Dear Exhibitor/Stand Builder,

*Merkur Expo Logistics GmbH* is the official on-site logistics agent nominated by *Kenes Group* to handle all in/out shipments arriving to *ESPID 2020* Conference. We are a full door to door service company. As such, we are pleased to update you regarding the services and guidance as how we dispatch shipments to the event.

**Onsite Handling**
No other company is permitted to deliver, operate, and handle goods inside the venue. Please note that all materials entering the venue incur a handling charge (including bag inserts and display items).

Merkur has the responsibility of receiving and handling all materials for a fee as published on the “Tariff” section.

Merkur must have payment before forwarding freight.

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 the official logistics agent. Shipments sent directly to the venue prior to Saturday, May 23, 2020 will be refused by the Conference Centre.

**Contact Details**
**MERKUR EXPO LOGISTICS GMBH**
Contact: Ms. Zehavit Akerman
Mobile: +972 52 511 4982
E-Mail: akerman@merkur-expo.com

Please note these important dates:

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Door to door</td>
<td>For this service please contact MERKUR</td>
</tr>
<tr>
<td>Airfreight Shipments</td>
<td>For this service please contact MERKUR</td>
</tr>
<tr>
<td>Shipment via German advance Warehouse</td>
<td>No later than Wednesday May 20, 2020 by 12:00</td>
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<tr>
<td>Exhibition goods - Direct Deliveries to Congress Venue</td>
<td>Saturday May 23, 2020 from 01:00 – overnight setup</td>
</tr>
<tr>
<td>Move out – dismantling</td>
<td>Thursday May 28, 2020 from 18:30</td>
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Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached labels. Please do not mix different types of shipments in one box.

Categories:

1. Insert-for participant bags
2. Marketing and display
3. Exhibition goods-for exhibition stand only

Services, Delivery Address and 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. Air freight shipment
Please contact MERKUR for timetable, shipping instructions and labels.

3. Shipment via Germany advance warehouse

Warehouse Address:
Merkur Expo Logistics GmbH
C/O Schmitt Peterslahr
A U F  DE M  HÖCHEN  2
56587 Oberhonnefeld – Germany
Dirk Dewald: +49 2634 / 95 44 50

4. Direct Deliveries to Congress Venue

De Doelen
Schouwburgplein 50
3012 CL Rotterdam
https://www.dedoelen.nl/
Domestic Cargo / Courier Shipments

Trucks access to the exhibition loading area
Please note that each truck from 7.5 ton will be charges registration fee (€185-€ 250)
Access is free for trucks using the official agent for unloading loading.

Courier Shipments – Customs cleared only
It is not recommended to use a courier service especially for a non-European shipment.  
All courier shipments are totally beyond our control so we cannot be responsible for any delay / problem if they cannot be released from the local customs and / or are delay in delivery.

In case of sending a courier shipment, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number, invoice and packing list.
All Courier shipments must be send on DDP terms (Delivery duty paid).

Please contact MERKUR for shipping labels to each of the categories.

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.

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

Heavy & Oversized Shipments
A heavy and oversized shipment applies 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.
**Payment Terms**
In order to ensure move in/out of your shipment/s, 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.

Please notify “Merkur” immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents in advance of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Any services not outlined in the attached tariff will be quoted on an individual basis.

**Terms and conditions**
All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

**MERKUR team wish you a successful experience!**
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

1 CBM = 167 kg

Minimum per shipment € 325.00
Up to 250 kg € 2.20/ Kg
Up to 500 kg € 2.05 / Kg
Up to 1000 kg € 1.85/ kg
Above 1000 kg each additional kg € 1.65 / Kg

Airport taxes, storage, fees etc. will be calculated as per outlay € 155.00/Min

Outlay fees + 15% for pre-payment

2. Handling via Warehouse / courier shipment

We highly recommend to send all goods to the Germany advance warehouse.
From free arrival warehouse up to free delivered booth

Including intermediate storage

1 CBM = 333 kg

Shipment up to 25 kg  € 125.00
Shipment up to 50 kg  € 175.00
Shipment over 50 Kg

Min  € 225.00
Per 100 Kg part of  € 36.50

3. Direct Delivery to Venue

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

1 CBM = 333 kg  1 LDM = 4 CBM

Shipment up to 25 kg  € 105.00
Shipment up to 50 kg  € 155.00
Shipment over 50 Kg

Min  € 225.00
Per 100 kg part of  € 36.50
Truck 7.5t  € 750.00
Truck 13.6 M  € 1,350.00
4. Customs Formalities

**Carnet ATA**

Temporary importation under ATA Carnet € 190.00

**Temporary Importation**

Temporary importation and/or re-exportation

With commercial invoice € 190.00

Customs bond fee 2% CIF Value € 185.00 /Min

Use of our VAT reg number for Import / export € 125.00

**Permanent Importation**

Per shipment / per document / per exhibitor € 190.00

Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax

+ 15% for pre-payment

Local T form – from/To venue € 190.00

International T form € 225.00

Cancelation of Transit document € 175.00

**Additional cost**

- Customs inspection € 180.00
- Special Clearances
  - Food, beverages, pharmaceuticals etc. Available upon request
- Courier charges For handover of import shipping documents / €90.00 /per documents
- Use of agent import tax registration number € 95.00/ per entry
- Transit document € 145.00
- International T form / cancelation € 185.00

**Other Charges**

- Handling of empties (including storage) € 75.00 / CBM /Min 2 CBM
- Storage of full goods, € 85.00 /CBM
- Forwarding commission - per order / shipment € 75.00
- On-site representative for service / support € 55.00
Outbound Handling Charges

The same rates will apply for outbound services.

Please Note:

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 35% on total move in/out charges.

Overtime surcharge (20:00 – 08:00) – additional 75% on total move in/out charges.

Saturday Sunday & Holidays – additional 100% on total move in/out charges

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 if the exhibitor is present or not.

All the above is excluded VAT.
Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to MERKUR

E-mail: akerman@merkur-expo.com

Pre advise - Material handling form

Shipment information

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<th>E mail address</th>
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| Tel #                     |
Billing 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 _______________________________________________________________

For payment by credit card please approach MERKUR.
EXHIBITION GOODS
For the Exhibitor's Stand Only

Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

De Doelen
Schouwburgplein 50
3012 CL Rotterdam - HOLLAND
FOR ESPID 2020 CONGRESS

Box No. _______ of _______
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
For ESPID 2020 - ROTTERDAM - HOLLAND

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 Schmitt Peterslahr
A U F D E M HÖHCHE 2
56587 Oberhonnefeld, Germany
Dirk Dewald: +49 2634 / 95 44 50
For: ESPID 2020 - ROTTERDAM - HOLLAND

Box No. ________ of ________