



General information

EMBT has appointed Merkur Expo Logistics GmbH as the sole official freight forwarder, customs broker, and handling agent for **EBMT Madrid 2026**.

For safety and time reasons, no other contractor is permitted to bring the lifting platform into the venue and operate it.

The services offered by **Merkur Expo Logistics GmbH** include:

- Transport, national and international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time, and slot management
- Unloading, delivery to exhibition stands, forklifting
- Storage of empty boxes and crates during the event
- On-site assistance and supervision

Important Dates		
Show Dates	22-25 March 2026	
Buildup	19 March	10:00-21:00 - "Space Only"
	20 March	08:00-21:00 - "Space Only" 16:00-21:00 - All booth types
	21 March	08:00-18:00 <i>By 18:00, all empty boxes, empty crates, and packaging material should be removed, and all aisles should be cleared to allow cleaning and setting up the hall for the following day.</i> 18:00-21:00 - Decoration Only
Dismantling	25 March The exhibition is closed by 13:00, return of empties will start after all sessions are over, the ringing and carpet will be removed by the IFEMA not before 15:00 Move out: The exhibition area must be clear no later than 22:00	



Shipping instructions

Merkur Contact Details

Office | Merkur Expo Logistics GmbH | Rheinstraße 2 | DE - 65760 Eschborn

(No acceptance of shipments to the above office address).

Warehouse | Merkur Expo Logistics GmbH | Im Steinigen Graben 7 | DE – 63571 Gelnhausen

Merkur Expo Logistics project manager

Irit Sofer

Irit.sofer@merkur-expo.com

Tel: +972-52-8890129

Instructions for shipments via the warehouse

- The venue does not accept shipments that are sent directly to IFEMA.
- Merkur Expo Logistics GmbH's responsibility ends with the delivery of the exhibitor's consignment to the stand during the set-up phase, regardless of whether the exhibitor is present or not. Items remaining on the stands after the official dismantling time will be removed at the exhibitor's expense.
- You can arrange your shipment to our warehouse with any carrier or courier service or contact us to get a quote for door-to-door shipping. We recommend door-to-door service to avoid too many parties involved.
- No acceptance of consignments without prior notice / order form (Consignments without advance notice will be charged with additional costs or returned to the sender)
- All shipments coming from non-EU countries are subject to customs clearance and must be accompanied by a commercial invoice for customs purposes. For shipments with high values that need to be returned after the event, we recommend opening a carnet in the country of origin.
- All shipments must be sent on a prepaid basis, Incoterm DDP (Delivered, Duties Paid).
- Handling costs according to official tariff.



Services	Dates
Deadline for pre-alert of your shipment to the warehouse	Monday, March 9, 2026
Deadline for the arrival of your shipment at the warehouse	Friday, March 13, 2026
Airport of destination	Frankfurt am Main (FRA)
Advance warehouse Shipping address	Merkur Expo Logistics GmbH Warehouse Im Steinigen Graben 7 DE – 63571 Gelnhausen
Labeling information	EBMT 2026, Madrid Stand No. Exhibitor's name
Required documents	Order form / Pre-Alert Labels Draft of a commercial invoice (Courier services may request additional documents)

Courier shipments + printed matter and bag inserts

- We strongly recommend sending your courier shipment to the advanced warehouse only. Couriers regularly face problems delivering shipments to the venue.
- We can only clear FedEx, UPS, DHL Express, and TNT courier shipments under our name. Please note that courier shipments are not automatically cleared by courier companies and require an importer of record. If needed, we will act as the importer by providing our VAT number to customs. This service is subject to a fee — please refer to our tariff for details.
- When shipping by courier, it is mandatory to provide the courier company name, number of pieces, and tracking number in advance.
- A handling charge of €85.00 per document applies for the handover of import shipping documents for courier shipments.
- Shipments arriving without prior notification and payment confirmation will not be accepted.



Instructions for direct deliveries

- Only full truckloads of stand construction materials may be delivered directly to the venue, and only with a confirmed time slot during official set-up hours.
- Due to limited space and a tight schedule, all unloading operations will be handled exclusively by Merkur Expo Logistics GmbH.
- You may arrange your own transportation or contact Merkur for a door-to-door trucking service quote.
- It is essential to register for a time slot within the specified deadlines.
- Merkur will organize unloading and delivery to the booth using a 3-ton forklift.
- Handling fees apply according to the official tariff.

Services	Dates
Deadline for application of time slot	Friday, March 13, 2026
Shipping address for direct deliveries by truck No Courier shipments to this address	IFEMA - FERIA DE MADRID Event Name:___ / Exhibitor Name:___ / Stand No.:___ Calle de la Ribera del Sena, 7 IFEMA - Acceso Oeste - 28042 Madrid C/O RESA EXPO LOGISTICS - Booking ref : _____ GPS: 40.46758, -3.62344
Labeling information	EBMT 2026– Booth-No. EXHIBITOR NAME
Required documents	Oder form / Pre-Alert Time slot application March 13, 2026



International shipments

- All international shipments must be routed through Frankfurt Airport.
- For customs-related shipments, please contact us in advance. We require all necessary documentation (invoices, packing lists, etc.) prior to the shipment's arrival. Do not ship any goods without our confirmation
- Shipments arriving without prior notice will incur a surcharge of €85.00 plus actual expenses, in addition to the standard handling fee.
- Do not send restricted products. If you're unsure whether your goods require additional documentation, please contact us for clarification.

Storage and empties

Empty boxes and packaging materials will be collected and safely stored for the duration of the exhibition. All items must be sturdy enough to allow for repacking and reuse after the congress. Please note that empties are stored outside the Congress Center and will not be accessible once collected. Merkur Expo Logistics GmbH cannot be held liable for any damage or loss of materials stored as empties.

If you require accessible storage for promotional materials, please inform us at least seven days prior to the congress opening. Small quantities can be handed directly to our on-site staff.

Insurance & Liability

We strongly recommend that all exhibitors arrange insurance coverage for their goods during transportation to and from the exhibition, throughout the event, and during any storage periods.

Please note that Merkur Expo Logistics GmbH does not provide insurance unless explicitly requested in writing.

It is the exhibitor's responsibility to ensure adequate security measures are in place to protect any items left at the stand. Merkur Expo Logistics GmbH accepts no liability for any loss, theft, or damage.



Payment Terms & Liability

All services are invoiced according to the official Forwarding & Handling Tariff and are subject to advance payment, unless otherwise agreed.

All operations are carried out under the German Forwarders' Terms and Conditions, CMR, the ADSp Trading Conditions (latest versions), and the Merkur Expo Logistics GmbH liability policy, in line with applicable conditions and tariffs for trade fair logistics. Full details are available at www.merkur-expo.com.

Merkur Expo Logistics GmbH's liability ends with the delivery of freight to the exhibition stand and resumes upon collection. Exhibitors are responsible for the security of materials between delivery and collection.

Invoices are payable immediately upon issue. Clients unknown to Merkur or without prior payment terms will be required to settle all charges before the event, on-site, or prior to return shipping.

Payment terms:

- Invoices will be sent by e-mail only.
- The invoice 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.
- 1,5% interest per month will be charged on overdue payments.
- Please notify "Merkur" immediately about any requirements relating to invoices.
- Please note that all payments are in €.



Special Information IFEMA Logistics Rules and Regulation

IFEMA - FERIA DE MADRID

Event Name: ____ / Exhibitor Name: ____ / Stand No.: ____

Calle de la Ribera del Sena, 7

IFEMA - Acceso Oeste - 28042 Madrid

C/O RESA EXPO LOGISTICS - Booking ref.: ____

GPS: 40.46758, -3.62344

CMR

For direct unloading, you will receive a confirmation email and a booking number. This booking reference needs to be stated on the CMR in order to facilitate the identification of the truck on its arrival to the venue.

SHIPMENT CONTAINING BATTERIES

All shipments containing batteries must be declared and labelled as per legal regulations. Always advise us before shipping in case the shipment contains batteries.

NON-EU SHIPMENT

Before shipping (including direct truck shipments), please send us all customs-related documentation (CIPL and any necessary certificates). We will check, give you our green light and provide all the required instructions. Once you got our good to go, ship the goods and then send us a full pre-alert including the tracking number before arrival at your destination.

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 the courier and sign off the delivery note.

SEND DDP

All courier shipments should be sent under DDP/freight-prepaid terms up to arrival at the destination (all charges paid by the sender, including duties and taxes for non-EU shipments).



ACCESS TO THE VENUE

Access for trucks, lorries, and similar vehicles during the setup and build-up periods is only allowed when the Halls/Convention Centres are not in live use mode. Conversely, this means that these types of vehicles are not permitted into the loading bays during periods when the Halls / Convention Centres are live.

The implications of this for setup/event periods: the loading bays must be clear of all trucks, lorries, and similar vehicles before the event starts.

The implications of this for dismantle periods are that, so long as the hall is occupied with attendees, vehicles involved in the dismantle of the event will not be allowed to enter either the venue or the loading bays. Only once the hall is officially closed to attendees and the all-clear has been given will they be allowed to enter the venue and/or the loading bays. Until then, they will be retained at the main access gates or at the truck parking lot, if they have overnighted here during the event.

Truck access to the venue | Limitations

- * Only trucks with a confirmed time slot from Merkur will be permitted to access the venue.
- * Upon entry, each vehicle will receive a ticket indicating the maximum allowed time in the loading bay (1, 2, or 3 hours), depending on the truck's size and weight.
- * All unloading/loading must be completed within this time. After that, vehicles must either leave the venue or park in the designated truck parking area located behind Halls 1 & 3.
- * It is strictly prohibited for any vehicles (trucks, lorries, or machinery) to remain in the loading bays beyond the allotted time or during the live event days.

IFEMA Charges

- * Vehicles exceeding the allotted time will incur a penalty of €20/hour/vehicle, up to a maximum of €100/day.
- * These charges are non-negotiable, so please ensure all drivers are aware of the time limits.
- * Optional truck parking is available at €35/day (24 hours) per truck.



IFEMA Entry Procedure

All trucks accessing the venue through the East/West Gates will undergo the following checks:

- a) The driver will be asked to state which event they are attending.
- b) IFEMA will check whether the company has any outstanding payments with the venue. If no debt is found and the truck arrives during the official unloading/loading periods, access will be granted.
- c) Entry is subject to having a confirmed time slot from Merkur.

Loading / Unloading Time Slots

Merkur staff stationed at the loading bay entrances will manage and enforce the time slots. If a truck arrives before its allocated time, it will be asked to leave and return at the scheduled slot. As each vehicle is given a strict time limit, any delays or disruptions may lead to fines imposed by IFEMA, which cannot be waived.

All stand builders, exhibitors, and suppliers must pre-register for a time slot to access the venue. To request a slot, please contact: Merkur Expo Logistics – Irit Sofer

Email: irit.sofer@merkur-expo.com

Please include the following details:

- Exhibitor name and stand number
- Stand builder/supplier full name
- Truck size and estimated CBM to be loaded/unloaded
- Truck license plate number, driver's name and phone number
- Preferred unloading date and time
- Preferred loading date and time

Additional equipment

If you require forklifts, elevated platforms, or cherry pickers, please contact Merkur Expo Logistics to arrange rental through their official partner.



OFFICIAL HANDLING TARIFF-**EBMT 2026**

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 at 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 €
Per LDM (MIN 2 LDM)	158.00 €
Up to Truck 6 Loading meter	Flat rate 890,00 €
Up to Truck 13.6 Loading meter	Flat rate 1.625,00 €

4. 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	Per piece / per cbm 84,00 € / cbm
Storage of full goods Minimum charge 3 cbm	Per piece / per cbm 95,00 € / cbm
Rush delivery (Shell scheme stands, Tool crates, ladders, and other essential pieces needed to start the dismantling as soon as possible Minimum charge 2 cbm	Per piece / per 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 €
Use of EORI number for import/ export	250.00€

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 – Rounding up to complete CBM
- 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
Delay surcharge	+ 50% on point 1-6
Upper-floor surcharge	+ 20 %

All services are provided on basis of the German Forwarding Terms and Conditions (ADSp).

Place of fulfillment is Frankfurt/M.



LABEL for shipment via Germany warehouse

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

To be delivered to:

Merkur Expo Logistics GmbH
Im Steinigen Graben 7
DE-63571 Gelnhausen

Congress name: **EBMT 2026 Madrid**

Exhibitor's name _____ stand _____

ORDER FORM/ PRE-ALERT – **EBMT Madrid 2026**

DIRECT DELIVERIES

This is a compulsory form for all exhibitors or suppliers.

Deadline for receipt **March 13,2026**
Please return by e-mail to: **irit.sofer@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	

- Merkur Expo Logistics GmbH is the sole official forwarder for **EBMT 2026**
- 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 **EBMT Madrid 2026 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.