

## The 49th Annual Meeting of the EBMT

Sunday, April 23, -Wednesday, April 26, 2023, Paris, France

### Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for EBMT 2023 Meeting. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for un-loading/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 handling of empties for the Meeting. 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**

Contact: Mrs. Irit Sofer

Mobile: +972-52-8890129

E-mail: [irit.sofer@merkur-expo.com](mailto:irit.sofer@merkur-expo.com)

### Please note these important dates:

<b>Buildup</b>	April 21-22
<b>Exhibition</b>	April 23-26
<b>Breakdown</b>	April 26
<b>SERVICE</b>	<b>DEADLINE</b>
Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur
Shipment via Advance warehouse	No later than April 14
Exhibition goods - Direct deliveries to Meeting venue	Subject to <b>pre-registration</b> no later than <b>Friday, April 12</b> . Time slot confirmation will be sent by April 17.

## 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 Meeting. 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**

c/o Gebr. Thomaidis GmbH  
Joseph-Bautz-Straße 19  
63457 Hanau

Notify:

Meeting name \_\_\_\_\_

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

Stand no. \_\_\_\_\_

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 **Meeting Venue**

We highly recommend **NOT** to send goods directly to the venue unless it is full load trucks.

**Partial shipment must go via: VIPARIS – Schenker advance warehouse.**

**The handling cost are higher than via Merkur advance warehouse.**

#### Full load trucks

Delivery Address:

All road freight shipments must be consigned on a "Freight Prepaid" basis as follows:

**CMR** consignee:

SCHENKER Fairs & Exhibitions Dept

Tel: 33.1.48.63.32.81 Fax: 33.1.48.63.32.82

**C/o**

Exhibitor Name + **EBMT 2023**

**Hall Maillot & Booth n°**

### **TRUCK REGISTRATION**

Truck will be registered by Schenker France under autorisation. We need all trucking information below 72h before delivery :

- Plate number
- Driver name
- Driver phone number

### **ON SITE ADDRESS / DELIVERY UNDER AUTHORIZATION :**

SCHENKER Fairs

Gare routière du Palais des Congrès

Boulevard Gouvion St Cyr

F-75017 Paris

Tel : +33.1.48.63.32.81

### **YOUR EQUIPMENT/GOODS DELIVERY AND COLLECTION FROM THE DB SCHENKER REMOTE LOGISTICS PLATFORM IN GENNEVILLIERS**

Regardless of the volume, you may also deliver your equipment to the Gennevilliers facility. DB Schenker will make grouped shipments using HGVs in order to deliver your equipment/goods to and from your booth.

### **EXPRESS DROP-OFF OF YOUR EQUIPMENT/GOODS AT THE PALAIS DES CONGRÈS**

Express drop-off of small amounts of supplies by LCV is tolerated and do not require more than 30 minutes at the loading dock. The delivery person must submit a request for a "minute drop-off" on LOGIPASS online system: <http://logipass.viparis.com> , and will be allocated a 30-minute slot at the dedicated section of the loading dock.

***Please note:*** there are only 4 spaces for "minute drop-off". If you exceed the time-limit, you will be invoiced after 15 minutes.

**Delivery dock address:** 56 boulevard Gouvion St Cyr 75017 Paris; Gps: 48.880399, 2.285029

Maximum height for access to delivery dock: 4.2 metres

The loading dock is for loading and unloading only; vehicle parking is strictly forbidden at all times of the day and night.

***Parking is not permitted at the loading dock. You may park your vehicle at the Indigo car park once your delivery is completed***

For all other requests regarding transport, logistics, handling, storage of empty packaging and on-site unloading/reloading or courier services, please contact Merkur. They can provide the right service for you at the right price. Requests for services will be examined based on your detailed requirements.

## **DELIVERY AND PICKUP BY YOURSELF OF YOUR EQUIPMENT/GOODS**

You have the option of delivering your equipment/goods by yourself using the nearby Indigo public car park (under 1.9 meters high). DB Schenker will also quote on request to collect your equipment/goods at your place and deliver them directly to your booth.

**The use of loading and unloading areas is exclusively managed by Merkur.**

Logistics staff is responsible for supervising clients / exhibitors in the tasks of loading /unloading equipment, access control, use of common areas, control flows of people through the building/ dismantling

The lifting platforms can only be used with some logistic personnel.

The trucking company or exhibitor must provide Merkur with prior identification of vehicles for entering the venue during set up / during breakdown.

The venue reserves the right to regulate the access of vehicles during set-up and breakdown, in accordance with the current regulations

## **VENUE REGULATIONS**

### **Consolidated Shipment to SCHENKER Warehouse in Paris**

The tariffs are valid from Monday to Friday from 8am to 6pm. Tariffs include the unloading for storage, intermediate storage, delivery on stand or pick-up, and reloading from the warehouse. All other services are not included.

### **WAREHOUSE ADDRESS :**

SCHENKER Fairs

Route Principale du port

F-92230 GENNEVILLIERS

### **Direct Unloading/Reloading on Booth**

Late cancellation (less than 12h before) will be charged 120€. These tariffs are valid from Monday to Friday from 8am to 6pm. These tariffs are valid from the leaving from the office of the forklift driver. A technician from the booth must be on site to assist the handling operations. If not, we will provide you with one of our technicians and this service will be charged. Overcharges will be applied at the end of the lease. Please note that forklift drivers shouldn't be assigned other tasks.

## **5. Courier Shipments**

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

We can clear only Fedex, UPS, DHL Express and TNT on our name Courier shipments (except envelopes) cannot be cleared automatically by the courier companies but do require an 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.

**We highly recommend routing the shipment via our warehouse in Germany, which will occur extra charges.**

**All courier shipment must send 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. Handling of Empties**

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. On-Site Services- The following services are offered by Merkur**

##### **Crane with Operator**

The order must be given 7 days before the operation date. Crane is provided without any specific equipment. Crane operations must be done during the first days of the setup and the last days of the dismantling to ensure the access to the halls.

A half-day corresponds to 4 working hours between 8am and 12am or 2pm and 6pm only. One day of renting represents 7 working hours between 8am and 6pm and 1 hour for lunch. Each started hour will be charged. After 4 worked hours, the tariff per hour is applied on the next 2 hours and after 6 worked hours worked the day tariff can be applied.

In case of early completion, charges will be applied as per your order. The percentage of applied overcharges will be determined by the end of the service.

A technician from the stand must be on site to assist all the handling operations. If not, a crane operator is obligatory provided and charged.

Cancellation or modification concerning the order must be given 48h before the operation date. If not, charges will be applied as per our minimum fees.

## Scissor Lift

The order must be sent 7 weekdays before the expected use date. These tariffs are based on the availability of the material in Porte de Versailles and Villepinte. If material is not available at one place, we will add the transport charges from the renting company to our warehouse on the fairground. Concerning the electrical scissor lifts to 12m, the delivery on booth and pickup at the end of the rent will be charged.

Delivery & pickup rates represent 100€ per transport, to which you should also add the overcharges. Over 12m, the client must come to our office to take the key and bring the machine to his stand himself and bring it back at the end. Machines are lent with a key.

In case of no return, 100€ will be charged. Electric machines are delivered with full battery and must be brought back as the same. If not 1 additional day will be charged to the user. Diesel machines are delivered with a full tank of gas, the consumed liters will be charged to the user as per the fluctuation.

Concerning the motorized material provided without a driver, the user must show a driving license.

Cancellation of the order must be given 48h before the operation date, if not charges will be applied as per our minimum fees.

## 8. 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 send upon request

- **Insert-for participant bags**
- **Exhibition goods**
- **Promotional Material (for Meeting Rooms, Symposia etc.)**

## 9. 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.

## 10. 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.

## 11. 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.

## 12. Terms of Payment

- Invoices will be sent by e-mail only.
- The invoicing is per shipment.
- Full payment of the incoming handling charges must be received prior the delivery to the booth.
- The outgoing handling charges are payable immediately after receipt of our invoice.
- Payment can be made, by credit card (VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.
- VAT will be added.
- a 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 €.**

## 13. Terms & 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**

**Order Form Sheet**

This is a compulsory form for all exhibitor or suppliers

Deadline for receipt March, 31.03.23

Please return by e-mail [irit.sofor@merkur-expo.com](mailto:irit.sofor@merkur-expo.com)

Please indicate:

- Trucks direct to venue
- Shipment via advanced warehouse
- Bag Inserts

Preferred time slot (For direct deliveries)	
Volume of shipment (Indicate number of pieces, weight, and volume)	
Type of shipment (Indicate Exhibition goods, stand fitting material, Bag Inserts)	<input type="checkbox"/> Exhibition Materia <input type="checkbox"/> Stand fitting Material <input type="checkbox"/> Bag Inserts
Exhibitor's name	
Hall / Stand #	
Contact on-site	
Phone #	

**Invoice Details**

Company Name	
Contact Person	
E Mail	
Full company address	
Country	
VAT #	

⇒ Merkur Expo Logistics is sole official forwarder for EBMT 2023

⇒ Please see official handling tariff on the following page

⇒ All shipments must be pre-advised by using this form sheet

⇒ Please take care of logistical handling instructions

⇒ Do not use courier service for your exhibition goods

⇒ All shipments must be labelled with the congress labels provided with the shipping instructions

Merkur Expo Logistics GmbH | Rheinstrasse 2 | 65760 Eschborn | Germany Tel.: + 49 6173 966 95 0 | [www.merkur-expo.com](http://www.merkur-expo.com) All services will be billed according to the official congress forwarding & handling tariff. All work undertaken is subject to the German / French 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 Expo ceases 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





## 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
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**



## 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  
 c/o Gebr. Thomaidis GmbH  
 Josef Bautz Str. 17-23  
 D-63457 Hanau Germany  
 c/o EBMT 2023 Paris  
 Exhibitor Name: \_\_\_\_\_  
 Stand Number: \_\_\_\_\_



**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: \_\_\_\_\_

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

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



**Bag Inserts Shipment – VIA ADVANCED WAREHOUSE**  
(To be delivered to bag Insert line)

<b>Shipper Name:</b>	
<b>Shipper Address:</b>	
<b>Bag Insert Sponsor</b>	
<b>Number of Pieces:</b>	
<b>Weight:</b>	

**To be delivered to:**

Merkur Expo Logistics GmbH  
c/o Gebr. Thomaidis GmbH  
Josef-Bautz-Str. 19-23  
D-63457 Hanau  
c/o EBMT 2023 Paris



**Bag Inserts Shipment - DIRECT TO THE VENUE**  
(To be delivered to bag Insert line)

<b>Shipper Name:</b>	
<b>Shipper Address:</b>	
<b>Bag Insert Sponsor</b>	
<b>Number of Pieces:</b>	
<b>Weight:</b>	

**To be delivered to:**

Merkur Expo Logistics GmbH  
c/ o CONGRESS \_\_\_\_\_

**PROMOTIONAL GOODS**

**Via Germany Warehouse**

**Domestic Cargo / Courier Shipments**

**Congress:**

**EBMT 2023**

Exhibitor or Company Name

Symposium/Meeting Room No.

Contact Person

Mobile Phone

Merkur Expo Logistics  
GmbH  
c/o Gebr. Thomaidis GmbH  
Joseph-Bautz-Straße 19  
63457 Hanau

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