



Shipping Information & Handling Rates

35th INTERNATIONAL EPILEPSY CONGRESS
02.09. – 06.09.2023
DUBLIN

IML - Messe Logistik GmbH
Contact: IEC@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: **28.08.2023**
all shipments via warehouse

Airfreight Shipments: **21.08.2023**
to Airport / 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: **iec@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 – Messe Logistik GmbH
c/o Interflow Logistics Ltd.
Advantage Forwarding
Unit 6, CRV Buildings,
Dundalk, Co. Louth, A91NR23
Ireland

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

Airfreight Shipments

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

CONSIGNEE

IML – Messe Logistik GmbH
c/o Interflow Logistics Ltd.
Advantage Forwarding
Unit 6, CRV Buildings,
Dundalk, Co. Louth, A91NR23
Ireland

NOTIFY:

Exhibitor Name / Hall & Stand No.
IEC 2023 DUBLIN

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: IEC 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.

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 = 333 kg chargeable weight

maximum packing 350 x 200 x 200 cm / 2.000,00 kg

1. From free arrival advance warehouse facility

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	90,00
Handling of courier shipment only - up to 50 kgs	per shipment	EURO	120,00

From free arrival warehouse up to free delivered booth normal working time

manipulation of your cargo must be possible with forklift and pallet jack (no loose cargo)	per started cbm minimum 4 cbm	EURO	100,00
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2. From free arrival Airport

Handling (but excluding payment of Airport related charges), transport to warehouse, Delivery from warehouse to booth (Point 1)

From free arrival airport (excluding payment of Airport related charges) up to advanced warehouse normal working time

per kg minimum 250 kg	EURO	1,90
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Airport Facility Service fee

EURO 75,00

Terminal surcharges

EURO 65,00

excl Any transfer charges or storage to pay at the airfreight company on arrival at Airport

3. From free arrival CCD

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	1.190,00
Full Trailer Load / 40' Standard Container	EURO	1.390,00
50% Surcharge for loose cargo		

4. Customs clearance (temporary, permanent or Carnet ATA)

Temporary or permanent customs clearance incl. 1 tariff item

	per clearance each Carnet -ATA per way	EURO	240,00
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+ additional customs tariff item each tariff item EURO 11,00

+ Temporary import bond fee 5,0 % from CIF value minimum EURO 95,00

Importer of record (use of importer record tax ID) per entry EURO 150,00

PBN Declaration (Includes issuing safety & security declaration) EURO 160,00

T-Document registration to customs per document EURO 60,00

Issuing of T-Document per document EURO 60,00

Customs examination (Carnet or temp import) each way EURO 180,00

Cancellation of Temporary import bond (export only) per document EURO 190,00

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

Pick up and re-delivery only to official set up and dismantling times

each beginning cbm m/m 3 cbm	EURO	110,00
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6. Surcharges

Duties & Taxes for permanent importation as per outlay +15 % advance payment fee	EURO	100,00
Late arrival surcharge for shipment arriving after our deadline		25 %
Forwarding insurance as per list		
Documentation per shipment and way	EURO	85,00
Onsite coordination	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		

7. Working hours

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 %

8. Outgoing

Same services, same rates



Miscellaneous

1. 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.
All work undertaken is subject to the Dutch Forwarders conditions, latest version, in conjunction with the conditions and rates for trade fair transportation. A copy will be sent on request.
The responsibility and liability of IML as Fairs & Exhibitions forwarder, ends once the goods have been delivered to the stand, irrespective of exhibitor's or his representative's presence on the stand
When written instructions fail, goods may be delivered to the stand commencing on the first day of the official build up period.
The responsibility and liability for return freight at the close of the exhibition starts only with the collection from the stand during the official dismantling period. The surrendering of documents by the exhibitor at the IML office and the acceptance of same does not constitute any admission of responsibility or liability for freight which has not yet been collected from the stand. If the exhibition booth has been left, without the shipment being collected by us, shipment remains on the booth at exhibitors risk.
Externally recognizable damages must be stated on the work order / delivery order on delivery of the goods. Any claim can only be treated when made in writing and presented at our on-site office. Verbal claims only will not be accepted.
Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our invoice(s) before the event starts or on- site during the event or before return shipping of their exhibits.

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