

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 outside 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:

Buildup	September 1
Congress dates	September 2-4
Breakdown	September 4 up to midnight
SERVICE	DEADLINE
Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur
Shipment via Germany warehouse	No later than August 24
Exhibition goods - Direct deliveries to Congress venue	September 1 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 Frankfurt Warehouse

Warehouse address:

Merkur Expo Logistics GmbH
Schmitt Peterslahr
AUF DEM HOHCHEM 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-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.

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).

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 #)

Handling rates Paris 2021

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 b € 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:

1CBM = 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 charge 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 valume customs office Min € 65.00

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

6. Other Charges

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

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 100% on total move in/out charges.

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

DATE: _____

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to Merkur
E-mail:

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	

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

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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-advise 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 D E M HÖHCHEN 2

56587 Oberhonnefeld, Germany

Dirk Dewald: +49 2634 / 95 44 50

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

Congress:

Box No. _____ of _____