



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:

Merkur Expo Logistics
Mr. Bernd Blume
Project Manager
Cell: + 49 (0) 175 5880291
E-Mail: Bernd.Blum@merkur-expo.com

Please note these important dates:

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

Buildup	March 27, 08:00 – 23:00 For "Space Only" booths March 28, 08:00-14:00 For all booth types
Exhibition dates	28 March – 1 April, 2023
Breakdown	April 1, from 17:30

SERVICE	DEADLINE
Door to door shipments	Please contact <i>Merkur</i>
Airfreight shipments	Please contact <i>Merkur</i>
Shipment via Advance warehouse	Monday, March 20
Exhibition goods – Direct deliveries to Conference venue only full load trucks	Subject to time slot

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 conference. 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
c/o Gebr. Thomaidis GmbH
Joseph-Bautz-Str 19
DE-63457 Hanau

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 Conference Venue

Domestic Cargo / full load trucks
Svenska Mässan Gothia Towers

For delivery direct to the venue, please make sure to send time slot request no later than 3 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.

We can only allow Fedex, UPS, DHL Express and TNT clear on our name Courier shipments (except envelopes) cannot be cleared automatically by the courier companies but do require a local importer of record. We will act as importer if required, by providing our VAT registration number to customs. This service is chargeable, please check in our tariff.

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 Germany.

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 sent upon request

Exhibition goods

Inserts

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

Health and safety declaration

Deadline for sending by e mail to *Merkur*: 3 working days prior move in

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 #)
