



Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for EAPS 2024 Congress. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for unloading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons Merkur is the exclusive agent nominated by the organizer for move in and move out and handling of empties.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with Merkur.

Contact Details:

Bernd Blum

E-mail: Bernd.Blum@merkur-expo.com

Mobile: +49 175 5880291

Please note these important dates:

Buildup	Wednesday, 16 October 10:00-21:00 (For Space Only Stands) 16:00-21:00 (For Shell Scheme Stands)
Exhibition	17-20 October
Breakdown	Sunday, 20 October 18:30-22:00
SERVICE	DEADLINE
Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur
Shipment via Germany Advance warehouse	No later than Friday, 11 October
Exhibition goods - Direct deliveries to Congress venue	Subject to pre-registration Starting from Wednesday, 16 October

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 further instructions.

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

3. Shipment via Germany Advance Warehouse

Merkur Expo Logistics GmbH

Im Steinigen Graben 7

63571 Gelnhausen

Germany

Notify:

Congress name _____

Name of Exhibitor _____

Stand no. _____

Attention, for all shipments we need full pre-advance in advance. Please send your full pre-advance to Merkur. Shipments with insufficient information or missing pre-advance might be delayed.

4. Congress Venue

Austria Center Vienna
Bruno-Kreisky-Platz 1, 1220 Wien, Austria

We highly recommend sending goods via advance warehouse in Germany, and not directly to the venue unless it is full load trucks.

Full load trucks

The use of loading and unloading areas is exclusively managed by Merkur.

5. Courier Shipments

We strongly recommend sending your courier to the advance warehouse **In Germany.**

We can only clear on our name FedEx, UPS, DHL Express and TNT Courier shipments (except envelopes). Please note that courier shipments cannot be cleared automatically by the courier companies but do require an importer of record. We will act as importers if required, by providing our VAT registration number to customs. This service is chargeable, please check our tariff.

Please be sure to send us pre-advice with the full details of the shipment: courier company, number of pieces and tracking number.

Courier shipments must not be sent directly to the venue, and they will not be delivered as the venue will not act as importer of record for the UK customs import entry.

Courier charges for handover of import shipping documents € 85.00/ document.
Shipments that arrive without pre alert and payment confirmation will not be accepted.

7. Handling of empties

Ladders, pallet-trucks, tools... are considered as full storage. Full goods stored during the exhibition are collected, stored, and re-delivered on stand in the same conditions. The exhibitor/stand builder must provide the complete details of the stored materials. The exhibitor/stand builder must be on site during the pick-up and the return of the full goods. They must inform us in advance about the expected return date and time.

8. Shipment Categories – labels

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

9. 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.

10. Insurance

It is the shipper / exhibitor's 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 the loss or damage of the exhibitor's equipment.

11. Heavy & Oversized Shipments

Heavy and oversized shipments apply to any single exhibit more than 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.

12. 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 by credit card (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 a 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 €.

12. 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

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to Merkur

E-mail: irit.sofer@merkur-expo.com

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

Pre-advise - Material Handling Form

Congress name	
Exhibitor name	
Stand #	
<u>Billing Information</u>	
Full company name	
Address	
VAT #	
Contact person	
E mail	
Tel #	

Shipment Information

<u>Requested Service</u>		
Door to Door	Germany Advance Warehouse	Direct to Venue
CBM /Weight in Kg	7.5-ton truck	Full load 13.6 truck
Shipper's name		
E mail address		
Tel #		
Purchase order #		
Truck size		
Courier tracking #		
Airway bill number (AWB #)		

HANDLING RATES EAPS 2024

Inbound / out bound

1. Air Freight

From free arrival airport up to free delivered booth including:

- Transfer from airport to the warehouse
- Transfer from warehouse to the show site
- Delivery to the booth

Minimum per shipment	€ 395.00
Up to 250 kg	€ 2.85/ per kg
Up to 400 kg	€ 2.00/ per kg
Up to 600 kg	€ 1.85/per kg
Up to 800 kg	€ 1.75/ per kg
Above 800 kg	Pls ask for rate

D.O, Airport taxes, storage, fees etc. will be calculated as per outlay € 175.00 Min
Outlay fees + **10% for prepayment**

2. Handling via advance warehouse

Each CBM = 330 Kg

From free arrival warehouse up to free delivered booth including:

Intermediate storage

Shipment up to 50 kg	€ 175.00
Up to 100 Kg	€ 255.00
Above 100 Kg, Per each 100 Kg or part off	€ 36,50

3. Direct Delivery to Venue –

Courier Shipments (Customs cleared only) DHL/ Fedex/UPS/TNT only

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

Shipment up to 50 kg	€ 175.00
Up to 100 Kg	€ 255.00
Above 100 Kg - Min + Per each 100 Kg or part off	€ 36,50
Truck 7.5t	€ 850.00
Truck 13.6 M	€ 1,550.00

4. Truck Registration & Time Slot Management Fees

Truck 7.5t	€ 185.00
Truck 13.6 M	€ 250,00

5. Customs Formalities

Carnet ATA

Temporary importation under ATA Carnet	€ 210.00
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Temporary Importation

Temporary importation and/or re-exportation	
With commercial invoice up to value of €10,00	€ 250.00
Each additional heading number	€ 25.00
Customs bond fee 1.75% CIF Value	Min € 180.00
Transit document	€ 105.00

Permanent Importation

Per shipment / per document / per exhibitor	€ 190.00
Each additional heading number	€ 25.00
Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax + 10% for pre-payment	

Use of customs broker import tax registration	€115.00
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Customs inspection

As per outlay +10% per payment	Min	€ 175.00
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Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

6. Other Charges

- Handling of empties
CBM) € 80.00 / CBM (Min 2
- Full goods storage
CBM) € 90.00 / CBM (Min 2
- Forwarding commission – per invoice € 75.00
- On-site representative for service / support € 85.00

Outbound Handling Charges

The same rates will apply for outbound services.

Insurance

All goods must be fully insured with all risk coverage. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless of if the exhibitor is present or not.

Please Note:

- ❖ **1 CBM= 330 KG, 1 LDM =4 CBM**
- ❖ **Air freight 1CBM = 167 KG**
- ❖ **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 (22:00 – 08:00) – additional 75% on total move in/out charges.**
- ❖ **Saturday surcharge - an additional 75% on total move in/out charges.**
- ❖ **Sunday & Holidays – additional 100 % on total move in/out charges**



LABEL for Shipment via ADVANCE WAREHOUSE

Shipper Name/ Address:	
Exhibitor/Booth Number:	
Type of shipment (Exhibition Goods, please indicate)	Exhibition Material
Number of pieces:	
Weight:	

To be delivered to:

Merkur Expo Logistics GmbH

Im Steinigen Graben 7

63571 Gelnhausen

Germany

Notify:

Congress name _____

Name of Exhibitor _____