***Shipping Instruction’s***

To perform a smooth delivery, it is compulsory for all contractors delivering and collecting booth material (full, parcels, empties) to use the off-loading/loading services of Merkur Expo Logistics. A detailed and strict unloading and loading schedule will be established.

Merkur Expo Logistics have been appointed as the official forwarder, customs clearance agent and handling agent for EAN 2022. For safety and time reasons no other contractor will be permitted to operate the lifting into the venue.

Exhibitors are advised to contact Merkur Expo Logistics in time.

Please note that the instructions of the local material coordinators of Merkur Expo Logistics and the security staff are binding.

***Please do not send any booth material and/or literature to the congress venue directly or ahead of time, as the congress venue will refuse to accept the cargo.***

For all deliveries arriving in Vienna, for courier deliveries arriving during build-up, as well as for all information regarding professional handling of booth material, empties, secured storage (before / during / after the congress), general transport, freight shipment and customs clearance, forklift service etc., please contact:

Merkur Expo Logistics GmbH

Mr Bernd Blum

+49 6173 966 95 11

bernd.blum@merkur-expo.com

The range of services provided by Merkur Expo Logistics include

* Transport, national or international
* Temporary or permanent customs clearances
* Coordination of deliveries, delivery time slot management
* Unloading, delivery to exhibition-stands, forklifting
* storage of empty boxes and crate during the event
* Accessible storage for brochures and give-away items during the event
* On-site assistance and super-vision

## General Dates

**Build Up:**

June 22nd, 08.00 – 22.00 hrs

June 23rd, 08:00 – 22:00 hrs

June 24th, 08:00 – 22:00 hrs

**Break Down:**

June 28th, 13:30 – 23:30 hrs

June 29th, 08:00 – 13:00 hrs

## Consigning of Shipments and Deadline Dates

**Road Freight**

**Full Load Trucks / Part Load Trucks**

**Scheduled Un-Loading / Re-Loading**

Due to the limited space of the venue and the tight time-schedule all unloading operations are strictly operated by Merkur Expo only. Trucks have to leave the unloading area immediately after unloading is finished.

All vehicles must arrive at a pre-appointed time for unloading. Please request your preferred unloading time slots by sending the “freight, clearing, loading form” to Merkur Expo until **Friday, 15th of June 2022.** You may also use this form to request freight services from Merkur Expo.

Unloading time slots will be given until Friday, 17th of June 2022. Please dispatch your trucks arriving according to the pre-arranged time of arrival.

**Delivery address**

Merkur Expo Logistics GmbH

C/O IML - Messe Logistik GmbH

Austria Center Vienna

Bruno Kreisky Platz 1, 1220 Wien

c/o Name of Exhibitor / booth number

Trucks arriving after the loading time 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.

**Groupage / Courier Shipments**

All exhibit material / shipments excluding full loads of stand-material must make use of the advance receiving warehouse.

***Please do not send any booth material and/or literature to the congress venue directly or ahead of time, as the congress venue will refuse to accept the cargo.***

International shipments, also courier shipments (DHL Express, FedEx aso.) will be accepted by the advance receiving warehouse until 16th of June 2022.

**Please consign your shipment to:**

Merkur Expo Logistics GmbH

C/O Gebr. Thomaidis GmbH

Josef-Bautz-Str. 19

63457 Hanau

C/O EAN 2022 in Vienna

Exhibitor: \_\_\_\_\_\_ Booth No.: \_\_\_\_\_\_\_\_\_

**Airfreight**

Airport of arrival: Frankfurt (FRA)

Arrival Deadline: 13th of June 2021

**Ocean freight**

On Request, please let us know the volume we will prepare you a separate offer.

**Consigning Address for AWB, B/L (No Courier shipments DHL Express, FedEx aso.)**

Merkur Expo Logistics GmbH

c/o EAN 2022

Rheinstrasse 2

65760 Eschborn / Germany

***This is not the delivery address!***

## Customs Clearance

**Temporary entries (goods returning to origin after the show):**

* Carnet ATA for temporary imports
* Packing list

Please use Carnet ATA only. All exhibits / material entered under temporary importation are subject to control and examination by German customs for Inward and Outward movements. Goods under temporary bond cannot be sold during the show, any sale operation must be reported to German Customs Authorities, otherwise heavy penalties might incur. Please contact us in the case you intend to sell any temporary goods.

**Permanent entries (goods to be consumed during the show):**

We can clear on definitive basis consumable materials such as brochures, giveaways and other promotional materials.

* 3 Originals of Proforma Invoice / packing List in English, showing: No. of units / weights / sizes / total no. of boxes / values / full description of items in English, including serial number, model and customs code no. (Brussels Nomenclature)
* Please issue separate Invoices and separate packing for Temporary Importation (Exhibits) and Permanent Importation (Consumables & advertising material).
* Certificate of Origin (Form A / EUR.1) if applicable

You may use the attached template. Temporary & permanent material must be packed separately, in different boxes.

**Restricted products:**

The following products are restricted and need special requirements and health certificates:

* pharmaceutical products
* any kind of food or beverages

If you are planning to ship food from a non-EU-country, please get in touch with us at least four weeks prior to the opening of the congress.

## Labelling (Bag Inserts / Stand Material)

All shipments to our advance receiving warehouse must be labelled with an appropriate label, which you find attached to this manual. Please do not use any other labels than the attached.

## Shipping Advise

All shipments to the EAN 2022 need to be pre-advised. Please send us all relevant shipping-details (carrier, AWB-No) as soon as available.

## Storage

**Empties**

Empty boxes and packing material will be collected and safely stored during the show. All boxes should be strong enough to unpacking and re-use them after closure of the congress. The empties will be stored outside the congress-centre and are not accessible after collection. Merkur Expo Logistics cannot be held responsible for any material damaged or lost inside the empties.

**Accessible Storage**

If you require assessable storage of promotion material, please let us know seven days prior to the opening if the congress. Small quantities of storage material can be handed over to our on-site staff.

## Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors’ responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo is not liable for any losses, theft or pilferage.

## Basic Conditions of Contract

All services will be billed according to the official EAN 2022 Forwarding & Handling Tariff.

All work undertaken is subject to the German Forwarders terms and conditions, CMR, newest edition, ADSp trading terms and conditions latest edition and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation.

The liability of Merkur Expo ceases with delivery and commences with collection of freight at the exhibition stand. It is the exhibitor’s responsibility to ensure the security of material until collected from the stand by Merkur Expo.

No unauthorized Credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.

## Contact Details

For all international exhibitors or suppliers:

Merkur Expo Logistics GmbH

Mr. Bernd Blum

+49-6173 966 9511

[Bernd.Blum@Merkur-expo.com](mailto:Bernd.Blum@Merkur-expo.com)