



## Shipping Information & Handling Rates



Contact details:  
**IML Messe Logistik**  
Mail: [cirse@iml-vienna.at](mailto:cirse@iml-vienna.at)



## **Shipping Instructions**

### **Dates and Deadlines**

To avoid delays and to ensure your shipment can be delivered on the required date please look that your shipments arrive no later than the dates below. All shipments which arrive after the dates below will incur a 25% late arrival surcharge.

**Road Freight or courier shipments:** latest **15.06.2020**  
all shipments via warehouse IML Vienna

**Airfreight Shipments:** latest **08.06.2020**  
to Airport Vienna / only direct AWB / MAWB ( no HAWB )

### **Pre-Advice and Documents**

For **ALL** shipments you must send a full pre-advice/order form incl. handling-, shipment & payment details **latest 3 working days** before the shipment will arrive. Please send all documents to the following address: **cirse@iml-vienna.at**

Cargo arriving from a non European Union Country need to be customs cleared on temporary or definitive importation and released from Customs before delivery to booth. Temporary & permanent material must be packed separately and not together. Hand written invoices and Items with value 0,00 are not acceptable. Before you will ship the goods to us pls. send your invoice for checking. Attention for the following products we need special documents or the importation is not possible: Foodstuff, Beverage, Medicines, Cosmetics, Textiles, life Animals or Plants, Pharmaceutical Products, Protected species.

### **Road Freight & Courier Shipments / Air Freight ( AIRPORT VIE)**

All shipments are to be consigned and addressed as follow:

**IML – Messe Logistik GmbH**  
**c/o ET 2020 / Exhibitor Name / Hall & Stand Number**  
**Bruno Kreisky Platz 1**  
**A – 1220 Vienna**  
**Tel.: +43 1 9974133 - 21**

All shipments must be send FREIGHT PREPAID.  
A 15% commission will be charged on freight collect shipments which arrive at our warehouse.

### **Direct to show site**

We are working on an unloading/loading schedule. Time slots granted depend on the size and the location of the booth and the size of the shipment. Exhibitors and stand contractors are kindly asked to contact IML-Messe Logistik GmbH in advance and not later than 3 weeks before the show starts with following information:

**IML – Messe Logistik**  
**c/o DHL FREIGHT**  
**Trabrennstrasse 5**  
**A – 1020 WIEN**  
**Exhibition: ET 2020 / Exhibitor name / Hall & Booth nbr**

### **Case Marking & Packing details**

All packages must be clearly marked with following information:

**Congress Name:** ET 2020  
**Exhibitor Name:** \_\_\_\_\_  
**Hall / Booth No.:** \_\_\_\_\_  
**Package No.:** \_\_\_\_\_ ( 1 of ..total.. / 2 of .. total.. / etc. )

IML will not take any responsibilities on goods that are not properly packed or transported in unsuitable conditions. All wooden packing materials entering the EU must be in conformity with the international phyto-sanitary-standard ISPM-15. In Short this means only wood, free of bark, correctly treated and showing the IPC stamp will be accepted into the EU.

### **Return Transportation**

Return instructions must reach us at least 24 hours before show closing. Further alterations or changes in mode of transportation can be accepted in written form only – depending on our and/or carrier's confirmation. The same basics/instructions as in the import apply also for the export.



## Handling Rates

Basic 1 cbm = 250 kg chargeable weight

<b>From free arrival advance warehouse facility ( via warehouse)</b>			
Offloading and handling to the booth incl. intermediate storage, providing of forklift, pallet truck and labourer			
Handling of courier shipment only - up to 20 kgs	per shipment	EURO	45,00
Handling of courier shipment only - up to 50 kgs	per shipment	EURO	60,00
Minimum	per shipment	EURO	130,00
301 – 500 kg	per 100 kgs	EURO	43,00
501 – 1.000 kg	per 100 kgs	EURO	38,00
1.001 – 1.500 kg	per 100 kgs	EURO	35,00
1.501 – 2.500 kg	per 100 kgs	EURO	33,00
over 2.501 kg	upon request		
Intervention with courier company ( export only )		EURO	25,00
<b>From free arrival Vienna Airport</b>			
Handling (but excluding payment of Airport related charges), transport to IML warehouse, offloading and handling to booth incl. intermediate storage, providing of forklift, pallet truck and labourer			
Minimum	per shipment	EURO	199,00
301 – 500 kg	per 100 kgs	EURO	61,00
501 – 1.000 kg	per 100 kgs	EURO	55,00
1.001 – 1.500 kg	per 100 kgs	EURO	52,00
1.501 – 2.500 kg	per 100 kg	EURO	49,00
over 2.501 kg	upon request		
airport related charges EURO 0,55 per chargeable weight (minimum EURO 60,00)			
<b>From free arrival Messe Wien ( direct shipment whitout storage )</b>			
Offloading and direct handling to the booth incl. providing of forklift, pallet truck and labourer valid for standbuilding material crated or palletized arriving during official move-in period only			
Half Trailer Load / 20' Standard Container		EURO	700,00
Full Trailer Load / 40' Standard Container		EURO	1.000,00
50% Surcharge for loose cargo			
<b>Customs clearance ( temporary, permanent or Carnet ATA )</b>			
Temporary, permanent or Carnet ATA clearance incl. 1 tariff item			
up to 500 kg	per clearance	EURO	115,00
501 – 2.500 kg	per clearance	EURO	190,00
over 2.500 kg	per clearance	EURO	230,00
+ additional customs tariff item	each tariff item	EURO	8,00
+ Temporary import bond fee	1 % from CIF value	minimum EURO	50,00
Transit Document from Courier warehouse to IML	per document	EURO	60,00
T-Document registration to customs	per document	EURO	60,00
Issuing of T-Document	per document	EURO	60,00
T-Document Security (Export only)	0,2 % from CIF value	minimum EURO	25,00
Cancellation of Temporary import bond (export only)	per document	EURO	55,00
<b>Handling of empty packing material</b>			
Pick up from booth, storage during the show and re-deliver to booth after show incl. all overtime surcharges			
	each beginning cbm	EURO	70,00
<b>Surcharges</b>			
SVS (Mandatory forwarders insurance)		as per list	
Credit Card fee (payment via Credit Card)	on Total Invoice amount	5 %	
General handling and management fee per order		EURO	75,00
On-Site Coordination per shipment		EURO	55,00
Financing fee	on Total Invoice amount	5% of invoice	
Duties & Taxes for permanent importation	as per outlay +15%	minimum EURO	50,00
<b>Working hours</b>			
Normal working hours:	Monday – Friday	8am – 4pm	
Overtime Surcharge	Monday – Friday	4pm – 8am	50 %
	Saturday		50 %
	Sunday, Public Holiday		100 %
<b>Outgoing</b>			
Same services, same rates			



### Miscellaneous

1. All services must be booked in advance.
2. All cargos have to be consigned "**FREIGHT PREPAID**".
3. All claims must be reported to the exhibition forward's office in written form and immediately upon receipt of the exhibition goods. Verbal notification will not constitute any rights against the agent.
4. Responsibility for losses, damages, etc., will be accepted only within the framework of the AÖSp, which are resting in our office.
5. All business is undertaken subject to the terms and conditions for Austrian Forwarding Agents „Allgemeine Österreichische Spediteurbedingungen AÖSp“, in the wording subject to the relevant publication in „Wiener Zeitung“. Payable and actionable in Vienna.
6. SVS prohibition customers must announce this in writing before/while placing the order.
7. It is the exhibitors responsibility to label all empties properly. Empty labels will be distributed during move-in period. We will remove empties on a regular basis.
8. It is the exhibitors responsibility to repack and label all outbound packages.
9. It is also the exhibitors responsibility to give clear instructions on how to return your packages. All necessary forms will be distributed during the event. Please take special note of the instructions for documentation.
10. Returning of empties takes time. A certain delivery time cannot be guaranteed.
11. Return transport arrangements may take some days. On top of this comes the transit time for transport. Please take this into account when planning the return. A quicker handling is possible, but information must be received well in advance. Express handling charges may apply.
12. The handling tariff is valid for all services at ET 2020
13. Basis of calculation is 1 cbm = 250 kgs
14. All cargo has to be consigned FREIGHT PREPAID. A 15% commission will be charged on freight collect shipments arriving at our warehouse
15. The exhibition forwarders liability ends with the delivery of the exhibition goods or empties to the exhibition booth, even if the exhibitor or his representative is not present. Liability for return transport begins upon the collection of the exhibition goods from the booth, even if the shipping documents and/or a transport order has been handed over to the exhibition forwarder prior to the collection.

### 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 in cash, by credit card ( AMEX, VISA and MASTERCARD ) or by wire transfer. Personal or foreign cheques are not acceptable.
6. Prices are net +20% VAT, no VAT for exhibitors from outside the EU or EU exhibitors providing their VAT registration no.
7. 1,5% interest per month will be charged on overdue payments