

DATE: _____

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to Merkur

E-mail: irit.sofer@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	
7.5-ton truck	
Full load 13.6 truck	

Payment Details

This is to confirm that the payment for handling the above cargo will be covered by our company.

We cannot guarantee services for any cargo arrival without a pre-advise and payment confirmation!

**Best regards,
Merkur**