



## **Shipping Information & Handling Rates**

**IROS 2023**  
**12.01 – 14.01.2023**  
**SALZBURG CONGRESS**

**IML - Messe Logistik GmbH**  
Bruno Kreisky Platz 1  
A - 1220 Vienna  
Tel.: +43 676 842 118 203  
Mail: [office@iml-vienna.at](mailto:office@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:

**Wednesday 04.01.2023**

all shipments via warehouse IML Vienna

#### Airfreight Shipments:

**Wednesday 04.01.2023**

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: **office@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.

### Delivery Address

All shipments are to be consigned and addressed as follow:

#### VIA WAREHOUSE IML

**IML – Messe Logistik GmbH**

**c/o Congress Name / Exhibitor / Hall & Stand No.**

**Bruno Kreisky Platz 1**

**A – 1220 Vienna**

Access via Leonard-Bernstein-Straße / Saturn Tower

All shipments must be send FREIGHT PREPAID.

A 15% commission will be charged on freight collect shipments which arrive at our warehouse.

**Warehouse Opening hours: Monday – Thursday 8am – 3:30pm & Friday 8am – 1:30pm**  
**closed on weekend and public holidays**

### 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:

- **Name of exhibitor and/or standbuilder**
- **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.**
- **Drivers contact name and cell phone no.**

### Airfreight Shipments

All airfreight cargo must be send to AIRPORT VIENNA with direct AIR WAYBILL. Pls. consign your MAWB as follow:

#### CONSIGNEE

**IML – Messe Logistik GmbH**

**Bruno Kreisky Platz 1**

**A – 1220 Vienna**

#### NOTIFY:

**Exhibitor Name / Hall & Stand No.**

**IROS 2023**

All shipments must be send FREIGHT PREPAID.

A 15% commission will be charged on freight collect shipments which arrive at Vienna airport.

### Case Marking & Packing details

All packages must be clearly marked with following information:

**Congress Name:** .....

**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>1. From free arrival advance warehouse facility ( via warehouse IML Vienna )</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	50,00
Handling of courier shipment only - up to 50 kgs	per shipment	EURO	75,00
Minimum	per shipment	EURO	145,00
301 – 500 kg	per 100 kgs	EURO	47,00
501 – 1.000 kg	per 100 kgs	EURO	42,00
1.001 – 1.500 kg	per 100 kgs	EURO	39,00
1.501 – 2.500 kg	per 100 kgs	EURO	36,00
over 2.501 kg	upon request		
Intervention with courier company ( export only )		EURO	25,00
<b>2. 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	220,00
301 – 500 kg	per 100 kgs	EURO	67,00
501 – 1.000 kg	per 100 kgs	EURO	61,00
1.001 – 1.500 kg	per 100 kgs	EURO	58,00
1.501 – 2.500 kg	per 100 kg	EURO	55,00
over 2.501 kg	upon request		
airport related charges EURO 0,55 per chargeable weight (minimum EURO 60,00)			
<b>3. Customs clearance ( temporary, permanent or Carnet ATA )</b>			
Temporary or permanent customs 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	1,75 % from CIF value	minimum EURO	75,00
Carnet ATA Clearance	per clearance	EURO	275,00
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>4. 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			
Pick up and re-delivery only to normal set up and dismantling times			
	each beginning cbm / minimum 3 cbm	EURO	90,00
<b>5. Surcharges</b>			
Duties & Taxes for permanent importation as per outlay +10 % advance payment fee			
Late arrival surcharge for shipment arriving after our deadline			25 %
SVS fee ( Mandatory forwarding insurance ) as per list			
Documentation per shipment and way		EURO	55,00
Financing fee on total invoice amount			4 %
Subsequent changes of the invoice	each invoice	EURO	15,00
All prices are net + 20% VAT			
<b>6. Working hours</b>			
Normal working hours:	Monday – Friday	8am – 5pm	
Overtime Surcharge	Monday – Friday	5pm – 10pm & 6am – 8am	50 %
	Saturday	6am – 10pm	50 %
	Night	10pm – 6am	100 %
	Sunday, Public Holiday		100 %
<b>7. Outgoing</b>			
Same services, same rates			



## Miscellaneous

1. All services must be booked in advance.
2. All cargos must 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 during IROS 2023
13. Basis of calculation is 1 cbm = 250 kgs
14. All cargo must 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.
16. Early cancellation of orders / cancellation of events etc.  
General cargo / air freight / courier – shipments (all shipments via warehouse IML Vienna)  
 As soon as your shipment arrives at our terminal in Vienna, 100% of the handling costs are invoiced without any deductions.  
 In the event of early cancellation of orders / cancellation of events before delivery of the shipment, 80% of the outbound handling will be invoiced as ordered.  
 If the goods have already been delivered or are on their way to delivery, 100% of the costs are invoiced for inbound and outbound handling as ordered.  
 Please note that customs formalities have not been taken into account here and 100% will be invoiced for inbound & outbound as ordered.  
Direct deliveries (not via IML warehouse handling)  
 If the event is cancelled or cancelled by the client 5 working days before the start of the service, no costs will be charged.  
 4 to 3 days before the service date, 20%,  
 2 to 1 day (s) before the service date 40% and on the same day 100% default service were invoiced.  
 If the service is currently being carried out Inbound handling and outbound handling will be invoiced 100% as ordered. Please note that customs formalities have not been taken into account here and 100% will be invoiced for inbound & outbound as ordered

## 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

## Venue Map / Delivery

