



Dear Exhibitor/Stand Builder,

Merkur is the official handling agent for KENES congresses in 2020. We are a full door to door service company, and sole on-site logistics contractor. As such, we are pleased to update you regarding the services and guidance as how we dispatch shipments to the event.

Onsite Handling

Merkur is the sole official agent to handle cargo inside the venue. Exhibitors and stand builders are prohibited from using trolleys during set-up and dismantling periods .

For safety reasons no self-unloading / loading will be permitted, stand builders are requested to contact Merkur to avoid delay in move in and out

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 .

Contact Details

Merkur Expologistics

Contact: Ms. Zehavit Akerman

Mobile: +972 52 511 4982

E-mail: akerman@merkur-expo.com

Please note these important dates:

Service	Deadline
Door to door	For this service please contact Merkur
Airfreight Shipments	For this service please contact Merkur
Shipment via Germany advance Warehouse	No later than 5 October 2020 We highly recommend to use this option, storage is free of charge.
Exhibition goods - Direct Deliveries to Congress Venue	Wednesday, 14 October 2020, from 10:00
Move out	Monday, 19 October 2020 18:30-24:00

Shipment Categories

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) 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, shipping instructions and labels.

Documents must be send to Merkur 5 working days before dispatching the goods, Cargo arriving beyond deadlines an additional 30% handling surcharge will be added

3. Shipment via Germany advance warehouse

Warehouse Address:

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

A U F D E M HÖHCHEM 2

56587 Oberhonnefeld – Germany

Dirk Dewald: +49 2634 / 95 44 50

C/O Congress:

Exhibitor: _____

4. Direct Deliveries to Congress Venue / Domestic Cargo

CCIB – Barcelona International Convention Centre

Placa de Willy Brandt, 11-14, 08019 Barcelona, Spain

- Entry to the loading area is subject to confirmed time slot & pre alert. Every van / truck / car needs a time slot for unloading.
- Trucks arriving without confirmed time slot 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.
- Trucks have to leave the unloading area immediately after unloading is finished .
- It is highly recommended not to use a courier service for shipping your goods to the congress venue.

5. Courier Shipments – Customs cleared only

It is **highly** recommended not to use international courier service.

All courier shipments are totally beyond our control so we cannot be responsible for any delay / problem if they cannot be released from the France customs and / or are delay in delivery.

In case of sending a courier shipment, please be sure to send us a pre-advice with the full details of the shipment: courier company, number of pieces and tracking number.

All Courier Shipments must be send on DDP terms (delivery duty paid).

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 wishes you a successful experience!

Logistics services tariff Barcelona 2020

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 sending 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 or part of	€ 36.50

3. Direct Delivery to Venue

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

1CBM = 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 or 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.

DATE: _____

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

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	

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

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 EAPS 2020 - BARCELONA - SPAIN

Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

CCIB – Barcelona International Convention Centre

Placa de Willy Brandt, 11-14,

08019 Barcelona, Spain

For EAPS 2020 - BARCELONA - SPAIN

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 HÖHCHEN 2

56587 Oberhonnefeld, **Germany**

Dirk Dewald: +49 2634 / 95 44 50

For : EAPS 2020 - BARCELONA - SPAIN

Box No. _____ of _____