



20<sup>th</sup> BIENNIAL MEETING OF  
THE EUROPEAN SOCIETY  
FOR IMMUNODEFICIENCIES  
GOTHENBURG, SWEDEN | 12-15 OCTOBER 2022



## **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 Expo Logistics

**Mr. Bernd Blume**

Project Manager

Cell: + 49 (0) 175 5880291

E-Mail: [Bernd.Blum@merkur-expo.com](mailto:Bernd.Blum@merkur-expo.com)

### **Please note these important dates:**

Due to Covid make sure to get update instruction closer to the ESID Meeting

Buildup	Monday, 10 October 17:00 - 23:59 <b>For "Space Only" booths</b>
	Tuesday, 11 October 07:00 – 19:00
Exhibition dates	12 - 14 October
Breakdown	Friday, 14 October 17:00 -24:00

SERVICE	DEADLINE
Door to door shipments	Please contact <i>Merkur</i>
Airfreight shipments	Please contact <i>Merkur</i>
Shipment via Germany Advance warehouse	Wednesday, 5 October 2022
Exhibition goods - Direct deliveries to Meeting venue <b>only full load trucks</b>	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 meeting. 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

#### **Attention for all shipments:**

We need a full pre-advice in advance. Please send your full pre-advice to *Merkur*. Shipments with insufficient information's or missing pre-advice might be delayed

#### **4. Direct Deliveries to Meeting Venue**

Domestic Cargo / full load trucks  
Svenska Mässan Gothia Towers

For delivery direct to the venue, please make sure to send time slot request **no later than 3 working days** prior to delivery.

## 5. Courier Shipments

### COURIER DIRECT TO STAND, NOT A GOOD IDEA:

The exhibition hall is not a permanent warehouse and therefore courier deliveries will be refused, unless the shipment is delivered during the tenancy period and the customer is present at the booth, in order to receive the parcels from his transport company and sign off the delivery note.

We strongly recommend sending your courier to the warehouse delivery address. It has an additional cost, but by doing so you make sure that your items arrive safely and on time to the event.

We can only allow Fedex, UPS, DHL Express and TNT clear on our name. Courier shipments (except envelopes) cannot be cleared automatically by the courier companies but do require a local importer of record. We will act as importer if required, by providing our VAT registration number to customs. This service is chargeable, please check our tariff.

Please be sure to send us a pre-advice 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 in Germany which will occur extra charges.

All courier shipment 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 or 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**

## **Health and Safety Declaration**

Deadline for sending by e-mail to *Merkur*: 3 working days prior move-in

### **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 #)

\_\_\_\_\_

DATE: \_\_\_\_\_

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to Merkur

E-mail: [Bernd.Blum@merkur-expo.com](mailto:Bernd.Blum@merkur-expo.com)

**Pre advise - Material Handling Form**

<b>Congress name</b>	
<b>Exhibitor name</b>	
<b>Stand #</b>	

**Shipment Information**

<b>Service Requested</b>		
<b>Door to Door</b>	<b>Germany Advance Warehouse</b>	<b>Direct to Venue</b>

<b>Shipper's name</b>	
<b>E mail address</b>	
<b>Tel #</b>	
<b>Purchase order #</b>	
<b>Truck size</b>	
<b>Courier tracking #</b>	
<b>Airway bill number (AWB #)</b>	
<b>Number of pieces</b>	
<b>Weight in Kg</b>	
<b>CBM</b>	
<b>7.5-ton truck</b>	
<b>Full load 13.6 truck</b>	

## **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 - 2022

### 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

Minimum per shipment	€ 395.00
Up to 250 kg	€ 2.85/ per kg
Up to 400 kg	€ 2.00/ per kg
Up to 600 kg	€ 1.85/per kg
Up to 800 kg	€ 1.75/ per kg
Above 800 kg	Pls ask for rate

D.O, Airport taxes, storage, fees etc. will be calculated as per outlay € 175.00 Min  
Outlay fees + **10% for prepayment**

#### 2. Handling via advance warehouse

Each CBM = 330 Kg

##### From free arrival warehouse up to free delivered booth including:

##### Intermediate storage

Shipment up to 50 kg	€ 175.00
Up to 100 Kg	€ 255.00
Above 100 Kg, Per each 100 Kg or part off	€ 36,50

#### 3. Customs Formalities

##### Carnet ATA

Temporary importation under ATA Carnet € 210.00

##### Temporary Importation

Temporary importation and/or re-exportation	
With commercial invoice up to value of €10,00	€ 250.00
Each additional heading number	€ 25.00
Customs bond fee 1.75% CIF Value	Min € 180.00
Transit document	€ 105.00

##### Permanent Importation

Per shipment / per document / per exhibitor	€ 190.00
Each additional heading number	€ 25.00
Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax	
+ <b>10% for pre payment</b>	

Use of customs broker import tax registration €115.00

##### Customs inspection

As per outlay +10% per payment Min € 175.00

##### Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request



#### 4. Other Charges

- Handling of empties € 80.00 / CBM (Min 2 CBM)
- Full goods storage € 90.00 / CBM (Min 2 CBM)
- Forwarding commission – per invoice € 75.00
- On-site representative for service / support € 85.00

#### Outbound Handling Charges

The same rates will apply for outbound services.

#### 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 of if the exhibitor is present or not.

#### Please Note:

- ❖ **1 CBM= 330 KG , 1 LDM =4 CBM**
- ❖ **Air freight 1CBM = 167 KG**
- ❖ **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 75% on total move in/out charges.**
- ❖ **Saturday surcharge additional 75% on total move in/out charges.**
- ❖ **Sunday & Holidays – additional 100 % on total move in/out charges**

#### Special remark effects April 2022

Due to the latest global and regional developments fuel-costs and costs of logistic manpower increased significantly and have affected all global logistic activities. Therefore, we have to implement a Diesel-Surcharge of 9 % on all our services (except customs clearances).

# 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 Gebr. Thomaidis GmbH  
Joseph-Bautz-Straße 19  
63457 Hanau, Germany

Congress

**ESID 2022**

Box No. \_\_\_\_\_ of \_\_\_\_\_