibitors Letter Head in favor of **Siddhartha Logistics Co. Pvt Ltd** would be required. Please email the same prior to arrival of shipment and send the original along with the shipment attached to the AWB (please see **Annexure - III**).

**SPECIAL INSTRUCTIONS** : Please mention following clause on AWB :

**"All Documents and Delivery Order pertaining to this shipment may be handed over to Siddhartha Logistics Co. Pvt. Ltd. without any further authorization"**

**Documentation :**

Express Bill of Lading for ocean freight / AWB for air freight

Commercial Invoice CIPL / Packing list ( example attached )

Full description of all items with brand name, model and serial numbers.

Unit price per item in USD showing total value CIF.

HS tariff code.

The term 'no commercial value' is **not accepted** by the customs.

Consignee on invoice must be :

Siddhartha Logistics Co. Pvt. Ltd.

On behalf of "Exhibitors Name : \_\_\_\_\_"

Name of Exhibition WCN 2025 Stand Number .....



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Dates 6-9 February 2025, Venue: IICC Dwarka, INDIA.

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**Shipping Documents:**

SEA	AIR
<p>Bill of Lading <b>(3 original &amp; 3 copies) or EXPRESS RELEASE (Preferred).</b></p> <ul style="list-style-type: none"> <li>• Cargo / Container Manifest in case of FCL / LCL shipments</li> <li>• ATA Carnet original or Invoices - <b>(05 copies)</b></li> <li>• ATA authorization letters to handle on your behalf- <b>Annexure I (2 copies) &amp; Packing list (2 copies)</b></li> <li>• Product catalogue</li> <li>• Organizers letter of participation &amp; Copy ITPO</li> <li>• Approval letter from concern ministry / state govt. or central govt.</li> <li>• MEA &amp; MHA NOC for Taiwan, China, Afghanistan, Sudan, Iraq &amp; Iran exhibitor</li> <li>• Insurance Certificate and contact details of Insurance surveyor company in India</li> <li>• Phytosanitary Certificate (for wooden packing)</li> <li>• Instructions for container to be moved to site (If required)</li> <li>• Authorization Letter to Custom - <b>Annexure - II (1 Original)</b></li> </ul> <p><b><u>Above Documents should be couriered to us as soon as the Vessel sails :</u></b></p> <p><b>Siddhartha Logistics Co. Pvt Ltd</b></p> <p>315, Ansal Tower, Nehru Place,          New Delhi 110019, INDIA          Tel : 0091-11-26422237/ 41090609</p> <p>Attn: Anil Kumar (Mobile No. 0091-99103 98813)</p>	<ul style="list-style-type: none"> <li>• Air Way Bill</li> <li>• Cargo Manifest in case of shipment under Consolidation <b>(2 Original)</b></li> <li>• ATA Carnet original or Invoices – <b>(05 copies)</b></li> <li>• ATA authorization letters to handle on your behalf-<b>Annexure I &amp; Packing list (2 copies)</b></li> <li>• Product catalogue</li> <li>• Organizers letter of participation &amp; copy of ITPO approval.</li> <li>• Approval letter from concern ministry / state govt. or central govt.</li> <li>• MEA &amp; MHA NOC for Taiwan, China, Afghanistan, Sudan, Iraq &amp; Iran exhibitor</li> <li>• Insurance Certificate and contact details of Insurance surveyor company in India</li> <li>• Phytosanitary Certificate (for wooden packing)</li> <li>• Authorization letter to Customs &amp; Airline – <b>Annexure II &amp; III (1 Original - Each)</b></li> </ul> <p><b><u>All the above mentioned documents must be attached to the Airway Bill.</u></b></p> <p><b>We must receive pre-alert with flight &amp; AWB details prior to dispatch of your shipment.</b></p> <p><b><u>NOTE: Without the Original Documents Custom Clearance cannot be done.</u></b></p>
<p><b><i>All documents must be e-mailed for approval/confirmation before sending originals.</i></b>  <b><i>Email: <a href="mailto:wim.poels@kristal-logistics.com">wim.poels@kristal-logistics.com</a> and <a href="mailto:anidelhi@siddharthalogistics.com">anidelhi@siddharthalogistics.com</a></i></b></p>	



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Exhibitors will be responsible for the consequences of improper packing. Exhibits are repeatedly loaded and unloaded during transportation. Cases must be strong enough to avoid damage during transportation as well as unpacking, and in particular be suitable for repacking for return movement after the exhibition. Packing in cartons is not considered suitable for repeated handling, especially for valuable or delicate equipment.

All cases must be clearly marked with the following information :

Your Company Name \_\_\_\_\_  
WCN 2025  
Stand number \_\_\_\_\_  
Case Number ( ex. 1/3 – 2/3 ) \_\_\_\_\_  
Gross Weight \_\_\_\_\_  
Dimensions in cm \_\_\_\_\_

#### **Insurance**

It is the exhibitor's responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises. On written demand, Kristal or their agents can arrange this for you.

#### **Terms & Conditions of Trading**

All business is undertaken by owner's risk. Tariffs are calculated using current freight and exchange rates. Any major fluctuation in either between now and work-date will be reflected in our final invoice. Contracting Kristal BV or their agents implies acknowledgement and acceptance of Kristal BV conditions of trading.

#### **Terms of payment**

Payment is due on presentation of invoice unless otherwise agreed in writing with Kristal BV or their agents. In all other cases on-site charges billed at the exhibition will require immediate payment by cash or credit card.

Any disputes or queries relating to invoices originating from this office should be notified to Kristal BV within seven days of invoice date.

Documents attached :

1. Letter of Authorization ATA carnet
2. Letter for Customs
3. Letter for Airlines
4. CIPL
5. StandContractorForm
6. MaterialHandlingForm
7. UnloadingReloadingForm



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ANNEX 1

LETTER OF AUTHORIZATION - ATA CARNET

We will need a letter of authorization in favor of Siddhartha Logistics Co. Pvt Ltd to process / handle the ATA Carnet at Customs, from the exhibitor or from ATA Carnet holder or both in the following format on Company headed paper. (02 ORIGINALS)

TO WHOM IT MAY CONCERN

I / We, Ms. / Mr. (Name of signatory) .....

Of (Company Name) ..... hereby authorize / appoint M/S. Siddhartha Logistics Co. Pvt Ltd to be my / our agent / representative for the purpose of dealing with and signing ATA Carnet Number.....

For, (Company Name)

.....

Authorized Signature

Date: .....





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ANNEX - II

LETTER OF AUTHORIZATION – CUSTOMS

Authorization Letter for Custom clearance as per below Format on Consignee's/ Exhibitor's Company Headed Paper. **(01 Original)**

TO WHOMS IT MAY CONCERN

We hereby authorize M/s. Siddhartha Logistics Co. Pvt Ltd as our agent for the Customs Clearance and to complete all formalities for our shipment and to take the release of the same on Our Behalf.

AWB No. / Bill Of Lading No. -----

Invoice No. -----

Yours Faithfully

Name & Signature of the Exhibitor



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ANNEX - III

**LETTER OF AUTHORIZATION – AIRLINE**

**Authorization Letter for Airline to collect Delivery Order on Consignee's Company Headed Paper must be attached to the AWB. (01 Original)**

The Cargo Manager

Date:

..... (Airlines)

..... (Airport)

..... (City)

India.

Dear Sir,

Re: AWB No.....On FLIGHT.....DATED.....

The above consignment of ..... Packages have been sent for an exhibition in our name. Please hand over the delivery order and all documents pertaining to the above AWB to M/s SIDDHARTHA LOGISTICS CO. PVT LTD

Yours faithfully

For (Name of the Consignee)

AUTHORISED SIGNATORY