



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](mailto: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           |
| <b>SERVICE</b>   | <b>DEADLINE</b>                          |
| 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 | <b>November 30, Subject to time slot</b> |

**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-advise 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 occur extra charges

All courier shipment must be sent 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](mailto:Bernd.Blum@merkur-expo.com)>

**Pre advise - Material handling form**

|                       |  |
|-----------------------|--|
| <b>Congress name</b>  |  |
| <b>Exhibitor name</b> |  |
| <b>Stand #</b>        |  |

**Shipment information**

| <b>Service requested</b> |                          |                        |
|--------------------------|--------------------------|------------------------|
| <b>Door to Door</b>      | <b>Advance Warehouse</b> | <b>Direct to Venue</b> |
|                          |                          |                        |

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

## 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/\_\_\_\_\_