Dear Exhibitor/Stand Builder,

Merkur is the official handling agent for KENES congresses. 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.

Covid 19 - Health and Safety for your experience

Exceptional times call for exceptional safety measures. That is why we have been working with instructions to create a multi-layered safety approach. We are adapting as necessary whilst leading the move in/ out.

Fill in the Health and Safety Declaration and indicate who will be your main contact person. This person will be responsible for your stand onsite. It is responsibility of stand contractor during the build /dismantle (to ensure the capacity of the stand is under control and within allowed limits. The general rule for calculation is: 1 person / 4 sqm.

- Stand contractors team needs to be pre-registered before the event.
- Facemasks must be worn in the exhibition halls.
- Plan your break down schedule carefully.

Please make sure to get final Instructions and regulations close to congress date. Involve in your planning official freight forwarding partner – Merkur in your timetable and needs.

Onsite Handling

To help improve congestion in and around the show-site, for security reasons, insurance and organizer policy, Merkur is the exclusive handler onside the venue. No other company is permitted to handle cargo within the venue.

Only full load trucks that have loaded at the customer’s premises and have driven directly to the venue are permitted to enter. Any other shipments and groupage cargo must be delivered or collected via the off-site warehouse.

All self-unloaders must book time slot in advance,

Please forward pre advice to xxxxxxxxxx for approval before shipping.

Self-unloading / Loading is subject to fee.

Contact Details:

Merkur Expo Logistics
Contact: Mr Bernd Blum
Tel: + 49 617 39669511
Mobile: +49 1755880291
E-mail: Bernd.Blum@merkur-expo.com
Please note these important dates:

<table>
<thead>
<tr>
<th>Service</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildup</td>
<td>September 1</td>
</tr>
<tr>
<td>Congress dates</td>
<td>September 2-4</td>
</tr>
<tr>
<td>Breakdown</td>
<td>September 4 up to midnight</td>
</tr>
</tbody>
</table>

**SERVICE**

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door to door shipments</td>
<td>Please contact Merkur</td>
</tr>
<tr>
<td>Airfreight shipments</td>
<td>Please contact Merkur</td>
</tr>
<tr>
<td>Shipment via Germany warehouse</td>
<td>No later than August 24</td>
</tr>
<tr>
<td>Exhibition goods - Direct deliveries to Congress venue</td>
<td>September 1 <strong>Subject to time slot</strong></td>
</tr>
</tbody>
</table>

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**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 Frankfurt Warehouse**

   **Warehouse address:**
   Merkur Expo Logistics GmbH
   Schmitt Peterslahr
   AUF DEM HOCHCHEN 2
   56587 Oberhonnefeld - Germany
   Att: Dirk Dewald
   Tel: +49 2634 95 44 50

   Notify:
   Congress name _____________________
   Name of Exhibitor ___________________
   Stand no. _________________________
4. **Direct Deliveries to Congress Venue**

**Domestic Cargo /courier shipments / full load trucks**

**Delivery Address:**

Palais des Congrès de Paris  
2 place de la Porte Maillot  
75017 Paris, France.

For delivery direct to the venue, please make sure to send time slot request **No later than 3 working days prior the buildup date.**  
Please contact Merkur for final Covid regulations.

5. **Courier Shipments**

It is not recommended to use a courier service for shipping your goods to the congress venue. 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 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.

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.  

**Exhibition goods - for exhibition stand only** Please use only the attached labels.  
Labels for the below will be send upon request.  
**Marketing/promotion material-for unmanned display**

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**

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. 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. 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. **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).

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**We wish you a successful experience!**

MERKUR EXPO LOGISTICS
Health and safety declaration

Deadline for sending by e-mail to Merkur: August 24, 2012

Stand builder information.
Exhibitor ___________ stand # ________________
Stand Builder ___________ Contact person ___________
Tel _______________ Mobile _______________ e-mail ____________________________

Your health & safety representative on the stand (Full name and mobile #)
__________________________________________________________________

Trucking company & drivers’ information
Exhibitor ___________ stand # ________________
Trucking company ___________ Tel _______________
e-mail ____________________________
Full load truck _______________ consolidated / groupage ___________
Driver full details ___________ Mobile _______________

Your company health & safety representative on the stand (Full name and mobile #)
__________________________________________________________________
**Inbound / out bound**

1. **Air Freight**
   **From free arrival airport up to free delivered booth**
   1 CBM = 176 kg

   - Minimum per shipment: €375.00
   - 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
   Minimum €125.00 Min
   Outlay fees + 10% for prepayment

2. **Handling via Germany Warehouse / local advance Warehouse**
   **From free arrival Warehouse up to free delivered booth**
   1 CBM = 300 kg

   - Shipment up to 25 kg: €125.00
   - Shipment up to 50 Kg: €175.00
   - Shipment over 50 kg: Min 3 / CBM €100.00/CBM

3. **Direct Delivery to Venue**
   **From free arrival venue up to free delivered stand, first time spotted:**
   1 CBM = 300 kg

   - Shipment up to 25 Kg: €95.00
   - Shipment up to 50 Kg: €150.00
   - Shipment over 50 Kg: Min 3 / CBM €85.00/CBM
   - Truck 7.5t: €850.00
   - Truck 13.6 M: €1,350.00

4. **Entrance fee**
   - Truck 7.50 T: €185.00
   - Truck 13.6 M: €250.00

   Exhibitors / stand builders who will use Merkur services won’t be charged these fees

5. **Customs Formalities**
   - Carnet ATA - Temporary importation under ATA Carnet: €200.00
   - Temporary Importation - Temporary importation and/or re-exportation: €200.00
     Customs bond fee 1.5% CIF Value
     Min €85.00
   - Permanent Importation - Per shipment / per document / per exhibitor: €200.00
   - Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax
     + 10% for pre payment
     Min €45.00
   - Customs inspection - Based on weight volume customs office
     Min €65.00

**Special Clearances**
Food, beverages, pharmaceuticals etc. Available upon request
### 6. Other Charges

<table>
<thead>
<tr>
<th>Service</th>
<th>Min / CBM</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handling of empties (including storage)</td>
<td>Min 3 / CBM</td>
<td>€ 85.00</td>
</tr>
<tr>
<td>Full goods storage</td>
<td>Min 3 / CBM</td>
<td>€ 95.00</td>
</tr>
<tr>
<td>Forwarding commission - per order / shipment</td>
<td></td>
<td>€ 75.00</td>
</tr>
<tr>
<td>On-site representative for service / support</td>
<td></td>
<td>€ 55.00</td>
</tr>
<tr>
<td>Late arrival surcharge additional 20% on handling rates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transit document T1</td>
<td></td>
<td>€ 75.00</td>
</tr>
<tr>
<td>Use of customs broker import tax registration</td>
<td></td>
<td>€ 115.00</td>
</tr>
</tbody>
</table>

### 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 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:

**Pre advise - Material handling form**

<table>
<thead>
<tr>
<th>Congress name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor name</td>
<td></td>
</tr>
<tr>
<td>Stand #</td>
<td></td>
</tr>
</tbody>
</table>

**Shipment information**

<table>
<thead>
<tr>
<th>Service requested</th>
<th>Door to Door</th>
<th>Germany Advance Warehouse</th>
<th>Direct to Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipper’s name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E mail address</td>
<td></td>
</tr>
<tr>
<td>Tel #</td>
<td></td>
</tr>
<tr>
<td>Purchase order #</td>
<td></td>
</tr>
<tr>
<td>Truck size</td>
<td></td>
</tr>
<tr>
<td>Courier tracking #</td>
<td></td>
</tr>
<tr>
<td>Airway bill number (AWB #)</td>
<td></td>
</tr>
<tr>
<td>Number of pieces</td>
<td></td>
</tr>
<tr>
<td>Weight in Kg</td>
<td></td>
</tr>
<tr>
<td>CBM</td>
<td></td>
</tr>
</tbody>
</table>
Payment 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 ________________________________

Card type  VISA  DINERS  MASTER CARD  AMEX

Credit card #

Expiry date __________CVC (Last 3 digits on back of credit card) __________

Card holder's name __________________ card Holder's Signature __________

Please enclose a copy of both front and back side of your credit card

Payments by credit card additional 3.00 % service fee will be added for AMEX 3.5%.

We cannot guarantee services for any cargo arrival without a pre-advice and payment confirmation!
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 DE M HÖHCHE 2
56587 Oberhonnefeld, Germany
Dirk Dewald: +49 2634 / 95 44 50

Congress:

Box No. _______ of _______
EXHIBITION GOODS
For the Exhibitor's Stand Only

<table>
<thead>
<tr>
<th>Air Freight Shipments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Name</td>
</tr>
<tr>
<td>Stand/Booth Number</td>
</tr>
<tr>
<td>Contact Person</td>
</tr>
<tr>
<td>Mobile Phone</td>
</tr>
</tbody>
</table>

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

Congress:

Box No. ______ of ______