



AD/PD™ 2022
ADVANCES IN SCIENCE & THERAPY

International Conference on
Alzheimer's and Parkinson's Diseases
and related neurodegenerative disorders
March 15 - 20, 2022 | Barcelona, Spain | HYBRID

Dear AD/PD™ 2022 Supports & Exhibitors

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.

Covid 19 - Health and Safety for your experience

Exceptional times call for exceptional safety measures. That is why we have been working with instructions to create a multi-layered safety approach. We are adapting as necessary whilst leading the move in/ out

Please inform Merkur, who will be your main contact person.
This person will be responsible for your stand onsite

**Please make sure to get final Instructions and regulations close to congress date.
Involve Merkur in your planning your timetable and needs.**

Contact Details:

Merkur Expo Logistics
Contact: Mrs Irit Sofer
Mobile: +972-52-8890129
E-mail: irit.sofer@merkur-expo.com

Please note these important dates:

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

Buildup	Monday, March 14 10:00 - 19:00 (Space Only stands) Tuesday, March 15 08:00 - 19:00 (All booth types)
Congress dates	March 15-20, 2022
Breakdown	Saturday, 19 March 17:30 until 22:00
SERVICE	DEADLINE
Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur
Shipment via Advance warehouse	March 4,2022 No later than
Exhibition goods - Direct deliveries to Congress venue	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 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
Schmitt Peterslahr
AUF DEM HOHCHEM 2
56587 Oberhonnefeld - Germany
Att: Dirk Dewald
Tel: +49 2634 95 44 50
Notify:

Congress name _____

Name of Exhibitor _____

Stand no. _____

Attention for all shipments we need a full pre-advise in advance Please send your full pre-advise to Merkur

Shipments with insufficient information's or missing pre-advise might be delayed

4. Direct Deliveries to Congress Venue

Domestic Cargo / full load trucks

Delivery Address:

Barcelona International Conventions Centre (CCIB)

For delivery direct to the venue, please make sure to send time slot request No later than 3 working days prior to delivery

Please contact Merkur for final Covid regulations

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, in order 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.

SPANISH CUSTOMS FORMALITIES (FOR NON-EU SHIPMENTS):

• PERMANENT ENTRY

We can only allow Fedex, UPS, DHL Express and TNTclear on our name Courier shipments (except envelopes) cannot be cleared automatically by the courier companies but do require a Spanish 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-advise 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 Vienna which will occur extra charges

All courier shipment must 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

-Display

-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 (AMEX, 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 #)

HANDLING RATES KENES -2022

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	€ 395.00
Up to 250 kg	€ 2.85/ per kg
Up to 400 kg	€ 2.00/ per kg
Up to 600 kg	€ 1.85/per kg
Up to 800 kg	€ 1.75/ per kg
Above 800 kg	Pls ask for rate

D.O, Airport taxes, storage, fees etc. will be calculated as per outlay € 175.00 Min
Outlay fees + **10% for prepayment**

2. Handling via advance warehouse

Each CBM = 330 Kg

From free arrival warehouse up to free delivered booth including:

Intermediate storage

Shipment up to 50 kg	€ 175.00
Up to 100 Kg	€ 255.00
Above 100 Kg, Per each 100 Kg or part off	€ 36,50

3. Direct Delivery to Venue –

Courier Shipments (Customs cleared only) DHL/ Fedex/UPS/TNT only

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

Shipment up to 50 kg	€ 175.00
Up to 100 Kg	€ 255.00
Above 100 Kg Per each 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	€ 250,00

5. Customs Formalities

Carnet ATA

Temporary importation under ATA Carnet	€ 210.00
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Temporary Importation

Temporary importation and/or re-exportation	
With commercial invoice up to value of €10,00	€ 250.00
Each additional heading number	€ 25.00
Customs bond fee 1.75% CIF Value	Min € 180.00
Transit document	€ 105.00

Permanent Importation

Per shipment / per document / per exhibitor	€ 190.00
Each additional heading number	€ 25.00
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

As per outlay +10% per payment	Min	€ 175.00
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Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

6. Other Charges

- Handling of empties € 80.00 / CBM (Min 2 CBM)
- Full goods storage € 90.00 / CBM (Min 2 CBM)
- Forwarding commission – per invoice € 75.00
- On-site representative for service / support € 85.00

Outbound Handling Charges

The same rates will apply for outbound services.

Insurance

All goods must be fully insured with all risk coverage. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless of if the exhibitor is present or not.

Please Note:

- ❖ **1 CBM= 330 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 75% on total move in/out charges.**
- ❖ **Saturday surcharge additional 75% on total move in/out charges.**
- ❖ **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: 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	

Payment 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 _____

Card type VISA DINERS MASTER CARD AMEX

Credit card

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Expiry date _____ CVC (Last 3 digits on back of credit card) _____

Card holder's name _____ card Holder's Signature _____

Please enclose a copy of both front and back side of your credit card

Payments by credit card additional 3.00 % service fee will be added for AMEX 3.5%.

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