



# ESO-WSO CONFERENCE

Jointly Organised by the European Stroke Organisation &  
the World Stroke Organization



**Shipping Instructions**

**A United Voice  
for Stroke**

**VIENNA**

**7-9 NOVEMBER 2020**



[www.eso-wso-conference.org](http://www.eso-wso-conference.org)

March 24, 2020



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 ESO-WSO 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.

### Contact Details

**Merkur Expo Logistics GmbH**

Contact: Ms. Zehavit Akerman

Mobile: +972 52 511 4982

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

**Please note these important dates:**

Service	Deadline
Door to door	For this service please contact <i>Merkur</i>
Airfreight Shipments	For this service please contact <i>Merkur</i>
Shipment via Germany Advance Warehouse	No later than Thursday, 29 October 2020 <b>We highly recommend using this option.</b> <b>Storage is free of charge</b>
Exhibition goods - Direct Deliveries to Conference Venue	Thursday, 5 November 2020 From 10:00
Move-out	Monday, 9 November 2020

## 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) Marketing and Promotional Material (Yellow label)
- (2) Exhibition goods-for exhibition stands only (Red label)

## 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 conference. This will assist in reducing costs and ensuring timely delivery.

### 2. Air freight shipment

Please contact *Merkur* for, shipping instructions and labels.

Documents must be sent to *Merkur* 5 working days before dispatching the goods,  
Cargo arriving beyond deadlines - an additional 30% handling surcharge will be added.

### 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

C/O ESO-WSO 2020 Conference – Vienna - Austria

Exhibitor name: \_\_\_\_\_

### 4. Direct Deliveries to Conference Venue / Domestic Cargo

Venue address:

Austria Centre

Bruno-Kreisky-Platz 1, 1220 Vienna, Austria

- Entry to the loading area is subject to confirmed time slot & pre alert.
- Every van / truck / car needs a time slot for unloading.
- Trucks arriving without confirmed time slot must face waiting time until the next free time- slot is available. In general, waiting time may occur for which *Merkur* cannot be held responsible.
- Due to tight time-schedule, all unloading operations are strictly operated by *Merkur* only.
- Trucks must leave the unloading area immediately after unloading is finished.

### **5. Courier Shipments – Customs cleared only**

It is NOT recommended to use international courier service.

In case of sending a courier shipment, please be sure to send us a full 'Pre-advise' with the full details of the shipment: courier company, number of pieces and tracking number.

All courier shipments must be sent on D.D.P terms ( delivery duty paid ).

**All courier shipments are totally beyond our control so we cannot be responsible for any problems concerning customs release which might cause a delay in delivery.**

### **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 7 days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

### **Payment Terms**

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 conference. 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).

**Merkur Expo Logistics wishes you a successful experience**

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

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to *Merkur*

E-mail: [akerman@merkur-expo.com](mailto:akerman@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>	

### **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.

**We cannot guarantee services for any cargo arrival without a pre-advise and payment confirmation!**

## **HANDLING RATES – AUSTRIA 2020**

### **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	€ 325.00
Up to 250 kg	€ 2.75 / Kg
Up to 500 kg	€ 1.85 / Kg
Up to 1000 kg	€ 1.60 / kg
Above 1000 kg each additional kg	€ 1.45 / 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 warehouse up to free delivered booth including:**

Intermediate storage

Shipment up to 50 kg	€ 175.00
Min	€ 255.00
Per 100 Kg or part off	€ 36.50

#### **3. Direct Delivery to Venue**

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

MIN per shipment	€ 225.00
Per 100 kg or part off	€ 36.50
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	

#### **5. Currier Shipments direct to venue**

Up to 50 kg	€ 125.00
-------------	----------

#### **6. Customs Formalities**

##### **Carnet ATA**

Temporary importation under ATA Carnet	€ 190.00
--	----------

##### **Temporary Importation**

Temporary importation and/or re-exportation	
With commercial invoice	€ 250.00
Each additional customs tariff	€ 25.00
Customs bond fee 2.5% CIF Value	Min € 180.00

Transit document € 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 ( per CBM or part off) € 80.00 / CBM (Min 2 CBM)
- Full goods storage € 90.00 / 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 50% 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**



# 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

**For : ESO-WSO 2020 - VIENNA - AUSTRIA**

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

**For ESO-WSO 2020 - VIENNA - AUSTRIA**

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

# EXHIBITION GOODS

For the Exhibitor's Stand Only

Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

AUSTRIA CENTER

Bruno-Kreisky-Platz 1, 1220 Vienna - AUSTRIA

CONGRESS NAME: ESO-WSO 2020

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 HÖHCHEN 2

56587 Oberhonnefeld – Germany

Dirk Dewald: +49 2634 / 95 44 50

**For : ESO-WSO 2020 VIENNA - AUSTRIA**

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

## Marketing/Promotional Material

Direct to Venue

Exhibitor's Name

Contact Person

Mobile Phone

AUSTRIA CENTER

Bruno-Kreisky-Platz 1, 1220 Vienna - AUSTRIA

**For: ESO-WSO 2020 VIENNA - AUSTRIA**

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

**For : ESO-WSO 2020 - VIENNA - AUSTRIA**

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