



Dear Exhibitor/Stand Builder,

MERKUR Expo Logistics GmbH is the official on-site agent nominated by KENES to handle all in/out shipment arriving to ESOC 2019.

We are a full door to door service company.

As such, we are pleased to offer you arrangements for shipping, international freight forwarding, customs clearance and onsite services.

### **Onsite Handling**

Due to security, insurance and organizer policy, Merkur 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](mailto:akerman@merkur-expo.com)

### **Please note these important dates:**

Service	Deadline
Door to door	Please approach MERKUR
Airfreight Shipments	Please approach MERKUR
Shipment via advance warehouse	No later than Thursday, February 14, 2019
Exhibition goods - Direct Deliveries to Congress Venue	Monday, February 18, 2019
Move out	February 23, 2019 (by 24:00)

## 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 time table, shipping instructions and labels.

### 3. Shipment via Germany advance warehouse

Warehouse Address:

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

A U F D E M HÖHCHEM 2

56587 Oberhonnefeld – Germany

Dirk Dewald: +49 2634 / 95 44 50

**ATTD 2019** / Exhibitor's name

### 4. Direct Deliveries to Congress Venue

#### **Domestic Cargo / Courier Shipments**

**Entry to the loading area is subject to confirmed time slot & pre- alert.**

**To access to the exhibition trucks must stop at the loading area, and use the cargo lift  
Please note that each truck from 7.5 ton will be charges registration fee (€185-€ 250)  
Free for trucks using the official agent for unloading loading.**

#### **Delivery Address:**

CityCube Berlin

Berlin ExpoCenter City

Messedamm 26, 14055 Berlin, Germany

### **Courier Shipments – Customs cleared only**

It is NOT recommended to use a courier service. In case of sending a courier shipment, please be sure to send us a full 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 ).

### **Please contact MERKUR for labels**

### **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 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.

### **Payment Terms**

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 – ATTD 2019

### **Inbound / out bound**

#### **1. Air Freight**

**From free arrival Frankfurt 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	€ 2.05 / 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 calculated as per outlay € 125.00 Min  
Outlay fees + **10% for pre payment**

#### **2. Handling via Germany Warehouse**

**From free arrival warehouse up to free delivered booth including:**

Intermediate storage **1 CBM= 333 KG**

Shipment up to 50 kg	€ 175.00
Min	€ 275.00
Per 100 Kg	€ 36,50

#### **3. Direct Delivery to Venue –**

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

**1 CBM= 333 KG, 1 LDM =4 CBM**

Shipment up to 50 kg	€ 105.00
Shipment over 50 Kg	
Min	€ 225.00
Per 100 Kg	€ 21,50
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

Exhibitor / Stand builders who will use MERKUR won't be charged.

#### 4. Customs Formalities

##### Carnet ATA

Temporary importation under ATA Carnet € 190.00

##### Temporary Importation

Temporary importation and/or re-exportation

With commercial invoice / Carnet € 190.00

Customs bond fee 2.5% CIF Value Min € 150.00

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** € 65.00

##### Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

#### 5. Other Charges

- Handling of empties (including storage) € 75.00 / 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 35% on total move in/out charges.**
- ❖ **Overtime surcharge (22:00 – 08:00) – additional 50% on total move in/out charges.**
- ❖ **Saturday Sunday & Holidays – additional 100 % on total move in/out charges**