



Dear Exhibitor/Stand Builder,

Hermes-Merkur is the official handling agent for WIP congresses in 2018. 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. Please read the information in this Shipping instruction for Shipping, Tariffs, Material Handling and Shipping Labels.

**Onsite Handling**

Due to security, insurance and organizer policy, Hermes-Merkur 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:**

Hermes Exhibitions & Projects Ltd.  
Contact: Ms. Zehavit Akerman  
Tel: + 49 6173 966 95 28  
Mobile: +972 52 511 4982  
E-mail: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

**Please note these important dates:**

<b>SERVICE</b>	<b>DEADLINE</b>
Door to door shipments	Please contact Hermes – Merkur
Airfreight shipments	Please contact Hermes – Merkur
Shipment via Germany warehouse	<b>No later than 30 April 2018</b>
Exhibition goods - Direct deliveries to Congress venue	<b>May 7, 2018 subject to confirmation in advance</b>
Dismantling	May 12, 2018

**Services, Delivery Address & Shipping Instructions**

**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**
- (2) **Marketing/promotion material-for unmanned display**
- (3) **Exhibition goods-for exhibition stand only**

**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.

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

**2. Airfreight Shipments**

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

**IMPORTANT!!!** Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

**3. Shipment via Frankfurt Warehouse (including courier shipments)**

**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 WIP 2018  
Name of Exhibitor \_\_\_\_\_  
Stand no. \_\_\_\_\_

**4. Direct Deliveries to Congress Venue**

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

**Delivery Address:**

The Convention Centre Dublin (CCD)  
 Spencer Dock  
 North Wall Quay  
 Dublin 1  
 D01 T1W6  
 Ireland

For full load trucks arriving directly to the venue, please make sure to send time slot **request form**.

**All truck from are subject for an entrance fees as per the following:**

<u>7.5 t</u>	<u>€ 185.00 each side</u>
<u>13.6 t</u>	<u>€ 250.00 each side</u>

Exhibitor / Stand builders who will used HERMES – MERKUR won't be charged.

**Courier Shipments to Dublin**

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.**

**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**

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.

**Heavy & Oversized Shipments**

Heavy and oversized shipments 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 bellowed 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 “Hermes - 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 €.**

Any services not outlined in the bellowed 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).

**We wish you a successful experience!**

**HERMES-MERKUR**

**HANDLING RATES – EUROPE 2018**

**Inbound / out bound**

**1. Air Freight**

**From free arrival Frankfurt 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 Germany Warehouse**

**From free arrival warehouse, up to free delivered booth including:**

Intermediate storage

Shipment up to 25 kg	€ 125.00
Shipment up to 50 kg	€ 175.00
Shipment over 50 kg	€ 85.00 / CBM / Min 3
CBM	

**3. Direct Delivery to Venue –**

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

Shipment up to 25 kg	€ 75.00
Shipment up to 50 kg	€ 95.00
Shipment over 50 Kg	€ 75.00 / CBM/Min 3
CBM	
Truck 7.5t	€ 850.00
Truck 13.6 M	€ 1,550.00

**4. Entrance fees**

Truck 7.5t	€ 185.00
Truck 13.6 M	€ 250.00

Exhibitor / Stand builders who will used HERMES – MERKUR won't be charged.

## 5. Customs Formalities

### Carnet ATA

Temporary importation under ATA Carnet € 190.00

### Temporary Importation

Temporary importation and/or re-exportation

With commercial invoice € 190.00

Customs bond fee 1.5% CIF Value Min € 150.00

### 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

**Customs inspection** € 65.00

### Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

## 6. Other Charges

- Handling of empties (including storage) € 75.00 / 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= 300 KG , 1 LDM =4 CBM
- ❖ 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 50% 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 HERMES  
E-mail: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

**Pre-advise - Material handling form**

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

**Shipment information**

Service requested		
Door to Door	Germany Advance Warehouse	Direct to Venue

<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>	

**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 3.50 % service fee will be added for AMEX 4.00 %.

**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

**For :WIP 2018 - DUBLIN**

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

## EXHIBITION GOODS

For the Exhibitor's Stand Only

Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

The Convention Centre Dublin (CCD)

Spencer Dock

North Wall Quay

Dublin 1

Congress name: WIP 2017

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 H Ö H C H E N 2  
56587 Oberhonnefeld, Germany  
Dirk Dewald: +49 2634 / 95 44 50  
**Congress name: WIP 2018 DUBLIN**

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

## Marketing/Promotional Material

For Congress Unmanned Display

Via Germany Warehouse

Exhibitor's Name

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH  
C/O Schmitt Peterslahr  
A U F DE M HÖHCHE N 2  
56587 Oberhonnefeld – Germany  
Congress : WIP 2018 - DUBLIN

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