

## EMPS 2025 Shipment Instructions

In case you are planning to ship exhibition materials to ESA ESTEC, please use the EMPS 2025 Delivery Label provided below for all items.

**It is important that all fields are filled in. Please review the delivery label carefully.**

### Shipments

Shipments: Goods Inwards begins accepting advance shipments as of **Monday, 29 September 2025**. The last day of receipt of advanced shipments at ESA ESTEC is **Friday, 3 October 2025**. Please bear in mind that shipments from outside the EU, could be subject to 3 – 5 days customs delay.

Upon delivery, the ESA Conference Bureau will arrange for the materials received to be transported **to the assigned stand**. Therefore, it is important that all fields of the delivery label are filled in accordingly.

### Insurances

It is the **SOLE responsibility of the exhibitor to arrange proper insurance**. The organisation does not take any responsibility for damages or loss of items.

### Installation

Exhibitors are allowed to set up their stands on **Monday, 6 October 2025** from **9:00 AM** till **4:00 PM** or **Tuesday, 7 October** from **8:00 AM** to **11:00 AM**.

### Return of Shipping

It is imperative that all exhibitors arrange the return shipment of their materials. Please use: **ESA ESTEC, Goods Inwards, Keplerlaan 1, 2201 AZ Noordwijk**. Transport companies can pick up shipments by **4:00 PM on Thursday, 9 October**. Alternatively, **Friday, 10 October, between 8:00 AM and 4:00 PM**. Please add the name and shipping labels of your transport company to your items.

Your materials to ship will be picked up by ESTEC in-house transport at your stand in the afternoon of **Thursday, 9 October 2025** and will be brought to ESA ESTEC Goods Inwards, from where they can be picked up by a transport company. Shipments which are waiting for pick-up at the stand remain at the exhibitor's risk. **ESA ESTEC will not store left items on its premises.**

EMPS 2025  
6 October - 9 October 2025  
ESA ESTEC, Noordwijk, the Netherlands

## Exhibit Delivery Label

<b>To:</b> <b>ESA ESTEC / Goods Inwards</b> <b>EMPS / ESA Conference Bureau</b> Attn: Tessa Rowbottom Keplerlaan 1 2201 AZ Noordwijk the Netherlands		
<b>From:</b> Company name: ..... Address: ..... Postal Code: ..... City: ..... Country: ..... Name of transport Company: .....		Full Name of onsite contact person: .....  Phone number of onsite contact person: .....
Booth number:		Box ..... / .....

*Please attach this form to each item you sent to ESA ESTEC*

*Shipments are only accepted between 29 September until 3 October 2025*