



Transport Guidelines & Handling Rates

ET 2025

**June 11 – 14
Porto, Portugal**

Contact details:

Mail: 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.

Roadfreight or courier shipments: **22.05.2025**

all shipments via IML warehouse Vienna

Airfreight Shipments: **22.05.2025**

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.

Airfreight Shipments / Road Freight & Courier Shipments via ADVANCED WAREHOUSE

All shipments are to be consigned and addressed as follow. Airfreight cargo must be send to Airport Vienna.

IML – Messe Logistik GmbH
c/o ET 2025 / Exhibitor Name / Hall / Booth number 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 Airport Vienna / warehouse.

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 Messe Logistik 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

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 at warehouse & short term storage.	per started cbm / minimum 3 cbm	EURO	25,00
Per exhibitor / Per shipment	per started cbm / minimum 3 cbm	EURO	150,00
Handling of courier shipment only - up to 50 kgs	per shipment	EURO	105,00
Additional delivery during the event		EURO	200,00
From free arrival Airport			
Transport from Airport to warehouse, Transfer from warehouse to the show site, Delivery to the booth			
Per exhibitor / Per shipment	per kg minimum 300 kg	EURO	2,00
airport related charges EURO 1,00per chargeable weight (minimum EURO 100,00)			
Customs clearance (temporary, permanent or Carnet ATA) via AT			
Temporary, permanent or Carnet ATA clearance incl. 1 tariff item	per clearance	EURO	230,00
+ additional customs tariff item	each tariff item	EURO	8,00
+ Temporary import bond fee	3% from CIF value minimum	EURO	95,00
T-Document registration to customs	per document	EURO	60,00
Issuing of T-Document	per document	EURO	60,00
T-Document Security (Export only)	1,5 % from CIF value minimum	EURO	60,00
Cancellation of Temporary import bond (export only)	per document	EURO	60,00
Carnet ATA management holding	per document	EURO	60,00
Handling of empty packing material			
Pick up from booth, storage during the show and re-deliver to booth after show incl. all overtime surcharges			
minimum 3 cbm	each beginning piece & cbm	EURO	95,00
Surcharges			
Duties & Taxes for permanent importation as per outlay +15 % advance payment			
fee Late arrival surcharge for shipment arriving after our deadline			20 %
SVS fee (Mandatory forwarding insurance) as per list			
General handling & management fee (each way)	per order	EURO	85,00
On-Site Coordination (each way)	per shipment	EURO	65,00
Financing fee / Credit Card fee on total invoice amount			5 %
Working hours			
Normal working hours:	Monday – Friday	8am – 4pm	
Overtime Surcharge	Monday – Friday	4pm – 8am	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. 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 2025 PORTO
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