



1. — 3.
December
2021
Vienna
Austria

Dear Exhibitor/Stand Builder,

Merkur is the official handling agent for KENES congresses
We are a full door to door service company.
As such, we are pleased to update you regarding arrangements for shipping, international freight forwarding, customs clearance and onsite services.

Covid 19 - Health and Safety for your experience

Exceptional times call for exceptional safety measures. That is why we have been working with instructions to create a multi-layered safety approach.
We are adapting as necessary whilst leading the move in/ out

Please inform Merkur , who will be your main contact person.
This person will be responsible for your stand onsite
It is responsibility of stand contractor during the build /dismantle Facemasks must be worn in the exhibition halls

Please make sure to get final Instructions and regulations close to congress date.
Involve in your planning official freight forwarding partner –Merkur in your timetable and needs.

Onsite Handling

To help improve congestion in and around the show-site, for security reasons, insurance and organizer policy, **Merkur** is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Only full load trucks that have loaded at the customer's premises and have driven directly to the venue are permitted to enter.
Any other shipments and groupage cargo must be delivered or collected via the off-site warehouse

Contact Details:

Merkur Expo Logistics
Contact: Mr Bernd Blum
Tel: + 49 617 39669511
Mobile: +49 1755880291
E-mail: Bernd.Blum@merkur-expo.com

Please note these important dates:

Buildup	Tuesday, 30 November, 2021, 08:00
Congress dates	December 1-3, 2021
Breakdown	Friday, 3 December 2021, 23:00
SERVICE	DEADLINE
Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur
Shipment via Austria warehouse	No later November 29
Exhibition goods - Direct deliveries to Congress venue	November 30, Subject to time slot

Services, Delivery Address & Shipping Instructions

1. Door to Door Shipment

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

2. Airfreight Shipments

Please contact Merkur for instructions

IMPORTANT !!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

3. Shipment via Austria Warehouse

Warehouse address:

IML - Messe Logistik GmbH
Bruno Kreisky Platz 1
A – 1220 Vienna
C/O Merkur Expo Logistics GmbH

For Congress name _____
Exhibitor name: _____
Stand Number _____

Attention for all shipments we need a full pre-advise in advance Please send your full pre-advise incl. all shipment details and handling instructions to Merkur

3 working days before the shipment will arrive.

Following documents are needed: - Proforma Invoice / Packing list transport information (carrier / tracking no. etc.) Shipments with insufficient information's or missing pre-advice might be delayed

4. Direct Deliveries to Congress Venue

Domestic Cargo / full load trucks

Delivery Address:

Bruno-Kreisky-Plaz-1,
Wien1220
Austria

For delivery direct to the venue, please make sure to send time slot request **No later than November 26. Please contact Merkur for final Covid regulations**

5. Courier Shipments

please be sure to send us a pre-advice with the full details of the shipment: courier company, number of pieces and tracking number. Please be aware, that we highly recommend routing the shipment via our warehouse in Vienna which will occurs extra charges

All courier shipment must be send DDP (Delivery duties paid) terms .

Courier charges for handover of import shipping documents € 85.00/ document.

Shipments that arrive without pre alert and payment confirmation will not be accepted.

6. Shipment Categories – labels

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please do not mix different types of shipments in one box.

Labels for the below will be send upon request

Insert-for participant bags

Exhibition goods

7. Dangerous Cargo

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

8. Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return.

We will not accept any responsibility for loss or damage of the exhibitor's equipment.

9. Heavy & Oversized Shipments

Heavy and oversized shipments apply to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

10. Payment terms

Terms of Payment

1. Invoices will be sent by e-mail only.
2. The invoicing is per shipment.
3. Full payment of the incoming handling charges must be received prior the delivery to the booth.
4. The outgoing handling charges are payable immediately after receipt of our invoice.
5. Payment can be made in cash, by credit card (AMEX, VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.
- 6 .vat will be added
7. 1,5% interest per month will be charged on overdue payments

please complete and sign the attached material handling form/payment confirmation and return it to our attention.

Please note that your signature will be used as payment guarantee based on the general tariff. Any services not outlined in the attached tariff will be quoted on an individual basis.

Please notify " Merkur" immediately about any requirements relating to invoices.

Please note that all payments are in €.

11. Terms and conditions

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

We wish you a successful experience!
MERKUR EXPO LOGISTICS

Health and safety declaration

Deadline for sending by e mail to Merkur : November 24,2021

Stand builder information

Exhibitor _____ stand # _____

Stand Builder _____ Contact person _____

Tel _____ Mobile _____ e mail _____

Your health & safety representative on the stand (Full name and mobile #)

Trucking company & drivers information

Exhibitor _____ stand # _____

Trucking company _____ Tel _____

e mail _____

Full load truck _____ consolidated / groupage _____

Driver full details _____ Mobile _____

Your company health & safety representative on the stand (Full name and mobile #)

Handling rates Vienna 2021

Inbound / out bound

1. Air Freight

From free arrival airport up to free delivered booth

1 CBM = 176 kg

Minimum per shipment	€ 375.00
Up to 250 kg	€ 2.05 / Kg
Up to 500 kg	€ 1.55 / Kg
Up to 1000 kg	€ 1.40 / kg
Above 1000 kg each additional kg	€ 1.35 / Kg

Airport taxes, storage, fees etc. will be € 125.00 Min

Outlay fees + **10% for prepayment**

2. Handling via Austria Warehouse / local advance Warehouse

From free arrival Warehouse up to free delivered booth

1 CBM = 333 kg

Handling of courier shipments only

Shipment up to 25 kg	€ 125.00
Shipment up to 50 Kg	€ 175.00
Shipment over 50 kg	As per direct deliver
All other shipments	
Min per shipment	€ 175.00
Per 100 Kg or part off	€ 46.00

3. Direct Delivery to Venue –

From free arrival venue up to free delivered stand, first time spotted:

1CBM = 333 kg

Min per shipment

Per 100 Kg or part off	€ 155.00
Truck 7.5t	€ 38.00
Truck 13.6 M	€ 850.00
50% surcharge for loose cargo	€ 1,350.00

5. Customs Formalities

Carnet ATA Temporary importation under ATA Carnet

€ 225.00

Temporary Importation Temporary importation and/or re-exportation

€ 225.00

Customs bond fee 1.5% CIF Value

Min € 85.00

Cancellation of Temporary import bond (Export only)

€ 65.00

Permanent Importation Per shipment / per document / per exhibitor

€ 225.00

Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax

+ **10% for pre payment**

Min € 45.00

Customs inspection

Based on weight volume customs office

Min € 65.00

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

6. Other Charges

Handling of empties (including storage)	Min 3 / CBM	€ 85.00
Full goods storage	Min 3 / CBM	€ 95.00
Forwarding commission - per order / shipment		€ 75.00
On-site representative for service / support		€ 55.00
Late arrival surcharge additional 20% on handling rates		
Use of customs broker import tax registration		€ 115.00
T-Document Registration to customs		€ 75.00
Issuing of T-Document		€ 75.00
T-Document Security (Export only) 0,2 % of CIF value minimum		€ 35.00

Outbound Handling Charges

The same rates will apply for outbound services.

Please Note:

The above rates do not include local VAT that will be charged where applicable.

The above rates are for services provided from Mon – Fri, 08:00 – 17:00

Overtime surcharge (17:00 – 22:00) – additional 50% on total move in/out charges.

Overtime surcharge (20:00 – 08:00) – additional 100% on total move in/out charges.

Saturday Sunday & Holidays – additional 100 % on total move in/out charges

DATE: _____

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to Merkur
E-mail: Bernd.Blum@merkur-expo.com>

Pre advise - Material handling form

Congress name	
Exhibitor name	
Stand #	

Shipment information

Service requested		
Door to Door	Advance Warehouse	Direct to Venue

Shipper's name	
E mail address	
Tel #	
Purchase order #	
Truck size	
Courier tracking #	
Airway bill number (AWB #)	
Number of pieces	
Weight in Kg	
CBM	

Payment details

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Company details _____ VAT No. _____

Email _____ Phone _____

Address _____

Card type VISA DINERS MASTER CARD AMEX

Credit card

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expired date _____ CVC (Last 3 digits on back of credit card) _____

Card holder's name _____ card Holder's Signature _____

Please enclose a copy of both front and back side of your credit card

Payments by credit card additional 3.00 % service fee will be added for AMEX 3.5%.

We cannot guarantee services for any cargo arrival without a pre-advice and payment confirmation!

Bag insert

Airfreight / Domestic Cargo / Courier Shipments

Shipper's / sender 's name

Sponsor's name

Contact Person

Mobile Phone

IML

Austria Center vienna

C/O Merkur Expo Logistics GmbH

Tel :49 (0) 175 5880 291

Congress name

Box No. _____ of _____

EXHIBITION GOODS

Airfreight / Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No.

Contact Person

Mobile Phone

IML

Austria Center vienna

C/O Merkur Expo Logistics GmbH

Tel :49 (0) 175 5880 291

Congress name

BOX 1/_____