



Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for EBMT 2025 Meeting. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for unloading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons Merkur is the exclusive agent nominated by the organizer for move in and move out and handling of empties.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. 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 Merkur.

Contact Details:

Merkur Expo Logistics – Mrs. Irit Sofer

irit.sofer@merkur-expo.com

Mobile +972-52-8890129

Please note these important dates:

Move in	Friday, March 28– raw stands only - 10:00-22:00 <i>Safety Shoes are mandatory- heavy building</i>
	Saturday, March 29 – all stands - 08:00-16:00 <i>Safety Shoes are mandatory- heavy building</i>
	Saturday, March 29 – all stands - 16:00-22:00 <i>Safety Shoes are NOT mandatory for Exhibitors- Decoration</i>
Exhibition	Sunday, March 30 - Wednesday, April 2
Breakdown	Wednesday, April 2 - 13:00-15:00 (quiet dismantling) <i>Safety Shoes are NOT mandatory</i>
	Wednesday, April 2 - 13:00-15:00 (heavy breakdown) <i>Safety Shoes are mandatory</i>
<u>SERVICE</u>	<u>DEADLINE</u>
Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur
Shipment via Germany Advance warehouse	No later than Thursday March 20
Exhibition goods - Direct deliveries to venue	Unloading time slot must be sent no later than Thursday, March 20, subject to Merkur confirmation

Services, Delivery Address & Shipping Instructions

Please note that all materials entering the venue incur a handling charge

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. Airfreight Shipments

Please contact Merkur for further instructions.

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

3. Shipment via Germany Advance Warehouse

Merkur Expo Logistics GmbH's responsibility ends with the delivery of the exhibitor's consignment to the stand during the set-up phase, regardless of whether the exhibitor is present or not. Items remaining on the stands after the official dismantling time will be removed at the exhibitor's expense.

From free arrival advance storage warehouse up to sand, Free storage cost

Merkur Expo Logistics GmbH
Im Steinigen Graben 7
63571 Gelnhausen
Germany

Notify:

Congress name _____

Name of Exhibitor _____

Stand no. _____

Attention, for all shipments we need full pre-advice in advance. Please send your full pre-advice to Merkur.

Shipments with insufficient information or missing pre-advice might be delayed.

4. Direct Deliveries to Congress Venue

Fortezza Da Basso Congress Venue

Due to the limited space and tight schedule, all unloading operations will be carried out exclusively by Merkur Expo Logistics GmbH.

All vehicles must arrive at a pre-arranged time for unloading. Please request your preferred unloading times by sending the order form to Merkur Expo Logistics GmbH within the specified deadline (first come, first served). Trucks must leave the unloading area immediately after unloading has been completed (max. 45 minutes).

Please note: No acceptance of shipments before the first day of set-up.

Trucks arriving after the confirmed loading time must expect to wait until the next free time slot is available. In general, waiting times may occur for which Merkur Expo Logistics GmbH cannot be held responsible.

Please be sure to send us pre-advice with the full details of the shipment: to Merkur no later than **Thursday, March 20**.

Only DDP (delivery duties paid) shipments will be accepted.

5. Courier Shipments

We strongly recommend sending your courier to the advance warehouse **In Frankfurt**.

We can only clear on our name FedEx, UPS, DHL Express and TNT Courier shipments (except envelopes). Please note that courier shipments cannot be cleared automatically by the courier companies but do require an importer of record. We will act as importers if required, by providing our VAT registration number to customs. This service is chargeable, please check our tariff.

courier company, number of pieces and tracking number.

**Courier charges for handover of import shipping documents € 85.00/ document.
Shipments that arrive without pre alert and payment confirmation will not be accepted.**

6. Handling of empties storage services

Empty boxes and packaging material are collected and stored safely during the exhibition. All boxes should be sturdy enough to be repacked and reused after the end of the congress. Empties are stored outside the Congress Center and are not accessible after collection. Merkur Expo Logistics GmbH cannot be held responsible for damaged or lost material in the empties. If you require accessible storage of promotional materials, please let us know seven days before the opening of the congress. Smaller quantities of storage material can be handed over to our employees on site.

Ladders, pallet-trucks, tools... are considered as full storage. Full goods stored during the exhibition are collected, stored, and re-delivered on stand in the same conditions. The exhibitor/stand builder must provide the complete details of the stored materials. The exhibitor/stand builder must be on site during the pick-up and the return of the full goods. They must inform us in advance about the expected return date and time.

7. 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.

8. Insurance

It is the shipper / exhibitor's 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 the loss or damage of the exhibitor's equipment.

9. Heavy & Oversized Shipments

Heavy and oversized shipments apply to any single exhibit more than 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.

10. Payment terms

Terms of Payment

1. Invoices will be sent by e-mail only.
2. The invoicing is per shipment.
3. Full payment of the incoming handling charges must be received prior the delivery to the booth.
4. The outgoing handling charges are payable immediately after receipt of our invoice.
5. Payment can be made by credit card (VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.
6. VAT will be added.
7. 1,5% interest per month will be charged on overdue payments.

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 a payment guarantee based on the general tariff. Any services not outlined in the attached tariff will be quoted on an individual basis.

Please notify "Merkur" immediately about any requirements relating to invoices.

Please note that all payments are in €.

11. Basic contractual conditions

All services are invoiced according to the official Forwarding & Handling tariff and are based on advance payment, unless otherwise agreed. All work is subject to the German Forwarders' Terms and Conditions, CMR (latest version), ADSp Trading Conditions (latest version) and the Merkur Expo Logistics GmbH liability policy in conjunction with the conditions and tariffs for trade fair transportation. Further information can also be found on our website at www.merkur-expo.com. The liability of Merkur Expo Logistics GmbH ends with the delivery and begins with the collection of the freight at the exhibition stand. It is the exhibitor's responsibility to ensure the safety of the material until it is collected by Merkur Expo Logistics GmbH. Our invoices are due immediately after invoicing without further notice. Customers who are not known to us or with whom we have not agreed payment terms will be asked to pay our costs before the start of the event or on site during the event or before returning their exhibits

We wish you a successful experience!

MERKUR EXPO LOGISTICS

OFFICIAL HANDLING TARIFF-EBMT 2025

Inbound / Outbound

1. Air Freight - via Airport

From free arrival at the airport including free delivery to the stand:

- Transfer from the airport to the warehouse
- Interim storage
- Transfer from the warehouse to the exhibition venue
- Delivery to the booth

Services	Rates
Minimum per shipment	Flat rate 415,00 €
Shipments up to 250 kg	2,95 € / kg
Shipments up to 400 kg	2,10 € / kg
Shipments up to 600 kg	1,95 € / kg
Shipments up to 800 kg	1,80 € / kg
Shipment above 800 kg	Please ask for rate
Airport charges, storage, fees etc. are charged at cost	Minimum 175,00 €
Expenses for advance payments	+ 15% of total amount

2. Handling via warehouse / courier shipments

From free arrival our warehouse, including free delivery to the stand:

- Interim storage
- Transfer from the warehouse to the exhibition venue
- Delivery to the booth

Services	Rates
Shipments up to 50 kg minimum charge	184,00 €
Shipments up to 100 kg	267,00 €
Per additional 100 kg or part thereof	38,50 €

3. Direct Delivery to Venue

Courier shipments (custom cleared only)

From free arrival at the venue including free delivery to the stand:

Services	Rates
Shipments up to 50 kg minimum charge	184,00 €
Shipments up to 100 kg	267,00 €
Per additional 100 kg or part thereof	38,50 €
Truck 7.5t	Flat rate 890,00 €
Truck 13.6 M	Flat rate 1.625,00 €

4. Truck Registration & Time Slot Management Fees

Services	Rates
Truck 7.5t	Flat rate 195,00 €
Truck 13.6 M	Flat rate 260,00 €

5. Customs Formalities

Services	Rates
Temporary importation under Carnet ATA	Flat rate 220,00 €
Temporary importation with commercial invoice	Flat rate 262,00 €
Each additional heading number	26,00 €
Custom bond fee	Minimum 189,00 € or 1,75 % CIF-Value
Transit document	110,00 €
Custody of Carnet ATA	150,00 €
Permanent importation Per shipment, document, exhibitor	Flat rate 205,00 €
Each additional heading number	26,00 €
Permanent importation Duties & Taxes	Charges at cost + 15% of total amount
Permanent importation Customs brokers import tax registration	Flat rate 121,00 €
Permanent importation Customs inspection	Flat rate 184,00 €

Special clearances for food, beverages, pharmaceuticals, etc. are available on request.

All above rates do not include local VAT that will be charged where applicable.

5. Other charges

Services	Rates
Handling of empties Minimum charge 3 cbm	84,00 € / cbm
Storage of full goods Minimum charge 3 cbm	95,00 € / cbm
Basic Service Charge Per order / shipment	Flat rate 78,00 €
On-site representative for service and support	Flat rate 89,00 €

The same rates apply for outbound services.

6. Insurance

It is the responsibility of the consignor/exhibitor to take out comprehensive insurance cover during transportation, storage and on site for the duration of the exhibition and return. We accept no responsibility for loss of or damage to the exhibitor's equipment.

7. Norms:

- 1 CBM = 330 KG – based on actual or volumetric weight, whichever is greater
- 1 LDM = 4 CBM – based on actual or volumetric weight, whichever is greater

8. Service hours and overtime:

Services	Rates
Standard Service hours Mo. - Fr., 8:00 am to 17:00 pm	
Overtime surcharge Mo. - Fr., 17:00 pm to 22:00 pm	+ 50% on total move in/out charges
Overtime surcharge Mo. - Fr., 22:00 pm to 8:00 am	+ 75% on total move in/out charges
Overtime surcharge Saturday	+ 100% on total move in/out charges
Overtime surcharge Sunday, Holiday	+ 100% on total move in/out charges

All services are provided on basis of the German Forwarding Terms and Conditions (ADSp).

Place of fulfillment is Frankfurt/M.

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to Merkur.

E-mail: irit.sofer@merkur-expo.com

We cannot guarantee services for any cargo arrival without pre-advice and payment confirmation!

General Pre-Advice - Material Handling Form

Congress name	
Exhibitor name	
Stand #	

Billing Information

Full company name	
Address	
VAT #	
Contact person	
Order Number	
E mail	
Tel #	

Shipment Information

<u>Requested Service</u>		
Door to Door	Advance warehouse	Direct to Venue
CBM /Weight in Kg		
Shipper's name		
E mail address		
Tel #		
Purchase order #		
Truck size		
Courier tracking #		
Airway bill number (AWB #)		



Label for Shipment via Frankfurt advance warehouse

Shipper Name/ Address:	
Booth Number/Exhibitor:	
Type of shipment (Exhibition Goods, please indicate)	Exhibition Material
Number of pieces:	
Weight:	

To be delivered to:

Merkur Expo Logistics GmbH
Im Steinigen Graben 7
63571 Gelnhausen
Germany

Notify:

Congress name _____

Name of Exhibitor _____



Label for Shipment via Frankfurt advance warehouse

Shipper Name/ Address:	
Booth Number/Exhibitor:	
Type of shipment	BAG INSERTS
Number of pieces:	
Weight:	

To be delivered to:

Merkur Expo Logistics GmbH
Im Steinigen Graben 7
63571 Gelnhausen
Germany

Notify:

Congress name _____

Name of Exhibitor _____