



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 AAAT-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

Shipment Categories

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 HÖHCHEN 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

HANDLING RATES – AUSTRIA 2020

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	€ 325.00
Up to 250 kg	€ 2.75 / Kg
Up to 500 kg	€ 1.85 / Kg
Up to 1000 kg	€ 1.60 / kg
Above 1000 kg each additional kg	€ 1.45 / Kg

Airport taxes, storage, fees etc. will be calculated as per outlay € 125.00 Min
Outlay fees + **10% for pre-payment.**

2. Handling via Warehouse

From free arrival warehouse up to free delivered booth including:

Intermediate storage

Shipment up to 50 kg	€ 175.00
Min	€ 255.00
Per 100 Kg or part off	€ 36.50

3. Direct Delivery to Venue

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

MIN per shipment	€ 225.00
Per 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	

5. Courier Shipments direct to venue

Up to 50 kg	€ 125.00
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6. Customs Formalities

Carnet ATA

Temporary importation under ATA Carnet	€ 190.00
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Temporary Importation

Temporary importation and/or re-exportation	
With commercial invoice	€ 250.00
Each additional customs tariff	€ 25.00
Customs bond fee 2.5% CIF Value	Min € 180.00

Transit document € 105.00

Permanent Importation

Per shipment / per document / per exhibitor € 190.00
 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

Customs inspection

€ 150.00

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

5. Other Charges

- Handling of empties (per CBM or part off) € 80.00 / CBM (Min 2 CBM)
- Full goods storage € 90.00 / CBM (Min 2 CBM)
- Forwarding commission - per order / shipment € 75.00
- On-site representative for service / support € 55.00

Outbound Handling Charges

The same rates will apply for outbound services.

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

Please Note:

- ❖ **1 CBM= 333 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 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: akerman@merkur-expo.com

Pre advise - Material handling form

Congress name	
Exhibitor name	
Stand #	

Shipment information

Service requested		
Door to Door	Germany 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	

Billing 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 _____

For payment by credit card please approach MERKUR.

EXHIBITION GOODS

For the Exhibitor's Stand Only

Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

AUSTRIA CENTER

Bruno-Kreisky-Platz 1, 1220 Vienna - AUSTRIA

CONGRESS NAME: AAT - AD/PD 2020

Box No. _____ of _____

EXHIBITION GOODS

Via Germany Warehouse

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No.

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

A U F D E M H Ö H C H E N 2

56587 Oberhonnefeld, Germany

Dirk Dewald: +49 2634 / 95 44 50

For :AAT - AD/PD 2020- VIENNA - AUSTRIA

Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

Air Freight Shipments

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn – **Germany**

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

For: AAT - AD/PD 2020 - VIENNA - AUSTRIA

Box No. _____ of _____

BAG INSERTS DIRECT TO SHOW SITE

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

AUSTRIA CENTER

Bruno-Kreisisky-Platz 1, 1220 Vienna - AUSTRIA

Congress name: AAT- AD/PD 2020

Box No. _____ of _____

INSERTS VIA GERMANY WAREHOUSE

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

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

For : AAT - AD/PD 2020 - AUSTRIA - VIENNA

Box No. _____ of _____

INSERTS

For Congress Bags

Air Freight Shipments

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn – Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

For: AAT - AD/PD 2020 - VIENNA - AUSTRIA

Box No. _____ of _____

Marketing/Promotional Material

For Congress Unmanned Display

Air Freight Shipments

Exhibitor's Name

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn – Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

For : AAT - AD/PD 2020 - VIENNA - AUSTRIA

Box No. _____ of _____

Marketing/Promotional Material

For Congress Unmanned Display

Via Germany Warehouse

Exhibitor's Name

Contact Person

Mobile Phone

AUSTRIA CENTER

Bruno-Kreisky-Platz 1, 1220 Wien - AUSTRIA

Congress name: AAT - AD/PD - 2020 VIENNA - AUSTRIA

Box No. _____ of _____