



General information

Merkur Expo Logistics GmbH has been appointed by Kenes as the sole official freight forwarder, customs broker, and handling agent for ESPID 2025

For safety and time reasons, no other contractor is permitted to bring the lifting platform into the venue and operate it.

The services offered by **Merkur Expo Logistics GmbH** include:

- Transport, national and international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time and slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event
- On-site assistance and supervision

General Information

Important Dates	
Show Dates	26-30 May 2025
Build up	Sunday, 25 May 2025 / 09:00 subject to pre-registration
Backdown	Friday, 30 May 2025 14:30

Shipping instructions

Merkur Contact Details |

Office | Merkur Expo Logistics GmbH | Rheinstraße 2 | DE - 65760 Eschborn

(No acceptance of shipments to this address)

Warehouse | Merkur Expo Logistics GmbH | Im Steinigen Graben 7 | DE – 63571 Gelnhausen

Merkur project Manager Mr Iven Gernot

M.: +49 (0) 175 5880290

E.: Gernot Iven <Gernot.Iven@merkur-expo.com>

Instructions shipments via warehouse

- The venue does not accept shipments that are sent directly
- **Merkur Expo Logistics GmbH** 's responsibility ends with the delivery of the exhibitor's consignment to the stand during the set-up phase, regardless of whether the exhibitor is present or not. Items remaining on the stands after the official dismantling time will be removed at the exhibitor's expense.
- You can arrange your shipment to our warehouse with any carrier or courier service or contact us to get a quote for door-to-door shipping. We recommend door-to-door service to avoid too many parties involved.
- No acceptance of consignments without prior notice / order form (Consignments without advance notice will be charged with additional costs or returned to the sender)
- All shipments coming from non-EU countries are subject to customs clearance and must be accompanied by a commercial invoice for customs purposes. For shipments with high values that need to be returned after the event, we recommend opening a carnet in the country of origin.
- All shipments must be sent on a prepaid basis, Incoterm DDP (Delivered, Duties Paid).
- Handling costs according to official tariff.

Services	Dates
Deadline for pre-advise of your shipment to the warehouse	May 12, 2025
Deadline for arriving to Germany advance warehouse	May 16, 2025
Airport of destination	Frankfurt am Main (FRA)
Advance warehouse Shipping address	Merkur Expo Logistics GmbH Warehouse Im Steinigen Graben 7 DE – 63571 Gelnhausen
Labeling information	CONGRESS NAME EXHIBITOR NAME
Required documents	Oder form / Pre-Advise Labels Draft of a commercial invoice (Courier services may request additional documents)

Courier shipments

- We strongly recommend sending your courier to the advance warehouse
- We can only clear on our name FedEx, UPS, DHL Express and TNT Courier shipments (except envelopes). Please note that courier shipments cannot be cleared automatically by the courier companies but do require an importer of record. We will act as importers if required by providing our VAT registration number to customs. This service is chargeable, please check our tariff.
- Courier company, number of pieces and tracking number.
- Courier charges for handover of import shipping documents € 85.00/ document.
- Shipments that arrive without pre-alert and payment confirmation will not be accepted.

Instructions direct deliveries

- Only full truckloads of stand construction materials can be delivered directly to the venue (subject to the confirmed time slot and only within the official set-up times)
- Due to the limited space and tight schedule, all unloading operations will be carried out exclusively by **Merkur Expo Logistics GmbH**.
- You can organize this transport yourself or contact us for a quote for the door-to-door trucking service.
- Please make sure that you register for a time slot for your truck within the specified deadlines
- All unloading and deliveries to the stand are organized by our team with a 3t forklift. Max. Dimensions of goods (contact us if you have larger shipments):
 - **Maximum weight per piece: 500 kg**
 - **Maximum dimensions per piece: 1.80m / 2.50m**
- Handling costs according to official tariff.

Services	Dates
Deadline for application of time slot	May 14, 2025
Shipping address for direct deliveries by truck No Courier shipments to this address	Bucharest International Conference Centre, located in the Palace of the Parliament
Labeling information	CONGRESS NAME EXHIBITOR NAME
Required documents	Oder form / Pre-Advise Time slot application

International shipments / printed matter and bag inserts

- All international shipments must be sent to Frankfurt airport
- For shipments in connection with customs clearance, please contact us. We require documentation (invoices, packing lists, etc.) for the receipt of your shipment. Please do not send any consignments without confirmation from us.
- Shipments arriving without prior notice will be charged at 85.00 euros + expenses at cost in addition to the handling rate.
- Please do not send any restricted products or contact us to check whether your goods require further documentation.

Storage and empties

Empty boxes and packaging material are collected and stored safely during the exhibition. All boxes should be sturdy enough to be repacked and reused after the end of the congress. Empties are stored outside the Congress Center and are not accessible after collection. **Merkur Expo Logistics GmbH** cannot be held responsible for damaged or lost material in the empties. If you require accessible storage of promotional materials, please let us know seven days before the opening of the congress. Smaller quantities of storage material can be handed over to our employees on site.

Insurance

We strongly recommend that all exhibitors take out insurance to cover transportation to and from the exhibition, as well as during the exhibition and storage. Please note that **Merkur Expo Logistics GmbH** does not take out insurance unless requested to do so in writing. It is the exhibitor's responsibility to ensure that appropriate security measures are taken to guarantee the safety of any goods left on the stand. **Merkur Expo Logistics GmbH** is not liable for loss, theft, or misappropriation.

Basic contractual conditions

All services are invoiced according to the official Forwarding & Handling tariff and are based on advance payment, unless otherwise agreed. All work is subject to the German Forwarders' Terms and Conditions, CMR (latest version), ADSp Trading Conditions (latest version) and the **Merkur Expo Logistics GmbH** liability policy in conjunction with the conditions and tariffs for trade fair transportation. Further information can also be found on our website at www.merkur-expo.com. The liability of **Merkur Expo Logistics GmbH** ends with the delivery and begins with the collection of the freight at the exhibition stand. It is the exhibitor's responsibility to ensure the safety of the material until it is collected by **Merkur Expo Logistics GmbH**. Our invoices are due immediately after invoicing without further notice. Customers who are not known to us or with whom we have not agreed payment terms will be asked to pay our costs before the start of the event or on site during the event or before returning their exhibits.

Payment terms

- Invoices will be sent by e-mail only.
- The invoicing is per shipment.
- Full payment of the incoming handling charges must be received prior the delivery to the booth.
- The outgoing handling charges are payable immediately after receipt of our invoice.
- 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 notify “Merkur” immediately about any requirements relating to invoices.
- Please note that all payments are in €.

ORDER FORM ESPID 2025

WAREHOUSE SHIPMENTS

This is a compulsory form for all exhibitor or supplier.

Deadline for receipt May 12, 2025
Please return it by e-mail Gernot Iven <Gernot.Iven@merkur-expo.com>

Exhibitor Name	
To be delivered to:	
Volume of shipment Indicate number of pieces, weight, and volume	
Type of shipment Indicate exhibition goods, stand fitting material, printed matters, bag inserts)	
Tracking / AWB Number In case of courier shipment	
Hall / Stand No.	
Contact name on-site	
Phone no.	
Invoice Details	
Company Name	
Contact Person	
Mail	
Street	
ZIP Code	
City	
Country	
VAT #	

PO Number if necessary	
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- Merkur Expo Logistics GmbH is sole official forwarder for XXX CONGRESS NAME
- All shipments will be charged based on the official handling tariff.
- All shipments must be pre-advised by using this form sheet.
- Please note the information on logistical processing.
- All shipments must have the official congress labels attached to the shipping instructions.

Date

Customer signature

All services are invoiced according to the official <<<*CONGRESSNAME Forwarding & Handling Tariff*>>>. All work is subject to the German Forwarders' Terms and Conditions, CMR (latest version), ADSp Trading Conditions (latest version) and the Merkur Expo Logistics GmbH liability policy in conjunction with the conditions and tariffs rates for trade fair transportation. For further Information visit our website at www.merkur-expo.com. The liability of Merkur Expo Logistics GmbH ends with delivery and begins with the collection of the freight at the exhibition stand. It is the exhibitor's responsibility to ensure the safety of material until it is collected Merkur Expo Logistics GmbH.

ORDER FORM ESPID 2025

DIRECT DELIVERIES

This is a compulsory form for all exhibitor or supplier.

Deadline for receipt

May 14, 2025

Please return by e-mail

Gernot Iven <Gernot.Iven@merkur-expo.com>

Exhibitor Name	
Stand builder	
Truck size	
Truck plat no	
Preferred Time slot Unloading:	
Preferred Time slot Reloading:	
Hall / Stand No.	
Contact name on-site	
Phone no.	
Invoice Details	
Company Name	
Contact Person	
Mail	
Street	
ZIP Code	
City	
Country	
VAT #	
PO Number if necessary	

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LABEL for shipment via Germany warehouse

Shipper Name/ Address:	
Booth Number/Exhibitor:	
Type of shipment	Exhibition Material
Number of pieces:	
Weight:	

To be delivered to:

Merkur Expo Logistics GmbH
Im Steinigen Graben 7
63571 Gelnhausen
Germany

Congress name : _____

Exhibitor's name _____ stand # _____