

April 216

EHMTIC 2016
Glasgow, Scotland,
15-18 September, 2016

SHIPPING INSTRUCTIONS – BAG INSERTS

Dear Exhibitor/Stand Builder,

Hermes-Merkur is the official handling agent for KENES congresses in 2016. We are a full door to door service company. As such, we are pleased to update you regarding arrangements for shipping, international freight forwarding, customs clearance and onsite services.

Onsite Handling

Hermes-Merkur is the exclusive logistics supplier for the congress. Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse.

Contact Details:

Hermes
Contact: Ms. Zehavit Akerman
Tel: + 49 6173 966 95 28
Mobile: +972 52 511 4982
E-mail: zehavitak@hermes-exhibitions.com

Please note these important dates:

SERVICE	DEADLINE
Shipment via Frankfurt warehouse No later than	Sep 5, 2016
Direct delivery	Sep 14 ,2016 -not later than 09:00 am

INSERTS VIA GERMANY WAREHOUSE

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No. (if relevant)

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: EHMTIC 6 - GLASGOW , United Kingdom
Box No. _____ of _____

INSERTS For Congress Bags

Air Freight Shipments

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn – Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

For: EHMTIC 2016 - Glasgow , United Kingdom

Box No. _____ of _____

Insert Shipments

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

Label: Insert-for participant bags

Services, Delivery Address & Shipping Instructions

Airfreight Shipments

Please send all airfreight shipments to Frankfurt airport only.
Airway bill (AWB) must be sent prepaid and consigned to:

Consignee:

Merkur Expo Logistics GmbH
65760 Eschborn – Germany
Tel: +49 6173 966 95 11
Att: Mr. Bernd Blum

Notify:

Congress name _____
Name of Exhibitor _____
Stand no. _____

IMPORTANT !!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

Documents:

Original AWB, BL + Proforma invoice must be received 2 working days prior to goods arrival.

Shipment via Frankfurt Warehouse

Warehouse address:

Merkur Expo Logistics GmbH
Schmitt Peterslahr
AUF DEM HOHCHEM2
56587 Oberhonnefeld - Germany
Att: Mr. Dirk Dewald
Tel: +49 2634 95 44 50

Notify:

Congress name _____
Name of Exhibitor _____
Stand no. _____

We strongly recommend not sending courier shipment directly to the venue.

In all ways of shipping, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number.



All courier shipment must be send 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.

Direct delivery

The Scottish Exhibition and Conference Centre (SECC)
Glasgow
G3 8YW – United Kingdom

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.

Payment terms

In order to ensure delivery of your inserts , please complete and sign the attached material handling form/payment confirmation and return it to our attention.

HANDLING RATES – EUROPE 2016

1. Air Freight

From free arrival Frankfurt airport up to free delivered venue

Minimum per shipment	€ 325.00
Up to 250 kg	€ 2.05 / Kg
Up to 500 kg	€ 1.55 / Kg
Up to 1000 kg	€ 1.40 / kg
Above 1000 kg each additional kg	€ 1.35 / Kg

Airport taxes, storage, fees etc. will be calculated as per outlay

Outlay fees + 10% for pre payment € 125.00 Min

2. Customs Formalities

Permanent Importation Per shipment / per document / per exhibitor

€ 190.00

Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax 10% for pre payment

Customs inspection € 65.00

3. Handling via Germany Warehouse

From free arrival warehouse up to free delivered booth including:

Intermediate storage

Shipment up to 25 kg	€ 125.00
Shipment up to 50 kg	€ 175.00
Shipment over 50 kg	€ 85.00 / CBM / Min 3 CBM

4. Direct delivery

From free arrival venue up to free delivered booth including:

Shipment up to 25 kg	€ 75.00
Shipment up to 50 kg	€ 95.00
Shipment over 50 Kg	€ 75.00 / CBM/Min 3 CBM

1 CBM= 300 KG , 1 LDM =4 CBM

We wish you a successful experience!
HERMES-MERKUR