



Date: Jan 14, 2020

Dear Exhibitor/Stand Builder,

Merkur Expo Logistics GmbH is the official on-site logistics agent nominated by *Kenes Group* to handle all in/out shipments arriving to AAT-AD/PD 2020 Conference.

We are a full door to door service company. As such, we are pleased to update you regarding the services and guidance as how we dispatch shipments to the event.

Onsite Handling

Due to security, insurance and organizer policy, *Merkur Expo Logistics* is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

Contact Details

Merkur Expo Logistics GmbH

Contact: Ms. Zehavit Akerman

Mobile: +972 52 511 4982

E-mail: akerman@merkur-expo.com

Please note these important dates:

Service	Deadline
Door to door shipments	Please contact MERKUR for this service.
Airfreight shipments	Please contact MERKUR for this service
Advance warehouse – Germany	No later than Friday, March 27, 2020. <i>We highly recommend to use this option , storage is free of charge.</i>
Direct deliveries – Exhibition goods	Wednesday April 1, 2020 from 10:00 AM
Move out	Saturday April 4, 2020.
Congress ends	Sunday April 5, 2020.

Shipment Categories

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

Categories:

- (1) Insert-for participant bags**
- (2) Marketing and display**
- (3) Exhibition goods-for exhibition stand only**

Services, Delivery Address and 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. Air freight shipment

Please contact Merkur for, shipping instructions and labels.

Documents must be send to Merkur 5 working days before dispatching the goods,
Cargo arriving beyond deadlines an additional 30% handling surcharge will be added

3. Shipment via Germany advance warehouse

Warehouse Address:

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

A U F D E M HÖHCHE N 2

56587 Oberhonnefeld – Germany

Dirk Dewald: +49 2634 / 95 44 50

C/O congress name : ATT-AD/PD 2020

Exhibitor: _____

4. Direct Deliveries to Congress Venue / Domestic Cargo

Venue :Austria Centre

Bruno-Kreisky-Platz 1, 1220 Wien, Austria

Exhibition hall: Level 0 – Entrance Hall

- Entry to the loading area is subject to confirmed time slot & pre alert.
Every van / truck / car needs a time slot for unloading.
- Due to tight time-schedule, all unloading operations are strictly operated by MERKUR only.
- For delivery direct to the venue, please make sure to send time slot request form.
- Trucks arriving without confirmed time slot must face waiting time until the next free time-slot is available. In general waiting time may occur for which MERKUR cannot be held responsible.
- Trucks have to leave the unloading area immediately after unloading is finished .
- It is highly recommended not to use a courier service for shipping your goods to the congress venue.

5. Courier Shipments – Customs cleared only

It is highly recommended not to use international courier service.

All courier shipments are totally beyond our control so we cannot be responsible for any delay / problem if they cannot be released from the Austrian customs and / or are delay in delivery.

In case of sending a courier shipment, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number.

All Courier Shipments must be send on DDP terms (delivery duty paid).

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.

Insurance

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

Heavy & Oversized Shipments

A heavy and oversized shipment applies 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.

Payment Terms

In order to ensure move in/out of your shipment/s, 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.

Please notify “Merkur” immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents **in advance** of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Any services not outlined in the attached tariff will be quoted on an individual basis.

Terms and conditions

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

MERKUR wishes you a successful experience