

ESPNIC 2023

The European Society of
Paediatric and Neonatal
Intensive Care

Athens | Greece
20-23 June 2023

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 Project Manager

Bernd Blum

Cell: + 49 175 588 0291

E-mail: Bernd.Blum@merkur-expo.com

Please note these important dates:

| | |
|----------------|---|
| Buildup | Monday, 19 June at 09:00 for "Space Only" Booths (Shell Scheme Booths may access at 16:00) |
| Congress dates | 20-23 June 2023 |
| Breakdown | Friday, 23 June at 13:30 |

| SERVICE | DEADLINE |
|--|---|
| Door to door shipments | Please contact Merkur |
| Airfreight shipments | Please contact Merkur for shipping instructions |
| Shipment via Advance warehouse in Germany | No later than Thursday, 8 June |
| Exhibition goods - Direct deliveries to Congress venue | 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 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
 Notify:
 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 or missing pre-advice might be delayed.

4. Direct Deliveries to Congress Venue

Domestic Cargo / full load trucks

Delivery Address:

Megaron Athens International Conference Centre
Vass. Sofias Ave. & Kokkali Str.
115 21 Athens, Greece

For delivery direct to the venue, please make sure to send time-slot request **no later than Wednesday, 14 June.**

5. Courier Shipments

Please be sure to send us a pre-advise 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.

All courier shipments 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

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 (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).

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: Bernd.Blum@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**

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 | min € 195.00 |
| Min + 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 | min € 195.00 |
| Min + 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 |
|--|----------|

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= 3303KG**
- ❖ **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**