



Delivery & Logistic Services

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

For security, insurance, and efficiency reasons, Merkur Expo Logistics is the sole official agent to handle cargo inside the venue. Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that Merkur the official agent is the exclusive agent for move in and move out of the venue.

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:

Patricia Zintel Project Manager

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Please note these important dates:

Due to Covid make sure to get update instruction closer to the congress

Buildup	Monday, 04 th March Exhibition Set-up- for Space Only 11:00 – 22:00 Tuesday, 05 th March 08:00-22:00 Wednesday,06 th March decoration only 08:00-12:00
Congress dates	March 6 - 9, 2024
Breakdown	Saturday, 09 th March 14:00 -22:00 Return of empty cases starts at 16:00
SERVICE	DEADLINE
Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur
Shipment via Frankfurt Advance warehouse	February 26 , 2024
Exhibition goods - Direct deliveries to Congress venue	Subject to time slot, only full load trucks

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 Germany Advance Warehouse

Merkur Expo Logistics GmbH
Im Steinigen Graben 7
63571 Gelnhausen
Germany

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Congress ATTD 2024
Florence
Exhibitor Name:
Hall Stand Nr.

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

4. Direct Deliveries to Congress Venue

full load trucks

Fortezza da Basso;

Viale Filippo Strozzi, 1; 50129 – Firenze, Italy

For delivery direct to the venue, please make sure to send time slot request No later than 4 working days prior to delivery

5. Courier Shipments

COURIER DIRECT TO STAND, NOT A GOOD IDEA:

The exhibition hall is not a permanent warehouse and therefore courier deliveries will be refused, unless the shipment is delivered during the tenancy period and the customer is present at the booth, to receive the parcels from his transport company and sign off the delivery note.

We strongly recommend sending your courier to the warehouse delivery address. It has an additional cost but by doing so you make sure that your items arrive safely and on time to the event.

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

All courier shipment must be send 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, 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 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

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to Merkur E-mail: to Merkur project manager
We cannot guarantee services for any cargo arrival without a pre-advance and payment confirmation!

Pre advise - Material handling form

Congress name	
Exhibitor name	
Stand #	

Billing information

Full company name	
Address	
VAT #	
Contact person	
E mail	
Tel #	

Shipment information

<u>Service requested</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 #)		

Exhibition goods via Germany advance warehouse

Shipper Name:	
Shipper Address:	
Exhibitor's name:	
Number of pieces:	
Stand Number :	
Weight:	

To be delivered to:

Merkur Expo Logistics GmbH
Im Steinigen Graben 7
63571 Gelnhausen
Germany

Bag inserts via Germany advance warehouse

Shipper Name:	
Shipper Address:	
Sponsor's name	
Number of pieces:	
Weight:	

To be delivered to:

Merkur Expo Logistics GmbH
Im Steinigen Graben 7
63571 Gelnhausen
Germany

HANDLING RATES 2023

Inbound / out bound

1. Air Freight

1 CBM = 330 KG

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
51-100 Kg	€ 465.00
101-200 kg	€ 595.00
201-300 kg	€ 725.00
301-400 kg	€ 795.00
401-500 Kg	€ 895.00
Above 500 please approach Merkur	

Airport taxes, storage, fees etc. will be calculated as per outlay € 125.00 Min
 Outlay fees + **12% for prepayment**

2. Handling via Warehouse

From free arrival warehouse up to free delivered booth, including intermediate storage

1 cbm= 330 kg

Shipment up to 100 kg	min € 195.00
Per each additional 100 kg	€ 46.00

3. Carrier Shipments direct to venue

Up to 25 kg	€ 125.00
Up to 50 kg	€ 195.00
Above 50 kg as per handling via warehouse	

4. Direct Delivery to Venue –

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

FULL- & PART-TRAILER-LOADS Unloading/reloading trucks and direct delivery to/pick up from stand

1 cbm = 330kg

Up to 3 CBM	Min € 350.00
Up to 6 CBM	€ 675.00
Truck 7.5t	€ 975.00
Truck 13.6 M	€ 1,550.00

5. Truck Registration & Time Slot Management Fees

Truck 7.5t	€ 285.00
Truck 13.6 M	€ 350,00

6. Customs Formalities

With Carnet ATA

Temporary importation under ATA Carnet	€ 225,00
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With commercial invoice

Temporary importation and/or re-exportation	€ 295.00
Each additional tariff numbers	€ 15.00
Customs bond fee 3% CIF Value	Min € 85.00
Cancellation of temporary Importation (export only)	€ 65.00
T-Document registration custom	€ 75.00
Issuing of T-document	€ 75.00
T-document security (Export only), 0,2 % of CIF value, minimum	€ 35.00

Permanent Importation

Per shipment / per document / per exhibitor	€ 295,00
Each additional tariff numbers	€ 15.00
Duties & Taxes as per outlay.	
Fees for an advanced payment of duty & tax + 12% for pre-payment	
Minimum	€ 45.00
Use of customs broker import tax registration	€ 115.00
Customs inspection As per outlay + 12% for pre-payment	Min € 75.00

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

5. Other Charges

- Handling of empties € 85.00 / CBM (Min 3 CBM)
- Full goods storage € 95.00 / CBM (Min 3 CBM)
- Forwarding commission - per order / shipment € 75.00
- On-site representative for service / support € 55.00
- Late arrival surcharge- 20% on top of handling charges

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:

Pallet-truck, normal – counts as 2 cbm per unit

Pallet-truck, long – counts as 3 cbm per unit

Ladder – counts as 2 cbm per unit

Genie – counts as 3 cbm per unit

- ❖ **1 CBM= 330 KG**
- ❖ **1 LDM =4 CBM**
- ❖ **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**