



Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for ESPID 2024 Meeting. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for unloading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons Merkur is the exclusive agent nominated by the organizer for move in and move out and handling of empties.

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
Contact: Patricia Zintel

Mobile: +49 (0) 170 2229525

E-mail: patricia.zintel@merkur-expo.com

Please note these important dates:

Buildup	19 May from 08:00
Exhibition	20-24 May
Breakdown	24 May from 14:30
SERVICE	DEADLINE
Door to door shipments	Please contact Merkur
Airfreight shipments	Goods must arrive at Frankfurt airport no later than 6 May
Shipment via Germany Advance warehouse	No later than 13 May
Exhibition goods – Direct deliveries to Meeting venue	Subject to pre-registration No later than 13 May Time slot confirmation will be sent by 16 May

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 further 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

Exhibit material /courier shipments, we highly recommend to send to the advance receiving warehouse. Please do not send any shipments direct to the Venue, acceptance can't be guaranteed.

Merkur Expo Logistics GmbH

Im Steinigen Graben 7

63571 Gelnhausen

Germany

Notify:

Congress name _____

Name of Exhibitor _____

Stand no. _____

Attention, for all shipments we need full pre-advice in advance. Please send your full pre-advice to Merkur.

Shipments with insufficient information or missing pre-advice might be delayed.

4. Direct Deliveries to Congress Venue

Road Freight

Full Load Trucks / Part Load Trucks

Scheduled Un-Loading / Re-Loading

The use of loading and unloading areas is exclusively managed by Merkur.

Due to the limited space of the venue and the tight time-schedule all unloading operations are strictly operated by Merkur Expo only. Trucks have to leave the unloading area immediately after unloading is finished.

All vehicles must arrive at a pre-appointed time for unloading. Please request your preferred unloading time slots by sending the "Freight & Loading Form" to Merkur Expo until **the 10th of May**. You may also use this form to request freight services from Merkur Expo.

Unloading time slots will be given, the 15 of May. Please dispatch your trucks arriving according to the pre-arranged time of arrival.

Delivery address

Merkur Expo Logistics GmbH

c/o ESPID 2024

Emma Gads Vej 11 (Area E)

DK - 2300 Copenhagen

c/o Name of Exhibitor / Stand number

Trucks arriving after the loading time must face waiting time until the next free time-slot is available. In general waiting time may occur for which Merkur cannot be held responsible.

5. Courier Shipments

We strongly recommend sending your courier to the advance warehouse **In Germany**.

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.

Please be sure to send us pre-advice with the full details of the shipment: 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.

7. Handling of empties

Ladders, pallet-trucks, tools... are considered as full storage. Full goods stored during the exhibition are collected, stored, and re-delivered on stand in the same conditions. The exhibitor/stand builder must provide the complete details of the stored materials. The exhibitor/stand builder must be on site during the pick-up and the return of the full goods. They must inform us in advance about the expected return date and time.

8. Shipment labels

Please see attached

9. 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 a surcharge of 100% for handling this kind of shipment.

10. Insurance

It is the shipper / exhibitor's 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 the loss or damage of the exhibitor's equipment.

11. 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.

12. 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 to 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 a 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 €.

12. 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

HANDLING RATES 2024 Copenhagen

Inbound / out bound

1. Air Freight

1 CBM = 330 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 Germany Warehouse

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

1 cbm= 330 kg

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

3. Currier/Direct Delivery to venue

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

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

Up to 20 kg	€ 135.00
Per LDM or les	min € 264.00
per LDN .	€ 95.00

4. Full load trucks to Venue –

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

5. Truck Registration & Time Slot Management Fees

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

6. Customs Formalities

With Carnet ATA

Temporary importation under ATA Carnet € 225,00

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

5. 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= 330 KG**
- ❖ **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**

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to Merkur E-mail: irit.sofer@merkur-expo.com
We cannot guarantee services for any cargo arrival without a pre-advice and payment confirmation!

Pre advise - Material handling form

Congress name	
Exhibitor name	
Stand #	

Billing information

Exhibitor's name and stand #	
Full company name	
Address	
VAT #	
Contact person	
E mail	
Tel #	

Shipment information

Service requested

Door to Door	Germany Advance Warehouse	Direct to Venue
CBM /Weight in Kg	7.5-ton truck	Full load 13.6 truck
Shipper's name		
E mail address		
Tel #		
Purchase order #		
Truck size		
Courier tracking #		
Airway bill number (AWB #)		

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 # _____