



### **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	Wednesday, June 8.  From 8:00 to 10:00 AM
Congress dates	June 9-11
Breakdown	Friday, June 10.  From 05:30 to 11:00 PM.
<b>SERVICE</b>	<b>DEADLINE</b>
Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur
Shipment via Advance warehouse	June 1, No later
No direct deliver to the venue	



## **Services, Delivery Address & Shipping Instructions**

**Shipment ex Uk is subject to customs clearance. please contact Merkur for special 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

c/o Gebr. Thomaidis GmbH

Joseph-Bautz-Straße 19

63457 Hanau, Germany

Congress name \_\_\_\_\_

Name of Exhibitor \_\_\_\_\_

Stand no. \_\_\_\_\_

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**

No direct delivery to the venue

### **5. Courier Shipments**

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

**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).



## 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, Min + Per each 100 Kg or part off	€ 36,50

#### 3. Customs Formalities

##### Carnet ATA

Temporary importation under ATA Carnet € 210.00

##### 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	
+ <b>10% for pre payment</b>	

Use of customs broker import tax registration €115.00

##### Customs inspection

As per outlay +10% per payment Min € 175.00



### Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

### 4. Other Charges

- |  |               |
|--|---------------|
| • Handling of empties<br>(Min 2 CBM)           | € 80.00 / CBM |
| • Full goods storage<br>CBM (Min 2 CBM)        | € 90.00 /     |
| • 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**

Following global instability, Against the background of the Russian invasion and rising fuel prices

Airlines Ocean companies and trucks are raising prices accordingly.

Logistics companies have updated that a fuel surcharge will be added to all services

A Diesel-fee of 7% will be added to all charges (except of Customs clearance )

We anticipate that there may be further changes in world logistics prices and will be updated as the announcements come out.

**We wish you a successful experience!**  
**MERKUR EXPO LOGISTICS**



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**

<b>Congress name</b>	
<b>Exhibitor name</b>	
<b>Stand #</b>	

**Shipment information**

<b>Service requested</b>		
<b>Door to Door</b>	<b>Germany Advance Warehouse</b>	<b>Direct to Venue</b>

<b>Shipper's name</b>	
<b>E mail address</b>	
<b>Tel #</b>	
<b>Purchase order #</b>	
<b>Truck size</b>	
<b>Courier tracking #</b>	
<b>Airway bill number (AWB #)</b>	
<b>Number of pieces</b>	
<b>Weight in Kg</b>	
<b>CBM</b>	
<b>7.5-ton truck</b>	
<b>Full load 13.6 truck</b>	

**Payment details**

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

**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!**

**Best regards  
 Merkur**



## EXHIBITION GOODS

For the Exhibitor's Stand Only

### Air Freight Shipments

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn – Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

**Congress:**

ecim Malaga

Box No. \_\_\_\_\_ of \_\_\_\_\_



## EXHIBITION GOODS Via Germany Warehouse

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No.

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

c/o

Gebr. Thomaidis GmbH

Joseph-Bautz-Straße 19

63457 Hanau -

Germany

**Congress:**

ecim Malaga

Box No. \_\_\_\_\_ of \_\_\_\_\_