

# **Shipping Information & Handling Rates**

ECR 2026 04.03 – 08.03.2026 Austria Center Vienna

IML - Messe Logistik GmbH Bruno Kreisky Platz 1 A - 1220 Vienna Mail: ecr@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: all shipments via warehouse IML Vienna Friday 20.02.2026

Airfreight Shipments: Friday 20.02.2026

to Airport Vienna / only direct MAWB ( no HAWB )

Seafreight Shipments: Monday 29.01.2026

#### **Pre-Advice and Documents**

For <u>ALL</u> shipments you must send a full pre-advice/order form incl. handling- ,shipment & payment details <u>latest 3 working days</u> before the shipment will arrive. Please send all documents to the following address: **ECR@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 Adress**

All shipments are to be consigned and addressed as follow:

#### **VIA WAREHOUSE IML**

IML – Messe Logistik GmbH c/o ECR 2026 / Exhibitor Name / 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

#### **Airfreight Shipments**

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

CONSIGNEE NOTIFY:

IML – Messe Logistik GmbH Exhibitor Name / Hall & Stand No.

Bruno Kreisky Platz 1 ECR 2026

A – 1220 Vienna Austria Center Vienna ECR@iml-vienna.at A – 1220 Vienna

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: It is mandatory to use the IML shipment label.

https://www.iml-vienna.at/wp-content/uploads/2025/07/ECR-2026-Shipping-Label.pdf
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

#### **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/instrucitions as in the import apply also for the export.



# **Handling Rates**

Basic 1 cbm = 250 kg chargeable weight

Basic 1 cbm = 250 kg chargeable weight				
1. From free arrival advance warehouse facility ( via warehouse IML Vienna )				
Offloading and handlling to the booth incl. intermediate storage, providing of forklift, pallet truck and labourer				
Handling of courier shipment up to 20 kgs Handling of courier shipment up to 50 kgs			EURO EURO	50,00 75,00
Minimum	per shipment		EURO	155,00
301 – 500 kg	per 100 kgs		EURO	50,00
501 – 1.000 kg	per 100 kgs		EURO	45,00
1.001 – 1.500 kg	per 100 kgs		EURO	41,00
1.501 – 2.500 kg over 2.501 kg	per 100 kgs upon request		EURO	38,00
9			EURO	25,00
Intervention with courier company (export only) EURO 25,00  2. From free arrival Vienna 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	per shipment		EURO	250,00
301 – 500 kg	per 100 kgs		EURO	70,00
501 – 1.000 kg	per 100 kgs		EURO	65,00
1.001 – 1.500 kg	per 100 kgs		EURO	60,00
1.501 – 2.500 kg over 2.501 kg	per 100 kgs upon request		EURO	58,00
airport related charges EURO 1,00 per ch		EURO 100,00)		
3. From free arrival Austria Center Vienna ( 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' StandardContainer			EURO	750,00
Full Trailer Load / 40' Standard Container			EURO	1.100,00
50% Surcharge for loose cargo				
4. Customs clearance (temporatemporary or permanent customs clearance)	<b>ary, permanent or C</b> nce incl. 1 tariff item	arnet ATA / holdi	ing Carr	iet ATA )
up to 50 kg	per clearance		EURO	115,00
up to 500 kg	per clearance		EURO	155,00
501 – 2.500 kg	per clearance		EURO	215,00
over 2.500 kg	per clearance		EURO	250,00
+ additional customs tariff item	each tariff item		EURO	10,00
+ Temporary import bond fee	4,0 % from CIF value	minimum	EURO	100,00
Carnet ATA Clearance	per clearance		EURO	375,00
Carnet ATA management holding security	per clearance		EURO	80,00
Transit Document from Courier warehous to IML	e per document		EURO	60,00
T-Document registration to customs	per document		EURO	60,00
Issuing of T-Document	per document		EURO	115,00
T-Document Security (Export only)	2,0 % from CIF value	minimum	EURO	75,00
Cancellation of Temporary import bond	per document		EURO	60,00
(export only)				
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		arter snow incr. all ove	atime suic	larges
minimum = 2 cbm	each beginning cbm&		EURO	115,00
	piece			
6. Surcharges				
Duties & Taxes for permanent importation	as per outlay +15 % adva	nce payment fee		
Late arrival surharge for shipment arriving	after our deadline			25 %
SVS fee ( Mandatory forwarding insuranc	e ) as per list			
Documentation per shipment and way			EURO	45,00
Financing fee on total invoice amount	each invoice		EURO	5 % 25.00
Subsequent changes of the invoice All prices are net + 20% VAT	each invoice		LUKU	25,00
7. Working hours				
Normal working hours:	Monday – Friday	8am – 5pm		
Overtime Surcharge	Monday – Friday	5pm – 10pm & 6am –	8am	50 %
S .	Saturday	6am – 10pm	-	50 %
	Night	10pm – 6am		100 %
	Sunday, Public			100 %
Vianna 2026	Holiday			



#### 8. Outgoing

Same services, same rates

#### Miscellaneous

- All services must be booked in advance.
- All charges per exhibitior and shipment.
- 3. All cargos must be consigned "FREIGHT PREPAID".
- 4. 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.
- 5. Responsibility for losses, damages, etc., will be accepted only within the framework of the AÖSp, which are resting in our office.
- 6. 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.
- 7. SVS prohibition customers must announce this in writing before/while placing the order.
- 8. 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.
- 9. It is the exhibitors responsibility to repack and label all outbound packages.
- 10. 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.
- 11. Returning of empties takes time. A certain delivery time cannot be guaranteed.
- 12. 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.
- 13. The handling tariff is valid for all services during ECR 2026
- 14. Basis of calculation is 1 cbm = 250 kgs
- 15. All cargo must be consigned FREIGHT PREPAID. A 25% 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 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.
- 17. 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.

<u>Direct deliveries (not via IML warehouse handling)</u>

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**

- 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**



