



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
Astrid Weitmann

Mobile No.: +49 (0) 151 1408 4524

astrid.weitmann@merkur-expo.com

Please note these important dates:

Buildup	Sunday, May 7 08:00-21:30 <i>For Space only</i> 12:00-21:30 <i>All</i> Monday, May 8 08:00-20:00
Exhibition dates	May 9-12
Breakdown	Friday, May 12 16:30-24:00

SERVICE	DEADLINE
Door to door shipments	Please contact <i>Merkur</i>
Airfreight shipments	Please contact <i>Merkur</i>
Shipment via Lisbon Advance warehouse	4 days prior to show
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 Lisbon Advance Warehouse

Merkur Logistics Experts
Rua do Pinheiro, n1 a n1A
2615-092 Alverca do Ribatejo
c/o ESPID 2023 Lisboa
Exhibitor:
Hall/Stand Nr

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
Exhibitions Merkur LDA
c/o CCL – Centro de Congressos de Lisboa
c/o ESPID 2023
Rua da Junqueira, 63
1300-000 Lisboa
Exhibitor:
Hall/Stand-Nr.

For delivery direct to the venue, please make sure to send time slot request **no later than 4 working days** prior to delivery.

Due to the limited space at the venue and tight time schedule all unloading operations are operated by Merkur only.

Trucks must leave the unloading area immediately after unloading is finished.

All vehicles must arrive at a pre-appointed time for unloading.

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 send upon request.

Exhibition goods

Bag 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 more than 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 based on the local & German forwarders terms and conditions (ADSp).

We wish you a successful experience!
MERKUR EXPO LOGISTICS

HANDLING RATES 2023

Inbound / out bound

1. Air Freight

1 CBM = 333 KG

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
51-100 Kg	€ 465.00
101-200 kg	€ 595.00
201-300 kg	€ 725.00
301-400 kg	€ 795.00
401-500 Kg	€ 895.00
Above 500 please approach Merkur	

Airport taxes, storage, fees etc. will be calculated as per outlay € 125.00 Min
Outlay fees + **12% for prepayment**

2. Handling via Warehouse

From free arrival warehouse up to free delivered booth, including intermediate storage

1 cbm= 333 kg

Shipment up to 100 kg	€ 195.00
Per each additional 100 kg	€ 46.00

3. Direct Delivery to Venue – Road & courier

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

FULL- & PART-TRAILER-LOADS Unloading/reloading trucks and direct delivery to/pick up from stand

1 cbm = 333kg

Shipment up to 100 kg	€ 195.00
Per each additional 100 kg	€ 46.00

Truck 7.5t	€ 975.00
Truck 13.6 M	€ 1,550.00

4. Truck Registration & Time Slot Management Fees

Truck 7.5t	€ 285.00
Truck 13.6 M	€ 350,00

5. Customs Formalities

With Carnet ATA

Temporary importation under ATA Carnet	€ 225,00
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With commercial invoice

Temporary importation and/or re-exportation	€ 295.00
Each additional tariff numbers	€ 15.00
Customs bond fee 3% CIF Value	Min € 85.00
Cancellation of temporary Importation (export only)	€ 65.00
T-Document registration custom	€ 75.00
Issuing of T-document	€ 75.00
T-document security (Export only), 0,2 % of CIF value, minimum	€ 35.00

Permanent Importation

Per shipment / per document / per exhibitor	€ 295,00
Each additional tariff numbers	€ 15.00
Duties & Taxes as per outlay.	
Fees for an advanced payment of duty & tax + 12% for pre-payment	
Minimum	€ 45.00
Use of customs broker import tax registration	€ 115.00
Customs inspection As per outlay + 12% for pre-payment	
	Min € 75.00

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

6. Other Charges

- Handling of empties € 85.00 / CBM (Min 3 CBM)
- Full goods storage € 95.00 / CBM (Min 3 CBM)
- Forwarding commission - per order / shipment € 75.00
- On-site representative for service / support € 55.00
- Late arrival surcharge- 20% on top of handling charges

Outbound Handling Charges

The same rates will apply for outbound services.

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

Please Note:

Pallet-truck, normal – counts as 2 cbm per unit

Pallet-truck, long – counts as 3 cbm per unit

Ladder – counts as 2 cbm per unit

Genie – counts as 3 cbm per unit

- ❖ **1 CBM= 333KG**
- ❖ **1 LDM =4 CBM**
- ❖ **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 100% on total move in/out charges.**
- ❖ **Saturday 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: Astrid.Weitmann@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**

Bag Inserts Shipment - DIRECT TO THE VENUE
(To be delivered to bag Insert line)

Shipper Name:	
Shipper Address:	
Bag Insert Sponsor	
Number of Pieces:	
Weight:	

To be delivered to:

Exhibitions Merkur LDA
c/o CCL – Centro de Congressos de Lisboa
c/o ESPID 2023
Rua da Junqueira, 63
1300-000 Lisboa

Bag Inserts Shipment – VIA ADVANCED WAREHOUSE
(To be delivered to bag Insert line)

Shipper Name:	
Shipper Address:	
Bag Insert Sponsor	
Number of Pieces:	
Weight:	

To be delivered to:

Merkur Logistics Experts
Rua do Pinheiro, n1 a n1A
2615-092 Alverca do Ribatejo
c/o ESPID 2023 Lisboa



LABEL for shipment DIRECT TO THE VENUE

Shipper Name/ Address:	
Booth Number/Exhibitor:	
Type of shipment (Exhibition Goods, please indicate)	Exhibition Material
Number of pieces:	
Weight:	

To be delivered to:

Exhibitions Merkur LDA
c/o CCL – Centro de Congressos de Lisboa
c/o ESPID 2023
Rua da Junqueira, 63
1300-000 Lisboa

LABEL for shipment VIA ADVANCED WAREHOUSE

Shipper Name/ Address:	
Booth Number/Exhibitor:	
Type of shipment (Exhibition Goods, please indicate)	Exhibition Material
Number of pieces:	
Weight:	

To be delivered to:

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