



Transport Guidelines & Handling Rates

14th European Congress on Epileptology
05.07 – 09.07.2020
Geneva, Switzerland

IML Logistik

Tel.: +43 660 301 6114

Mail: ece@iml-vienna.at



1 Consigning Instructions

Groupage / airfreight & courier shipments advanced warehouse

Pls. consign all shipments as follow:

Consignee:	Inter ExpoLogistics Ltd.	Notify:	Exhibitor:	_____
	Palexpo		c/o Exhibition:	_____
	CH-1218 Grand-Scannoex-Geneva		Hall/Booth no.:	_____
	Att.: Karma Knoll		CIGC	
			CH-1211 Geneva 20	

Airfreight shipments: - Airport of destination Geneva Airport
- Shipments must be send on DIRECT AWB and FREIGHT PREPAID

Direct to show site only for (FULL TRUCKS / HALF TRUCKS)

Pls. consign all shipments as follow:

Consignee: Inter ExpoLogistics Ltd.
Palexpo – 30 route François Peyrot
CH - 1218 Grand-Saconnex – Geneva / Switzerland

Notify: ECE 2020 /Exhibitor's name / booth N° –
Customs office: GENEVA PALEXPO (NCTS code: CH006521)

2 Deadlines & Pre-advice

Groupage or courier shipments: 02.07.2020

Airfreight / Seafreight shipments: 01.07.2020

Attention for all shipments we need a full pre-advice in advance otherwise we will not have the equipment onsite or you will have a delay / add. charges.

Please send your full pre-advice incl. all shipment details and handling instructions to ece@iml-vienna.at latest **3 working days before the shipment will arrive.**

Following documents are needed:

- Proforma Invoice / Packing list on your letterhead or you use our template
- AWB copy / transport information (carrier / tracking no. etc.)

Shipments with insufficient information's or missing pre-advice cannot be accepted and will be returned to carrier's depot. All cargo has to be consigned FREIGHT PREPAID. A 15% outlay commission will be charged on freight collect shipments arriving at our warehouse. All packages shall be marked as per Notify instructions.

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 Logistik in advance and not later than 3 weeks before the show starts with following information:

- Name of exhibitor and/or stand contractor
- Size of shipment
- Requested date and time of delivery

After reconfirmation we ask you for the following information:

- On-Site contact name and cell phone no.
- Truck plate no.
- Carriers name
- Drivers contact name and cell phone no.



3 Case Marking & Packing

Please use our attached shipping label or mark the shipment with the following information:

Shipper: _____
Exhibitor: _____
Exhibition Name: _____
Booth No: _____
Package No. _____ (1 of...total / 2 of...total /etc.).

Please be advised that exhibits will be placed outdoors many times. It is recommended that the packing material used in cases/crates be strong enough to protect the exhibit from rain, handling, and other potential hazards. Common packing materials often used in cartons are not recommended as they are not suitable for repeated handling and repacking. IML will not take any responsibilities on goods that are not properly packed or transported in unsuitable conditions.

4 Customs Regulations

Please be aware that Courier companies are not able to clear customs and deliver goods to your stand at CIGG. In order to keep costs to a minimum, we strongly advise that you consign your goods to IML / **Inter ExpoLogistics Ltd** at the address shown above. On payment of appropriate customs and handling charges, **IML / Inter ExpoLogistics Ltd** will deliver your goods to your stand.

Booth fitting material and exhibits can be imported duty free on a temporary basis against either a ATA carnet or a Customs Bond which Inter ExpoLogistics can supply against payment of a bond fee.

Printed matters such as catalogues for free distribution at **ECE 2020** can be imported duty-free. This also refers to CD-ROM catalogues.

However, give-aways such as pens, lighters, T-shirts, etc. are subject to the payment of duties and VAT. So does any kind of foodstuff or alcoholic beverage.

Therefore, it is advisable to contact Inter IML. Before ship

Please make sure that shipments to be imported permanently into Switzerland (no return to origin) are sent Delivery Duty Paid "**DDP**". All charges including any Duties & Taxes to be charged to the shipper.

It is important to know that the CIGG (Centre International de Congrès de Genève) facilities do not have their own Customs Office. Swiss import customs formalities have therefore to be performed at the Airport, Truck or Rail Terminals or at the Swiss border entry points. Please allow sufficient time for these formalities and therefore respect the above deadlines. It is important in this respect to liaise with Inter ExpoLogistics.

DOCUMENTS

Commercial invoices and packing lists (they can be combined on one document) 5 fold, indicating quantity and nature of goods, gross and net weight and value for each item shipped, as well as weight and dimensions of each package in the shipment. A separate invoice must be made out for printed matters and give-aways. In case of ATA carnets above documents are not required.



Due to the limited space for vehicle off- & reloading, it has been decided that the unloading are will be operated by the official forwarder and lifter IML Logistik. We therefore strongly recommend to arrange all delivereies/pick up to/from booth via IML.

6 Handling Rates

Basic 1 cbm = 300 kg chargeable weight

Handling charges for Airfreight & Groupage shipment (1cbm = 300kg)

Transport from local airport Geneva or local warehouse to/ from venue per kg minimum 2 cbm	per shipment / per way	EURO	1,15
Delivery to / pick from booth (min.= EUR 250,00)	per 100kg	EURO	25,00
airport related charges EURO 0,55 per chargeable weight (minimum EURO 60,00)			
truck terminal charge			

from free arrival direct at show site

Offloading and direct handling to the booth incl. providing of forklift, pallet truck and labourer valid for stand building material crated or palletized arriving during official move in period only

per loading meter	EURO	150,00
3 loading meter minimum	EURO	1.450,00

50% surcharge for loose cargo

Customs clearance charges (temporary, permanent, Carnet ATA – each way)

up to 500 kg	per clearance	EURO	290,00
501 – 1000 kg	per clearance	EURO	310,00
1001- 2000 kg	per clearance	EURO	410,00
2001- 4000 kg	per clearance	EURO	490,00
Complete truck loads	per clearance	EURO	590,00
+ Temporary import bond fee 3,0 % of CIF value	minimum	EURO	95,00
Import/Export customs clearance per Carnet ATA		EURO	295,00
Attendance for customs examination	per shipment/ per hour	EURO	150,00
Use of deferment account for VAT/Duty or advanced payment to Customs			15%
Transit documents (T1 & T2)	1% from CHF Value	min	EURO 225,00
		max	EURO 550,00

Handling of empty packing materials

Pick up, storage and return	per beginning cbm minimum 3 cbm	EURO	165,00
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Handling of Full goods

on request

Surcharges

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
Intervention fee shipments arriving without pre advise		EURO	100,00
Financing fee (can be reduced payment ist done within 14 days)			5%
Duties & Taxes for permanent importation			as per outlay +15%
advance payment fee minimum EUR 50,00			

Working hours

Normal working hours:	Monday – Friday	8:00am – 5:00pm	
Overtime:	Monday – Friday	5:00pm – 8:00am	+ 50%
	Saturday		+ 50%
	Sunday, public holiday		+ 100%

Outgoing

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.
10. Please take special note of the instructions for documentation.
11. Returning of empties takes time. A certain delivery time cannot be guaranteed.
12. Return transport arrangements may take same 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.
13. The handling tariff is valid for ECE 2018 Messe Wien
14. Basis of calculation is 1 cbm = 333 kgs
15. All cargo has to be consigned FREIGHT PREPAID. A 15% commission will be charged on freight collect shipments arriving at our warehouse
16. 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 re-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