



### **Delivery & Logistic Services**

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for all Kenes congresses. 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 Expo Logistics is the sole official agent to handle cargo inside the venue. Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that Merkur the official agent is the exclusive agent for move in and move out of the venue.

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

Mr. Bernd Blum

Project Manager

+49 6173 966 9511

E-Mail: [Bernd.Blum@merkur-expo.com](mailto:Bernd.Blum@merkur-expo.com)

### **Please note these important dates:**

Buildup	Wednesday, 27 September
Exhibition dates	28 <sup>th</sup> September – 1 <sup>st</sup> October 2023
Breakdown	Sunday, 1 October 17:00-22:00

SERVICE	DEADLINE
Door to door shipments	Tuesday, 12 September
Airfreight shipments	Friday, 15 September
Shipment via Advance warehouse	Thursday, 21 September
Exhibition goods - Direct deliveries to Conference venue <b>only full load trucks</b>	Subject to time slot

### **Services, Delivery Address & Shipping Instructions**

#### **1. Door to Door Shipment**

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

#### **2. Airfreight Shipments**

Please contact Merkur for 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  
**Im Steinigen Graben 7**  
**63571 Gelnhausen**  
**Germany**

#### **Attention for all shipments:**

We need a full pre-advice in advance. Please send your full pre-advice to Merkur. Shipments with insufficient information's or missing pre-advice might be delayed.

#### **4. Direct Deliveries to Conference Venue**

Domestic Cargo / full load trucks

Austria Center Vienna Bruno-Kreisky-  
 Platz 1, 1220 Wien, Austria

For delivery direct to the venue, please make sure to send time slot request **no later than 3 working days** prior to delivery.

## 5. Courier Shipments

### COURIER DIRECT TO STAND, NOT A GOOD IDEA:

The exhibition hall is not a permanent warehouse and therefore courier deliveries will be refused, unless the shipment is delivered during the tenancy period and the customer is present at the booth, to receive the parcels from his transport company and sign off the delivery note.

We strongly recommend sending your courier to the warehouse delivery address. It has an additional cost but by doing so you make sure that your items arrive safely and on time to the event.

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

Please be sure to send us a pre-advice with the full details of the shipment: courier company, number of pieces and tracking number. Please be aware, that we highly recommend routing the shipment via our warehouse in Germany.

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

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. Shipment Categories – labels

All shipments must be packed, labeled, and sent according to the appropriate category (see below). Please do not mix different types of shipments in one box.

Labels for the below will be sent upon request.

Exhibition goods

## 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 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.

## 9. Heavy & Oversized Shipments

Heavy and oversized shipments apply 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.

## 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 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. Terms and conditions

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

**We wish you a successful experience!**  
**MERKUR EXPO LOGISTICS**

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

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to Merkur  
E-mail: Bernd.Blum@merkur-expo.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>	
<b>7.5-ton truck</b>	
<b>Full load 13.6 truck</b>	

## **Payment Details**

This is to confirm that the payment for handling the above cargo will be covered by our company.

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

**Best regards,  
Merkur**

## HANDLING RATES 2023

### **Inbound / out bound**

#### **1. Air Freight**

**1 CBM = 333 KG**

**From free arrival 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	€ 395.00
51-100 Kg	€ 465.00
101-200 kg	€ 595.00
201-300 kg	€ 725.00
301-400 kg	€ 795.00
401-500 Kg	€ 895.00
Above 500 please approach Merkur	

Airport taxes, storage, fees etc. will be calculated as per outlay € 125.00 Min  
Outlay fees + **12% for prepayment**

#### **2. Handling via Warehouse**

**From free arrival warehouse up to free delivered booth, including intermediate storage**

**1 cbm= 333 kg**

Shipment up to 100 kg	min € 195.00
Min + Per each additional 100 kg	€ 46.00

#### **3. Direct Delivery to Venue – Road & courier**

**From free arrival venue up to free delivered stand, first time spotted:**  
FULL- & PART-TRAILER-LOADS Unloading/reloading trucks and direct delivery to/pick up from stand

1 cbm = 333kg

Shipment up to 100 kg	min € 195.00
Min + Per each additional 100 kg	€ 46.00

Truck 7.5t	€ 975.00
Truck 13.6 M	€ 1,550.00

#### **4. Truck Registration & Time Slot Management Fees**

Truck 7.5t	€ 285.00
Truck 13.6 M	€ 350,00

#### **5. Customs Formalities**

##### **With Carnet ATA**

Temporary importation under ATA Carnet	€ 225,00
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##### **With commercial invoice**

Temporary importation and/or re-exportation	€ 295.00
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Each additional tariff numbers	€ 15.00
Customs bond fee 3% CIF Value	Min € 85.00
Cancellation of temporary Importation (export only)	€ 65.00
T-Document registration custom	€ 75.00
Issuing of T-document	€ 75.00
T-document security (Export only), 0,2 % of CIF value, minimum	€ 35.00

### **Permanent Importation**

Per shipment / per document / per exhibitor	€ 295,00
Each additional tariff numbers	€ 15.00
Duties & Taxes as per outlay.	
Fees for an advanced payment of duty & tax + 12% for pre-payment	
Minimum	€ 45.00
Use of customs broker import tax registration	€ 115.00
Customs inspection <b>As per outlay + 12% for pre-payment</b>	
	Min € 75.00

### **Special Clearances**

Food, beverages, pharmaceuticals etc. Available upon request

### **6. Other Charges**

- Handling of empties € 85.00 / CBM (Min 3 CBM)
- Full goods storage € 95.00 / CBM (Min 3 CBM)
- Forwarding commission - per order / shipment € 75.00
- On-site representative for service / support € 55.00
- Late arrival surcharge- 20% on top of handling charges

### **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:**

Pallet-truck, normal – counts as 2 cbm per unit

Pallet-truck, long – counts as 3 cbm per unit

Ladder – counts as 2 cbm per unit

Genie – counts as 3 cbm per unit

- ❖ **1 CBM= 3303KG**
- ❖ **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 50% on total move in/out charges.**
- ❖ **Overtime surcharge (22:00 – 08:00) – additional 100% on total move in/out charges.**
- ❖ **Saturday Sunday & Holidays – additional 100 % on total move in/out charges**





WORLD  
PSYCHIATRIC  
ASSOCIATION

23<sup>RD</sup> WPA WORLD  
CONGRESS OF PSYCHIATRY  
VIENNA | 28 SEPTEMBER - 1 OCTOBER, 2023



## LABEL for shipment VIA ADVANCED WAREHOUSE

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

### To be delivered to:

Merkur Expo Logistics GmbH  
Im Steinigen Graben 7  
63571 Gelnhausen, Germany  
**c/o WCP 2023, Vienna**

Exhibitor Name: \_\_\_\_\_  
Stand Number: \_\_\_\_\_



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## LABEL for shipment DIRECT TO THE VENUE

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

### To be delivered to:

Merkur Expo Logistics GmbH  
c/o Congress WCP 2023  
Austria Center Vienna  
Bruno-Kreisky-Platz 1,  
1220 Wien, Austria

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

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