

**ESGO 20** | INTERNATIONAL MEETING OF  
THE EUROPEAN SOCIETY OF  
GYNAECOLOGICAL ONCOLOGY (ESGO)  
NOVEMBER 04-07, 2017 | VIENNA, AUSTRIA

**European Gynaecological Oncology Congress 2017**

**Introduction**

Kindly note that Hermes is the sole official on-site agent nominated by **KENES** to handle all in/out shipments arriving to this congress.  
All cargo/ shipment will be moved in / moved out from the building only via the official nominated agent.

We are pleased to inform you of the arrangements for shipping, international freight forwarding, customs clearance and on-site services for 2017 congress.

Please note that you may use any transport company up to the venue door.  
However, no other company is permitted to deliver, operate, and handle goods inside the venue.

**Range of services**

- 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 crates during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and supervision

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to the congress. Please follow the instructions closely.

**General Information**

**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

**Please note these important dates:**

SERVICE	DEADLINE
Door to door shipments	Please contact Hermes – Merkur
Airfreight shipments Arrival to recommended airport	Monday, October 23, 2017
Shipment via Germany warehouse	No later than Monday, October 27, 2017
Exhibition goods - Direct deliveries to Congress venue	Thursday, November 2, 2017 from 10:00

### 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

The handling of your shipment will be charged as per [official handling tariff](#). All shipments must be pre-advised by using the attached [order form sheet](#). Please use only attached [labels](#).

### Direct delivery to the congress venue Domestic Shipments / Full load trucks

#### Venue

Austria Centre  
Bruno-Kreisky-Platz 1, 1220 Wien, Austria

- Shipments must be pre-advised.
- Due to the limited space and the tight time-schedule, all unloading operations are strictly operated by Hermes Merkur only.
- For delivery direct to the venue, please make sure to send time slot request form, **November 2, 2017 from 10:00**
- 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 Hermes Merkur cannot be held responsible.
- Trucks have to leave the unloading area immediately after unloading is finished.
- It is highly recommended not to use a courier service for shipping your goods to the congress venue.

### Airfreight Shipments

IMPORTANT !!!

Please get in contact with us for shipments related to [customs clearance](#). We will send you all necessary documentations (invoices, packing lists etc). Consignee and airport of arrival Please do not send shipments without confirmation from our side.

Documents:

Original AWB & Proforma invoice must be received 2 working days prior to goods arrival.

Please do not send any restricted products, please get in contact with us to proof if any of your goods are subject to further documentation.

### **Shipment via German Warehouse**

Merkur Expo Logistics GmbH  
c/o Schmidt Peterslahr  
Auf dem H hchen 2  
D-56587 Oberhonnefeld , Germany  
c/o Congress name  
Exhibitors name  
Stand Number

### **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.

**All courier shipment must be send DDP terms. (Delivery duties paid )**

**Courier charges for handover of import shipping documents €85.00/ document.**

**Shipments that arrive without pre alert and payment confirmation will not be accepted.**

### **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 are not liable for any losses, left or pilferage.

### **Basic Conditions of Contract**

All services will be billed according to the official [Handling Tariff](#).

All work undertaken is subject to the local & 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 Hermes Merkur 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.

### **Terms of payment**

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.

**We wish you a successful experience!**

**Hermes – Merkur**

**Order Form Direct Delivery to Venue  
Time slot request**

*This is a compulsory form for all exhibitor or suppliers*

Please return by e-mail to Hermes Merkur      Deadline for receipt \_\_\_\_\_

Name of Exhibitor	
Hall / Stand #	
Contact on-site	
Phone #	
Payment will be covered by	

Cargo information	
13.6 Truck	
7.5 Truck	
Partial shipment ( weight Volume	

Preferred time slot		
Service	Date	Time
Move in / delivery		
Move out / pickup		

Requested by	
Full name	
E-mail	
Tel	

**Upon confirmation of your time slot**

**Please send truck details to arrange the registration**

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

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**

<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>	

**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 3.00 % service fee will be added for AMEX 3.5%.**

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

## HANDLING RATES – EUROPE 2017

### 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 / <b>Min 3 CBM</b>

#### 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/ <b>Min 3 CBM</b>
Truck 7.5t	€ 850.00
Truck 13.6 M	€ 1,550.00

#### 4. 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

#### 5. 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



# 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 D E M HÖHCHEN 2  
56587 Oberhonnefeld – Germany  
Congress : ESGO 2017 - VIENNA , AUSTRIA

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

# Marketing/Promotional Material

For Congress Unmanned Display

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 :ESGO 2017 - 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 Centre  
Bruno-Kreisky-Platz 1,  
1220 Wien, Austria

**For : ESGO 2017 - 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 ESGO 2017 - VIENNA - AUSTRIA**

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

## **Logistics services for inserts and display**

Hermes-Merkur is the official handling agent for KENES congresses. 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.

**Contact Details:**

Hermes

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>
Airfreight Shipments Arrival to <b>Frankfurt Airport</b>	Monday, October 27, 2017
Shipment via German WARE HOUSE	No later than Monday, October 27, 2017
Direct to venue	Thursday November 2, 2017 at <b>08:00</b> – please contact HERMES for delivery instructions.

**Packing and Shipping instructions**

- a) Place a sample of your insert on the package itself.
- b) Please send shipment details (tracking number, number of packages, etc)
- c) Label: Insert for participant bags**
- d) Label: display**
- e) Number parcels, e.g.: 1/1, 1/2, 1/3
- f) **Note:** Do not mix **insert / display** material with other material, such as exhibition, goods

**1. 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

C/O Schmitt Peterslahr

Auf dem H"ohchen 2

56587 Oberhonnefeld

Tel.: +49 6173 966 95 11

Att: Mr Bernd Blum

**Notify:**

Name of Exhibitor: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Congress name \_\_\_\_\_

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



**Documents:**

AWB, & Proforma invoice must be received 2 working days prior to goods arrival.

**2. Shipment via Frankfurt Warehouse**

**Warehouse address:**

Merkur Expo Logistics GmbH

Schmitt Peterslahr

AUF DEM HOHCHEM2

56587 Oberhonnefeld

Germany

Att: Mr. Dirk Dewald

Tel: +49 2634 95 44 50

Congress name \_\_\_\_\_

**We highly recommend not sending courier shipment directly to the venue unless it is arranged and confirmed with Hermes Merkur.**

In all ways of shipping, including **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.

All courier shipments must be sent on DDP terms (Delivery duties paid).

Courier charges for handover of import shipping documents € 85.00/ document.

Shipments arriving without pre alert and payment confirmation will not be accepted.

**Payment terms**

In order to ensure delivery of your inserts, please complete and sign the attached material handling form/payment confirmation and return it to our attention.

**Shipments that arrive without pre alert and payment confirmation will not be accepted.**

**We wish you a successful experience!**

**Hermes – Merkur**

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

Dear Exhibitor / Stand Builder / PR Company,

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E-mail: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

**Pre advise - Material handling form**

Congress name	
Exhibitor name	
Stand #	

**Shipment information**

Service requested		
Door to Door	Germany Advance Warehouse	Direct to Venue

Shipper's name	
E mail address	
Tel #	
Purchase order #	
Truck size	
Courier tracking #	
Airway bill number (AWB #)	
Number of pieces	
Weight in Kg	
CBM	

**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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##### Outbound Handling Charges

The same rates will apply for outbound services.

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##### Please Note:

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- ❖ **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**

# 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 HÖHCHE N 2

56587 Oberhonnefeld, Germany

Dirk Dewald: +49 2634 / 95 44 50

**For: ESGO 2017 VIENNA - AUSTRIA**

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

# INSERTS For Congress Bags

Air Freight Shipments

Exhibitor or Company Name

Stand/Booth No. (if relevant)

Contact Person

Mobile Phone

**Merkur Expo Logistics GmbH**

**65760 Eschborn – Germany**

**Tel: +49 6173 966 95 11**

**Att: Mr. Bernd Blum**

**For: ESGO 2017 - VIENNA - AUSTRIA**

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