



WSAVA 2020 23-26 SEPTEMBER, WARSAW, POLAND

Dear Exhibitor/Stand Builder,

Merkur Expo Logistics GmbH is the official on-site logistics agent nominated by *Kenes Group* to handle all in/out shipments arriving to **WSAVA 2020** Conference. We are a full door to door service company. As such, we are pleased to update you regarding the services and guidance as how we dispatch shipments to the event.

Onsite Handling

Due to security, insurance and organizer policy, *Merkur Expo Logistics* is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

The shipping instructions are provided to assist with your preparation for the correct and timely dispatch of materials to the congress. Please follow the instructions closely.

The shipping instructions includes:

- Shipping Instructions
- Tariff
- Time slot form
- Material Handling Form

In order to follow up your shipment and to confirm arrival on time, we kindly ask you to provide the official shipping agent with the following information prior to shipping:

1. Number of pieces (pallets, boxes, cartons, etc.)
2. Way of transport (road freight, courier services, airfreight, ocean)
3. Airway bill number Exhibitors and stand builders may choose to use their own services to deliver their goods to the venue door.

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 the official logistics agent. Shipments sent directly to the venue prior to **Monday September 21** will be refused by Conference Centre.



Contact Details

MERKUR EXPO LOGISTICS GMBH

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	Please contact MERKUR.
Airfreight Shipments	Please contact MERKUR.
Shipment via German advance Warehouse	No later than Monday, September 14, 2020.
Direct delivery of inserts	Direct delivery of inserts will be accepted only on Monday September 21, 08:00- 9:00 AM.
Exhibition goods - Direct Deliveries to Congress Venue	Monday September 21 from 12:00 Set-up-only for "space only" stands.
Move out – dismantling	Saturday, September 26 from 16:30 Only after empties will be return by the official freight agent.

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) **Insert-for participant bags - Direct delivery of inserts will be accepted only on Monday September 21, 08:00- 09:00.**
- (2) **Marketing and display .**
- (3) **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 timetable, shipping instructions and labels.

3. Shipment via Germany advance warehouse

Warehouse Address:

Merkur Expo Logistics GmbH
C/O Schmitt Peterslahr
Auf dem hohchen 2
56587 Oberhonnefeld – Germany
Dirk Dewald: +49 2634 / 95 44 50
WSAVA 2020/ Exhibitor name.

4. Direct Deliveries to Congress Venue

WARSAW EXPO XXI
Prądzyńskiego 12/14, 01-222
Warszawa, Poland

Domestic Cargo / Courier Shipments

Entry to the loading area is subject to confirmed time slot & pre alert.

Trucks access to the exhibition loading area

Please note that each truck from 7.5 ton will be charges registration fee (€185-€ 250)

For trucks using the official agent for unloading loading are free of registration fees.

Courier Shipments – Customs cleared only

It is not recommended to use a courier service especially for a non-European shipment.

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



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, invoice and packing list.

All Courier shipments must be send on DDP terms (Delivery duty paid).

Please contact MERKUR for shipping labels to each of the categories.

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).

HANDLING RATES - WSAVA - WARSAW 2020

Inbound / out bound

1. Air Freight - via airport

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	€ 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	€ 125.00 Min
Outlay fees + 10% for pre-payment.	

2. Handling via Warehouse

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

Intermediate storage	
Shipment up to 50 kg	€ 175.00
Min	€ 275.00
Per 100 Kg or part off	€ 36.50

3. Direct Delivery to Venue –

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

Shipment up to 50 kg	€ 115.00
Min	€ 225.00
Per 100 Kg or part off	€ 26,50
Truck 7.5t	€ 850.00
Truck 13.6 M	€ 1,550.00

4. Truck Registration & Time Slot Management Fees

Truck 7.5t	€ 185.00
Truck 13.6 M	€ 250.00

5. Customs Formalities

Carnet ATA

Temporary importation under ATA Carnet € 190.00

Temporary Importation

Temporary importation and/or re-exportation		
With commercial invoice / Carnet		€ 190.00
Customs bond fee 2.5% CIF Value	Min	€ 180.00
Transit document (T-1)		€ 105.00

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

Use of customs broker import tax registration € 115.00

Customs inspection € 150.00

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

5. Other Charges

- | | |
|--|---------------------------|
| • Handling of empties | € 75.00 / CBM (Min 2 CBM) |
| • Full goods storage | € 85.00 / CBM (Min 2 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.

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.

Please Note:

- ❖ **1 CBM= 333 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 35% on total move in/out charges.**
- ❖ **Overtime surcharge (22:00 – 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: 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 : WSAVA 2020 - WARSAW - POLAND

Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only



Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

WARSAW EXPO XXI

Prądyńskiego 12/14, 01-222

Warszawa, Poland

FOR: WSAVA 2020 - WARSAW - POLAND

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 HÖHCHE N 2

56587 Oberhonnefeld, **Germany**

Dirk Dewald: +49 2634 / 95 44 50

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Box No. _____ of _____



Marketing/Promotional Material

Air Freight Shipments

Exhibitor's Name

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn – Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

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Box No. _____ of _____



Marketing/Promotional Material

Direct to Venue

Exhibitor's Name

Contact Person

Mobile Phone

WARSAW EXPO XXI

Prądyńskiego 12/14, 01-222

Warszawa, Poland

FOR: WSAVA 2020 - WARSAW - POLAND

Box No. _____ of _____

**Marketing/Promotional Material
Via Germany Warehouse**



Domestic Cargo / Courier Shipments

Exhibitor's Name

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

A U F D E M HÖHCHE N 2

56587 Oberhonnefeld – Germany

Dirk Dewald: +49 2634 / 95 44 50

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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: WSAVA 2020 - WARSAW - POLAND

Box No. _____ of _____

INSERTS

For Congress Bags



DIRECT TO SHOW SITE

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

WARSAW EXPO XXI

Prądyńskiego 12/14, 01-222

Warszawa, Poland

FOR: WSAVA 2020 - WARSAW - POLAND

Box No. _____ of _____

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 HÖHCHE N 2
56587 Oberhonnefeld, Germany
Dirk Dewald: +49 2634 / 95 44 50
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