



COP23 | FIJI

UN CLIMATE CHANGE CONFERENCE

BONN 2017



# Guide to shipment and dispatch

Address of the shipping centre  
for all consignments, **COP23:**

**COP23 Shipping Centre**  
**Freizeitpark Rheinaue | Herbert-Wehner-Platz**  
**53175 Bonn | Germany**

**Latitude:** 50.7070, **Longitude:** 7.1460,  
Email address: [shipping@cop23-service.de](mailto:shipping@cop23-service.de)

# 1. Sending consignments

## For delegations, organisers of side events, and exhibitors

The COP23 conference area, divided into the Bonn Zone and Bula Zone, is a special security area. Consignments addressed to the exhibitors and event participants cannot be delivered directly by the forwarding companies. All consignments **MUST** be sent to the COP23 Shipping Centre. All consignments undergo safety checks prior to their delivery to the Bonn and Bula zones.

Your consignment must carry two labels:

### Label 1:

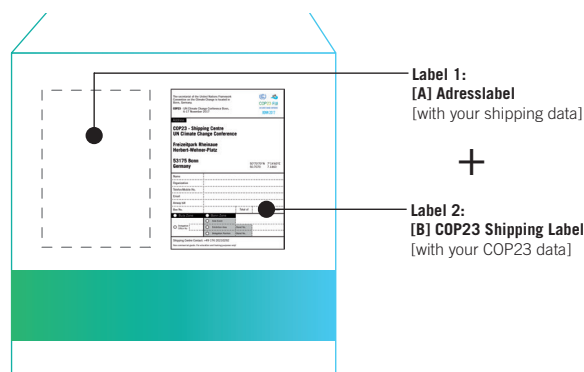
#### Official label of your forwarding company

Please first label your consignment in accordance with the specifications of your forwarding company [A: address label—with your shipping data] and the relevant customs regulations.

### Label 2:

#### COP23 shipping label

To ensure that your consignment can be delivered to the exhibition grounds, please additionally use the COP23 shipping label [B: COP23 shipping label—with your COP23 data]. Without this additional COP23 label, your consignment cannot be delivered.



### Important!

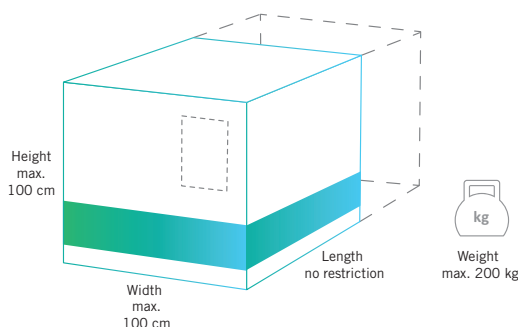
Only consignments that are **fully, properly labelled** and **packaged in a manner suitable for transport** can be delivered to you on the exhibition grounds by the COP23 Consignments Service.

You can obtain the COP23 shipping label from the following sources:

- Offices and pavilion organizers receive their shipping labels from the “Commercial Service’s” team
- Side event and exhibits organizers receive their shipping labels from the “UNFCCC Side Events and Exhibits coordination” team

For security reasons, consignments must not exceed the size and weight limits below. Special devices are used for security checks of all consignments. These devices can only check consignments within the following dimensions and with a weight of up to 200 kg.

Height: max. 100 cm  
Width: max. 100 cm  
Length: no limit  
Weight: max. 200 kg



## Security detection procedure

All packages entering the conference site will be subject to security screening procedure prior to access. Any items found to contain hazardous material (toxic, explosive, flammable, etc.) will not be allowed on site and will be destroyed in a secure facility provided for the purpose.

## Opening hours of the Shipping Centre

The COP23 Shipping Centre will be in operation from **09/10/2017 at 08:00 am.**

### Important!

**Shipments will not be accepted before 09/10/2017.** Any delivery attempt before 09/10/2017 will result in the consignment being refused. The Shipping Centre does not assume any liability for refused consignments.

09/10/2017	Shipping Centre opens
02/11/2017	Consignments Service in Bula and Bonn Zone starts Return shipping service in Bula and Bonn Zone starts
<b>06/11/2017</b>	<b>COP23 starts</b>
<b>17/11/2017</b>	<b>COP23 ends</b>
17/11/2017	Consignments Service in Bula and Bonn Zone end
23/11/2017	Return shipping service in Shipping Centre ends
23/11/2017	Shipping Centre closes

## Contents and transport of consignments

Please ensure that your consignments only contain approved, authorised goods. Do not have any unauthorised goods sent to you. [see Annex III – Unauthorised goods].

Please ensure that you have paid all customs fees and import sales taxes required for importing goods to Germany. The service centre will not cover any expenses, costs, fees, COD charges, etc.

In order to reduce the carbon footprint associated with the shipping of goods in relation to the conference, as per past practice all shipments processed through the official COP warehouse will be subject to a maximum allowance of a cumulative total weight of 150 kg per Party and observer organization. Parties or observer organizations organizing “areas”<sup>1</sup> within delegation offices on a commercial basis will be permitted an extra allowance of 50 kg per “area”.

Please keep the original packaging of your shipments in good condition for reuse when sending back leftover materials at the end of the conference.

Materials that are brought to the conference without being processed through the official warehouse (e.g. construction materials for pavilions) are not affected by this limitation.

### Liability

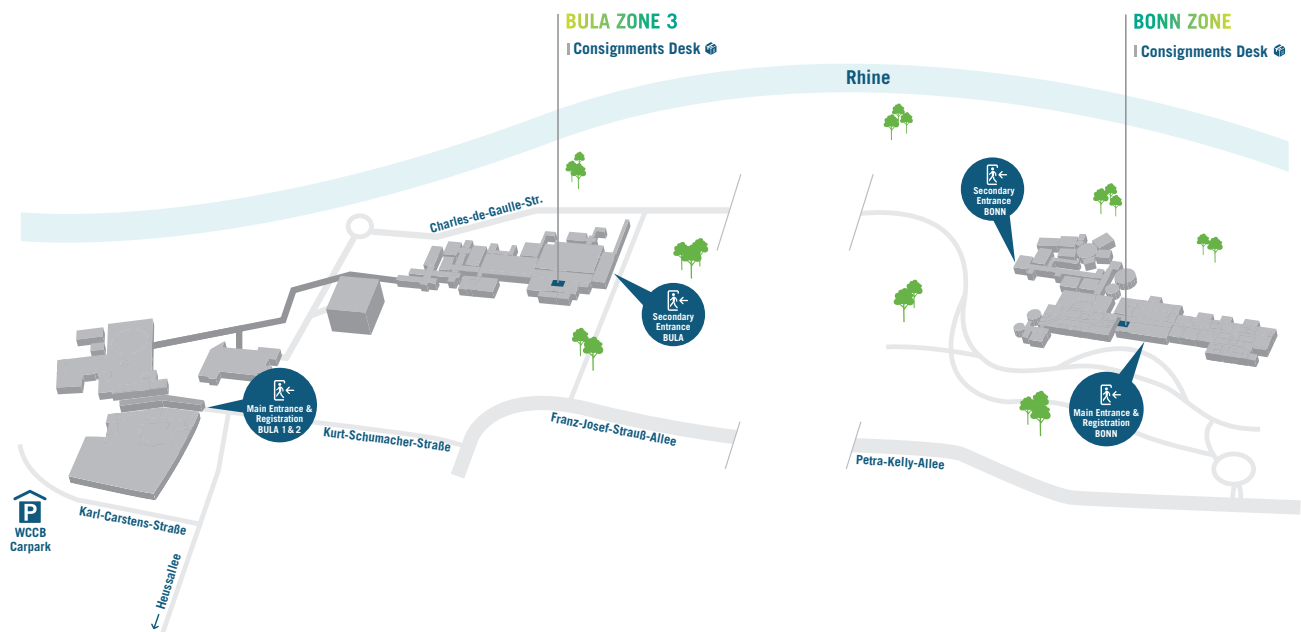
The organiser, operator and/or any third party involved in staging the COP23 UN Climate Change Conference assume **no liability** for delays, loss or damage of consignments prior to delivery, after acceptance, during storage in the COP23 Shipping Centre, during delivery to the recipient, during return shipment or during pick-up/return. Recipients are fully responsible for insuring their con-signments.

<sup>1</sup> In this context, an “area” is defined as a clearly defined and delimited space, incorporated as such in the secretariat’s space allocation scheme and regardless of its size, where Parties and observer organizations showcase their achievements, products and services pertaining to climate change.

## 2. How to receive your consignments at COP23

From **02/11/2017** in Bonn Zone and from **04/11/2017** in Bula Zone, you can pick up your consignments from the following Consignments desks in the Bonn and Bula zones:

<b>Bonn Zone:</b>	Consignments Desk COP23	Mon–Sun	07.30 a.m. to 3.30 p.m.
<b>Bula Zone:</b>	Consignments Desk COP23	Mon–Sat	07.30 a.m. to 3.30 p.m.



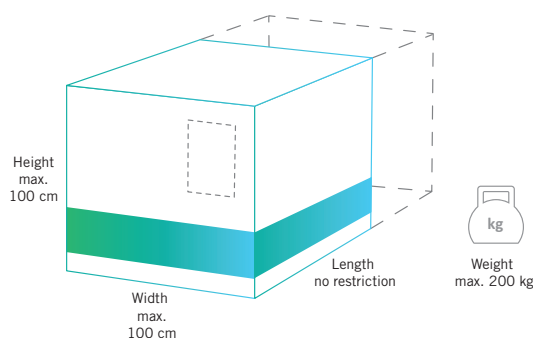
The Consignments Service can deliver large, heavy or bulky consignments **directly** to your office, pavilion or event space **upon prior consultation**.

Before 02/11/2017, shipments can be delivered upon prior consultation in exceptional cases, provided that the recipient is present and the Shipping Centre is in operation.

For the sake of sustainability and the economic use of resources, we recommend that you **use reusable packaging** material and retain it for the return shipment.

The Consignments Service will help you store the packaging material. Reusable packaging materials can only be stored within the following dimensions:

Height: max. 100 cm  
Width: max. 100 cm  
Length: max. 120 cm



### 3. How to return your consignments to your home address

You are **personally responsible** for contacting your forwarding company and arranging the return shipment of your consignments from the COP23 Shipping Centre.

Consignments can be returned from **02/11/2017**. To do so, please consult the COP23 Shipping Centre.

The COP23 Consignment Service will only forward your returns from the consignments desks in the Bula and Bonn Zone to the COP23 Shipping Centre [pick-up location]. Your forwarding company will be responsible for returning the consignment to your target address from there.

Please complete the consignment note for the return shipment and specify which forwarding company you have appointed.

You can submit your properly packaged and labelled return consignments at the following desks:

**Bonn Zone:** Consignments desk COP23

**Bula Zone:** Consignments desk COP23

Your forwarding company can pick up your returns from the COP23 Shipping Centre:

**Freizeitpark Rheinaue  
Herbert-Wehner-Platz  
53175 Bonn  
Germany**

**E-mail address:** [shipping@cop23-service.de](mailto:shipping@cop23-service.de)

**Latitude:** 50.7070

**Longitude:** 7.1460

#### **Important!**

Please ensure that your appointed forwarding company picks up your returns from the Shipping Centre as soon as possible, and by 23/11/2017 at the latest. The COP23 Shipping Centre is a temporary service. It will cease to operate on 23/11/2017. Returns that have not been picked up by the responsible forwarding company by that date will be disposed of at the sender's expense without further notice.

The Consignment Service will help you retrieve your stored packaging materials and package larger goods for return.

Upon prior consultation, large, heavy or bulky return shipments can be picked up directly from your office, pavilion or event space and taken to the COP23 Shipping Centre. Your forwarding company will be responsible for transporting the consignment from there.

## 4. Key dates

09/10/2017	Shipping Centre opens
02/11/2017	Consignments Service in Bula and Bonn Zone starts Return shipping service in Bula and Bonn Zone starts
<b>06/11/2017</b>	<b>COP23 starts</b>
<b>17/11/2017</b>	<b>COP23 ends</b>
17/11/2017	Consignments Service in Bula and Bonn Zone end
23/11/2017	Return shipping service in Shipping Centre ends
23/11/2017	Shipping Centre closes



## 5. Annex I – COP23 shipping label

The secretariat of the United Nations Framework Convention on the Climate Change is located in Bonn, Germany.

**COP23** - UN Climate Change Conference Bonn,  
6-17 November 2017



Address

**COP23 - Shipping Centre  
UN Climate Change Conference**

**Freizeitpark Rheinaue  
Herbert-Wehner-Platz**

**53175 Bonn  
Germany**

50°70'70"N 7°14'60"E  
50.7070 7.1460

Name

Organization

Telefon/Mobile No.

Email

Airway bill

Box No.

Total of

Boxes

Bula Zone

Bonn Zone

Delegation  
Office No

Side Event

Exhibition Area

Stand No.

Delegation Pavilion



Stand No.

Shipping Centre Contact: +49 176 20210292

Non-commercial goods. For education and training purposes only!



## 6. Annex II – COP23 return shipping label

<b>COP23</b> - Shipping Centre UN Climate Change Conference  Freizeitpark Rheinaue Herbert-Wehner-Platz  <b>53175 Bonn</b> <b>Germany</b>		  <b>COP23   FIJI</b> <small>UN CLIMATE CHANGE CONFERENCE</small> <b>BONN 2017</b>
<b>ONLY FOR RE-SHIPPING</b>		
<b>Address</b>		
Name		
Street		
Postal Code Town/City		
Country		
<b>Sender</b>		
Your Carrier		
Your Name		
Your Organization		
Telephone/Mobile No.		
E-mail		
<b>Non-commercial goods. For education and training purposes only!</b>		

## 7. Annex III – Unauthorised goods

The following goods must not be shipped nor brought onto the COP23 conference area for safety reasons:

- Any goods that must not be imported as per German customs regulations, especially those that could constitute a hazard to the following legal interests:
  - Public order  
(e.g. no weapons, ammunition, explosives, adult content)
  - Human health  
(e.g. no narcotics, pharmaceuticals)
  - Plants, animals, environment  
(e.g. no pesticides, animal products, chemical products)
  - Intellectual property law  
(e.g. no counterfeit or pirated products)
  - Cultural objects  
(e.g. no national treasures)

Please consult the following site for detailed information: <http://www.zoll.de/DE/>

- electronic equipment capable of connection to a network (television, printer, etc.)
- counterfeit merchandise
- inflammable items
- perishable goods
- any liquids
- alcohol, tobacco
- gold bullion, currency, excise or revenue stamps
- bearer instruments
- precious metals and stones
- human remains
- pornographic material or narcotics
- Any package classified as presenting a risk, hazardous goods, prohibited articles or items subject to restrictions imposed by IATA (International Air Transport Association), ICAO (International Civil Aviation Organization), ADR (European Agreement concerning the International Carriage of Dangerous Goods by Road), any relevant government department or other relevant body.
- Any package without the customs declarations required by the customs regulations in force



- Any goods whose dimensions **exceed the following threshold values**

Height: max. 100 cm

Width: max. 100 cm

Length: no limit

Weight: max. 200 kg

- Any goods that have been **improperly or insufficiently packaged, labelled** and/or **declared**

