



Shipping Information & Handling Rates

CIRSE 2023
09.09. – 13.09.2023
BELLA CENTER
COPENHAGEN

IML - Messe Logistik GmbH
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1. Shipping Instructions

1.1.1 Delivery address advanced warehouse

Our deadline for arrival at our warehouse **latest Wednesday, 23.08.2023**
If the shipment arrives after the deadline, we cannot guarantee on-time delivery to the booth.

All shipments are to be consigned and addressed as follow:

IML – Messe Logistik GmbH
c/o CIRSE 2023 / Exhibitor / Hall & Stand No.
Bruno Kreisky Platz 1
A – 1220 Vienna

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

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 deadline 30% late arrival surcharge.

1.1.2 Direct delivery address for full & part load

Full & part load should arrive to BELLA CENTER during the official build-up date and pre-booked unloading slot.
For booking unloading slot we need in advance 2 weeks before the order form Time Slot booking direct.

IML – Messe Logistik GmbH
c/o DSV
Bella Center Center Boulevard 5
DK – 2300 Copenhagen
NOTIFY: CIRSE 2023
EXHIBITOR NAME / HALL/BOOTH

Meeting point(Parking P2, Virginia Woolfs Vej ,DK-2300 Copenhagen S) and await access and Gate number from the Freight Forwarding and On-site Handling Agent IML.
All truck which are not reported at P2 is seen as not arrived. Truck driving directly to unloading place, without registration at P2 will be send back to P2 again for registration and has to wait there.

1.1.3 Airfreight Shipments

Our deadline for arrival at Airport Vienna **latest Friday, 18.08.2023**
If the shipment arrives after the deadline, we cannot guarantee on-time delivery to the booth.

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.
CIRSE 2023

All shipments must be send FREIGHT PREPAID.
15% commission will be charged on freight collect shipments which arrive at Vienna airport.

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 deadline 30% late arrival surcharge.

1.1.4 Case Marking & Packing details

IML will provide you labels which must be marked on the shipment.

All packages must be clearly marked with following information:

Exhibition Name: CIRSE 2023

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.

1.1.5 Return Transportation

During the exhibition we will visit you at your booth and disuss with you the outbound.We will provide you the return labels



1 cbm = 300 kg chargeable weight

2. Handling Rates

2.1. From free arrival advance warehouse facility (via warehouse)			
Offloading and handling to the booth incl. intermediate storage, providing of forklift, pallet truck and labourer			
Handling of courier shipment only - up to 50 kgs	per shipment	EURO	115,00
Per exhibitor / Per shipment	per started cbm / minimum 3 cbm	EURO	95,00
Intervention with courier company (export only)		EURO	25,00
2.2. From free arrival Airport			
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	200 kg		
1 – 200 kg	per kg	EURO	3,50
201 – 500 kg	per kg	EURO	2,50
501 – 2.500 kg	per kg	EURO	1,50
over 2.501 kg	upon request		
airport related charges EURO 0,75 per chargeable weight (minimum EURO 80,00)			
2.3. From free arrival BELLA CENTER (direct shipment whitout storage)			
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	each way	EURO	750,00
Full Trailer Load / 40' Standard Container	each way	EURO	1.250,00
50% Surcharge for loose cargo			
2.4. Customs clearance (temporary, permanent)			
Temporary, permanent or Carnet ATA clearance incl. 1 tariff item			
Temporary	per clearance / per entry	EURO	295,00
Permanent / Carnet	per clearance / per entry	EURO	200,00
+ additional customs tariff item	each tariff item	EURO	30,00
+ Temporary import bond fee	3,00 % from CIF value	minimum EURO	75,00
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
2.5. Handling of empty packing material			
Pick up from booth, storage during the show and re-deliver to booth after show incl. all overtime surcharges			
each beginning cbm	minimum 3 cbm	EURO	85,00
Surcharge empties on 1 st and 2 nd floor	+45%		
Pallet-truck, normal	per unit	2 cbm	
Pallet-truck,	per unit	3 cbm	
Ladder	per unit	2 cbm	
Genie	per unit	3 cbm	
2.6. Surcharges			
Duties & Taxes for permanent importation as per outlay +15 % advance payment fee			
Late arrival surcharge for shipment arriving after our deadline			30 %
SVS fee (Mandatory forwarding insurance) as per list			
General handling & management fee (each way)	per order	EURO	75,00
Onsite Coordination (each way)	per shipment	EURO	55,00
Financing fee on total invoice amount			5 %
Subsequent changes of the invoice	each invoice	EURO	15,00
All prices are net + 20% VAT			
2.7. Working hours			
Normal working hours:	Monday – Friday	8:00 – 17:00	
Overtime Surcharge	Monday – Friday	17:00 – 8:00	50 %
	Saturday	6am – 10pm	50 %
	Sunday, Public Holiday		100 %
2.8. Outgoing			
Same services, same rates			



3.0. Terms & Conditions

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 forwarder'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 CIRSE 2023
13. Basis of calculation is 1 cbm = 300 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.
16. Early cancellation of orders / cancellation of events etc.
General cargo / air freight / courier – shipments
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

3.1. 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