

Nov 2019



**46<sup>th</sup> Annual Meeting  
of the European Society for  
Blood and Marrow Transplantation**

22<sup>nd</sup>–25<sup>th</sup> March 2020 • Madrid, Spain

**SHIPPING INFORMATION FOR BAG INSERTS**

Kindly note that MERKUR EXPO LOGISTICS GMBH is the official logistics agent nominated by EBMT to handle all in/out shipments to this Meeting.

We are pleased to inform you of the arrangements for shipping, international freight forwarding, customs clearance and on-site services for EBMT 2020 Meeting.

For handling services of your Meeting Bag Inserts, you are kindly requested to follow the BELOW shipping instructions.

Please note that shipments via the advance warehouse or direct delivery will not be accepted without pre advice and payment confirmation.

Bag inserts shipment that don't meet the deadline, will not be included in the participants bags.

**General Information**

**Contact Details:**

MERKUR EXPO LOGISTICS GMBH  
Contact: Ms. Zehavit Akerman  
Mobile: +972 52 511 4982  
E-mail: [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)

**Please note these important dates:**

SERVICE	DEADLINE
Door to door shipments	Please contact MERKUR
Airfreight shipments <b>Must be send to Frankfurt AIRPORT</b>	No later than Monday, March 9, 2020.
Shipment via Germany warehouse	<b>No later than</b> Friday, March 13, 2020.
Direct deliveries to Meeting venue	<b>Only Thursday,</b> March 19, until 09:00 AM.

**Shipment Category**

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.

**Insert-for participant bags**

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**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). Consignment details airport of des. Etc...  
Please do not send shipments without confirmation from our side.

**Shipment via Advance Warehouse**

The advance warehouse service will include:

1. Delivery on your convenient time.
2. No over time or surcharge fee.
3. Free storage at the advance warehouse.

**Merkur Expo Logistics GmbH**  
c/o Schmidt Peterslahr  
Auf dem H hchen 2  
D-56587 Oberh nnefeld, **Germany**  
c/o EBMT 2019  
Exhibitors name  
Stand Number

**Direct delivery to Venue**

Venue:  
**IFEMA, Feria de Madrid**  
Avda. del Part non, 5  
28042 Madrid, Spain  
Meeting name: EBMT 2020 - Hall 9  
C/O MERKUR EXPO LOGISTICS

The IFEMA will be hosting the **FESPA international printing exhibition** parallel to our Meeting, therefore, make sure to inform MERKUR about direct delivery.

**Access / delivery** - In order to perform a smooth delivery, it is compulsory for all contractors delivering to use the unloading/loading services of MERKUR EXPO LOGISTICS.

A detailed and strict unloading will be established. Exhibitors are advised to contact MERKUR Expo Logistics in time. The instructions of the local material coordinators of MERKUR Expo Logistics and the security staff are binding.

Please do not send any booth material and/or literature to the Meeting venue directly ahead of time, as the venue will refuse to accept the cargo.

For all deliveries arriving in Madrid, for courier deliveries arriving during build-up, as well, neither the EBMT nor IFEMA, Feria de Madrid will accept any customs charges or customs expenditures (duties & taxes).

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Consigning address for CMR: and the address for direct loading is as follows:

IFEMA- Parque ferial Juan Carlos I  
Avda Partenon 5  
28042 Madrid  
EBMT 2020  
C/O MERKUR EXPO LOGISTICS  
**Bag inserts**

### **Courier Shipments**

It is not recommended to use a courier service for shipping your goods to the Meeting venue.

The venue will not accept any responsibility.

For shipment that will be sent by courier services we highly recommend using the advance warehouse option. In case of sending a courier shipment, please be sure to send us **a full pre-advice** - attached you can find pre advise form:

1. All courier shipment must be sent under DDP terms. (Delivery duties paid)
2. Courier charges for handover of import shipping documents €125.00/ document.
3. Shipments arriving without pre advise and payment confirmation will not be accepted.

All above services are subject to the official tariff – attached to the manual.

### **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 a rate offer signed by the Shipper/Exhibitor.

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 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 standby 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!**  
**MERKUR EXPO LOGISTICS GMBH**