



**Consignment information for Bali**

1. To expedite delivery and customs clearance **all** consignments should be sent **directly** to Denpasar, Bali, Indonesia (Bali Ngurah Rai Airport), addressed to

**PT. NUSA DUA GRAHA INTERNATIONAL  
Bali International Convention Centre (BICC)  
Bali, Indonesia**

where there is a bonded warehouse.

2. The Indonesian customs authorities require international shipping agents to specify the name, address and telephone number on the consignment label, of the agent who will act as your freight forwarder at Bali Ngurah Rai Airport.

PT Rogers Karya Gelar, is the official forwarding agent for the BICC and operates the bonded warehouse. Their services could be requested at commercial rates should your freighter not have a freight forwarder in Bali.

Paul G. A. Wajong  
Mobile: +62 0818 73 2025

**rogerskg@indosat.net.id**

3. Consignments must be distinguished as SIDE EVENTS or EXHIBITS to facilitate distribution on site. Side events will take place at the Grand Hyatt while exhibits will take place at the BICC. Two labels will be supplied to facilitate the separation of materials for events and exhibits.
4. To assist tracking the boxes at the conference venue, the name of the sender organization, recipient on site with telephone number and/or e-mail address should be clearly visible on the consignment.
5. Labels will be sent to all confirmed organizers of side events and exhibits. If you require labels contact Anne Lutz.

**alutz@unfccc.int**

6. For pick up on site, contact the consignment clerks located at the Information counter (BICC), who will help you find and/or transport your consignments to your exhibit or side event.
7. Should assistance in getting consignments through customs be required, make sure all the shipping documents are at hand.

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