

THE 8th
INTERNATIONAL
CONGRESS ON
VASCULAR
DEMENTIA

Athens, Greece
17-20 October 2013
www.kenes.com/icvd

ICVD
2013



Exhibitors Shipping, Tariffs, Material Handling and Shipping labels

**OFFICIAL SHIPPING AGENT, CUSTOMS CLEARANCE AND FREIGHT HANDLING
HERMES EXHIBITIONS AND PROJECTS LTD.**

Dear Exhibitor/Stand Builder,

Hermes-Merkur is the official handling agent for KENES congresses in 2013. We are a full door to door service company, and sole on site logistics contractor. 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, 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

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Please note these important dates:

Service	Deadline
Door to Door Shipments <i>ready for pick up</i> (EEC Countries)	20 September , 2013
Airfreight Shipments Arrival to Frankfurt Airport	25 September , 2013
Shipment via Frankfurt Warehouse	30 September , 2013
Exhibition goods - Direct Deliveries to Congress Venue	16 October , 2013

Important Notes:

Due to unstable economic situation in Greece and strikes all shipments are requested well in advance

Shipment Categories

All shipments must be packed, labeled and sent according to the appropriate.

Please use only the attached labels. Please do not mix different types of shipments in one box.

Categories

(1) Exhibition goods - for exhibition stand only

(2) Insert-for participant bags

(3) Marketing/promotion material for unmanned display

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Services, Delivery Address and Shipping Instructions

1. Door to Door Shipment

We offer companies services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring a timely delivery.

2. Airfreight Shipments

Please send all airfreight shipments to Frankfurt airport only.

Airway Bill (AWB) must be sent prepaid and consigned to:

Consignee: Merkur Expo Logistics GmbH
Rheinstrasse 2
Eschborn, Germany 65760

Tel.: +49 6173 966 95 11
Att: Mr Bernd Blum

Name of Exhibitor: _____

Stand Number: _____

CONGRESSNAME – Vascular – Greece

IMPORTANT !!!

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

Documents

Original AWB, BL & Proforma Invoice must be received 2 working days prior to goods arrival.

The above instructions are for Airfreight Shipments only.

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3. Shipment via Frankfurt Warehouse

Warehouse Address:

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

A U F D E M HÖHCHEN 2

56587 Oberhonnefeld

Dirk Dewald: +49 2634 / 95 44 50

Courier Shipments

It is not recommended to use a courier service for shipping your goods to the congress venue. 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. **Shipments will be accepted in the show site by our representative starting from the first move in date. Shipments arriving before that time 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.

4. Direct Deliveries to Congress Venue

Domestic Cargo / Courier Shipments / Full Load Trucks

❖ Exhibition goods will be accepted 16 October ,2013

Delivery Address:

Hilton Athens

Athens, Greece 11528

46 Vassillissis Sofias Avenue

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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.

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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 should be made in EUR.

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 German forwarders terms and conditions (ADSp).

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.

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Handling Rates

Inbound Handling Charges

1 CBM = 330 kg

1. Air Freight

From free arrival FRANKFURT airport
up to free delivered 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

3. Direct Delivery to Venue

From free arrival venue up to free delivered booth ,
first time spotted

Shipment up to 25 kg	€ 125.00
Shipment up to 50 kg	€ 155.00
Per CBM or part of	€ 90.00 / per CBM
	Min 3 CBM
Truck 7.5 T	€960.00
Truck 13.6 M	€ 1840.00

Airport taxes, storage, fees etc. will be calculated as per outlay

Min € 125.00 Outlay fees + 10% for pre payment

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2. Handling via Warehouse

From free arrival Oberhonnefeld Frankfurt – Germany up to free delivered booth customs cleared goods.

Shipment up to 25 kg	€ 180.00
Shipment up to 50 kg	€ 215.00
Shipment over 50 kg	€ 335.00/ per CBM/ Min 1 CBM
Each additional CBM or part off	€ 125.00

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Customs Formalities

Carnet ATA

Temporary importation under ATA Carnet € 190.00

Temporary Importation

Temporary importation and/or re-exportation with commercial invoice € 190.00

For each customs tariff code € 6.50

Customs bond fee 1.5% CIF Value Min € 150.00

Permanent Importation

Per shipment / per document / per exhibitor € 190.00

For each customs tariff code € 6.50

Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax

+ 10% for pre payment

Customs inspection € 55.00

Export document € 65.00

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

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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.

Please Note:

The above rates do not include UK VAT that will be charged where applicable.

The above rates are for services provided from Mon – Fri, 08:00 – 17:00

Overtime surcharge (18:00 – 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 - additional 75% on total move in/out charges

Sunday & Holidays – additional 100 % on total move in/out charges

EXHIBITION GOODS Via 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 HÖHCHEM 2

56587 Oberhonnefeld, Germany

Att: Dirk Dewald: +49 2634 / 95 44 50

FOR VASCULAR DEMENTIA 2013 - ATHENS, GREECE

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: +49 175 5880291

Att: Mr. Bernd Blum

FOR VASCULAR DEMENTIA 2013 ATHENS, GREECE

Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Hilton Athens

46 Vassilissis Sofias Avenue,

Athens, Greece 11528

FOR VASCULAR DEMENTIA 2013 Athens, Greece

Att: Robert John Nesbitt

Mobile: +972 5 46787948

Box No. _____ of _____