

LABEL for shipment via Germany warehouse

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

To be delivered to:

Merkur Expo Logistics GmbH
Im Steinigen Graben 7
D – 63571 Gelnhausen

Congress name: **WCP 2025, Prague**

Exhibitor's name _____ stand _____



25TH WORLD CONGRESS
OF PSYCHIATRY
PRAGUE, CZECH REPUBLIC | 5-8 OCTOBER, 2025



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ORDER FORM/PRE-ALERT – WCP 2025

WAREHOUSE SHIPMENTS

This is a compulsory form for all exhibitors or suppliers.

Deadline for receipt September 22. 2025

Please return by e-mail to Ian.Heiringhoff@merkur-expo.com

Exhibitor Name	
To be delivered to:	
Volume of shipment Indicate number of pieces, weight, and volume	
Type of shipment Indicate exhibition goods, stand fitting material, printed matters, bag inserts)	
Tracking / AWB Number In case of courier shipment	
Hall / Stand No.	
Contact name on-site	
Phone no.	
Invoice Details	
Company Name	
Contact Person	
Mail	
Street	
ZIP Code	
City	
Country	
VAT #	
PO Number if necessary	

- Merkur Expo Logistics GmbH is the sole official forwarder for WCP Prague 2025.
- All shipments will be charged based on the official handling tariff.
- All shipments must be pre-advised by using this form sheet.
- Please note the information on logistical processing.
- All shipments must have the official congress labels attached to the shipping instructions.

Date

Customer signature

All services are invoiced according to the official WCP Prague 2025 Forwarding & Handling Tariff. 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 rates for trade fair transportation. For further Information visit our website at www.merkur-expo.com. The liability of Merkur Expo Logistics GmbH ends with 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.

ORDER FORM/ PRE-ALERT – WCP 2025

DIRECT DELIVERIES

This is a compulsory form for all exhibitors or suppliers.

Deadline for receipt

September 22, 2025

Please return by e-mail to:

lan.Heiringhoff@merkur-expo.com

Exhibitor Name	
Stand builder	
Truck size	
Truck plat no	
Preferred Time slot Unloading:	
Preferred Time slot Reloading:	
Hall / Stand No.	
Contact name on-site	
Phone no.	
Invoice Details	
Company Name	
Contact Person	
Mail	
Street	
ZIP Code	
City	
Country	
VAT #	
PO Number if necessary	

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OFFICIAL HANDLING TARIFF - WCP 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 €
Up to Truck 7.5t	Flat rate 890,00 €
Up to Truck 13.6 M	Flat rate 1.625,00 €

4. Truck Registration & Time Slot Management Fees

Services	Rates
Up to Truck 7.5t	Flat rate 195,00 €
Up to 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.