



Shipping Information & Handling Rates

EDGE 2026

10.06 – 12.06. 2026

Ljubljana, Slovenia

IML Messe Logistik GmbH
Mail: dscoop@iml-vienna.at



1 Shipping Details

We and our agent will only accept shipments which will clearly consign as per our instruction.
Before the shipment will arrive, we need your clearly instruction, order and payment details.
For all shipments which you consign direct to your booth or send no details in advance
We will only accept shipments which you will clearly send to us.
For shipments that you send directly to your booth we cannot accept any liability.

Groupage shipments and courier shipments to warehouse Ljubljana

Pls. consign all shipments as follow:

Consignee: IML – Messe Logistik GmbH
c/o INTEREUROPA d.d.
Letališka cesta 35
SI – 1001 Ljubljana

Notify: EDGE 2026
Exhibitor: _____
Booth no.: _____

Airfreight shipments to airport Ljubljana (LJU)

Shipments must be sent ONLY by MASTER AIRWAYBILL and FREIGHT PREPAID:

Consignee: IML – Messe Logistik GmbH
c/o INTEREUROPA d.d.
Letališka cesta 35
SI – 1001 Ljubljana

Notify: EDGE 2026
Exhibitor: _____
Booth no.: _____

Courier Shipments

Please note that global express courier companies (DHL, UPS, FEDEX) do not enter exhibition halls for direct delivery of materials to your booth. For this reason we offer a service for courier shipments via our Advanced warehouse that includes the receipt, registration and booth delivery of your shipment.

Direct to show site

Pls. consign your shipments as follow:

Consignee: IML Messe Logistik GmbH.
c/o Gospodarsko razstavišče d.o.o
Dunajska cesta 18
SI- 1000 Ljubljana Slovenia
Att.: Karma Knoll / Tel.: +43 676 842118203

Notify: EDGE 2026
Exhibitor: _____
Booth no.: _____

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 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.**
- **Carriers name**
- **Driver contact name and cell phone no.**



2 Deadlines

DEADLINES:

Groupage or courier shipments warehouse Ljubljana: latest 01.06.2026 MONDAY

Airfreight shipments to (LUJ) : latest 26.05.2026 TUESDAY

ATTENTION DON'T SEND ANY SHIPMENT WITHOUT OUR CONFIRMATION

Please send your pre-advice to **IML – Messe Logistik GmbH** latest 5 working days prior arrival date including all customs documents. If you will send airfreight shipments we need also a copy from AWB. Shipments with insufficient information's or missing pre-advice cannot be accepted and will be returned to carrier's depot. All cargo has to be consigned FREIGHT PREPAID. A 25% commission will be levied on freight collect shipments arriving at our warehouse. All packages shall be marked as per Notify instructions

3 Case Marking & Packing

All packages must be clearly marked with IML Label

<https://www.iml-vienna.at/wp-content/uploads/2025/08/SHIPMENT-LABEL-DSCOOP-2026.pdf>

Please be advised that exhibits will be placed outdoors many times. It is recommended that the packing material used in cases/crates be strong enough to protect the exhibit from rain, handling, and other potential hazards. Common packing materials often used in cartons are not recommended as they are not suitable for repeated handling and repacking. IML Messe Logistik GmbH will not take any responsibilities on goods that are not properly packed or transported in unsuitable conditions.

4 Customs Regulations

Exhibitors originating outside of European Community, who participate at shows need for import customs declaration to apply for EORI Number. You can get this number free of charge from Slovene Customs Authorities. As per EU regulation (EU customs codex rules) for all permanent import clearance as well for temporary import clearance an EORI-number from exhibitor/importer of records (actual importer) is now mandatory.

Import customs clearance will not be accepted nor proceed without an EORI-number.

For further information and application for EORI number please get in Contact with Slovene customs at eor.fu@gov.si

All exhibits which are intend to be return after the show, should be cleared under Temporary Entry Declaration or to be sent under ATA CARNET document. While give aways, brochures and other promotional material intend for distribution during the event has to be cleared under Permanent Entry Declaration and can be subject of duty and tax exemption. Instructions for customs formalities are required and we need to have your instructions in due time in advance.

CARNET ATA

Goods which cleared with an CARNET ATA cannot be sold during the show and any sale operation must be reported to Customs Authorities, otherwise heavy penalties might incur. Please contact IML – Messe Logistik GmbH in case you may sell any imported goods.

- Copy of Waybill / CMR or AWB
- ATA CARNET
- Power of Attorney, attached you find our form

You must fill out all columns in Carnet ATA (no of pcs. / weight / value etc.)

It is not allowed to send promotion or consumed goods under Carnet ATA.

Temporary Importation or Permanent Importation– Proforma Invoice

Pls. use our attached Proforma invoice and mark which products a for temporary importation with CIF value



If we arrange a temporary import clearance we must also arrange the re-export clearance or final clearance with duties and taxes after the show.

- Copy of Waybill / CMR or AWB
- Proforma Invoice & Packing List = 5 originals, attached you find our form
- Letter of authority

Temporary import of medical equipment without Carnet ATA may require additional attest, certificates and permits which will cause late arrival and extra costs – for this pls. use only CARNET ATA!

Attention don't pack temporary & permanent goods together. Pls. pack this separately
It not recommended to organize temporary importation on wheels(direct shipment)
We need also pictures of products with serial numbers.

Before you will ship your cargo pls. send your invoice for checking.

Attention for the following products we need special document or the importation is not possible: foodstuff, beverage, medicines, cosmetics, textiles, life animals or plants, pharmaceutical products, protected species, medical machines, medical products and so on .

All such items must be packed and invoiced separately. A declared value must be given for each / every item although they have not got any commercial value.

The total invoice value must be CIF Ljubljana and in EURO.

Every single article with different customs code (HS/CTN – Code, but 8 figures are requested) has to be listed.

Marks on invoice for permanent clearance

ADVERTISING MATERIAL FREE OF CHARGE FOR DISTRIBUTION EXHIBITION PERIOD

GIVE AWAY ITEMS VALUE FOR CUSTOMS & EXHIBITION PURPOSES

4 Empty Storage

We can store your empty packing material during the event. Please inform us in time about your requirements. Please note that we cannot accept any liability for items – intentionally or unintentionally - left in packing. We will measure the packages during the fair and fill in the cbm. Please ask for a copy by returning and check the cbm immediately. We will not accept any posterior reclamation. Please contact our on-site contact for special arrangements for storage of exhibits. Re-delivery of the empties will be automatically after exhibition ends. We cannot guarantee any dead-line for re-delivery.

5 Return Transportation

Since the dismantling schedule is very tight, 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.



6 Handling Rates

Basic 1 cbm = 333 kg chargeable weight

Handling via warehouse Ljubljana

Delivery to the booth or pick up from the booth

EUR 195,00 per started 100kg min EUR 485,00

Above rate includes receipt, intermediate storage up to 7 days, booth delivery and vice versa.
All Courier shipments need to be sent as DDP shipment, which means it has to be delivered to our warehouse customs cleared and duty paid.

from free arrival Airport Ljubljana up to free delivered booth, normal working time
manipulation of your cargo must be possible with forklift and pallet jack (no loose cargo)

rates per shipment / exhibitor	ex airport Beograd to booth
0 – 100 kg	EUR 585,00
101 – 200 kg	EUR 660,00
201 – 300 kg	EUR 885,00
301 – 400 kg	EUR 1020,00
401 – 500 kg	EUR 1170,00
501 – 600 kg	EUR 1270,00
601 – 700 kg	EUR 1365,00
701 – 800 kg	EUR 1525,00
801 – 900 kg	EUR 1725,00
901 – 1000 kg	EUR 1920,00

Airfreight add.: airport related charges EUR 1,00 per kg or chargeable weight (minimum EUR 100)

Rates including: warehousing / short-term storage / transfer to venue / delivery to exhibition booth /
each shipment / each exhibitor / first touch delivery / ground floor

excl inspections fee and any other 3rd party charges

Handling direct shipments Fairground

From free arrival fairground up to free delivered booth (material crated or palletized / no loose cargo)
during official move in period

maximum 2 loading meter 1 loading meter = 1m x truck wide 2,4m	EUR 500,00
half trailer load (6 loading meter)	EUR 750,00
full truck load (13,6 loading meter)	EUR 1.300,00
surcharge for loose cargo / Forklift for stand assistance	on request

Storage

Empty, storage and re-delivery	each beginning piece & cbm	EUR 90,00
Full goods, storage and re-delivery	each beginning piece & cbm	EUR 95,00

m/m = 3 cbm



Customs clearance

Permanent or Temporary clearance or Carnet-ATA	per document	EUR 280,00
Includes up to 1 HS codes, additional HS code	per	EUR 10,00
Cancellation of Temporary clearance	per document	EUR 280,00
Transit document per set, value of goods up to EUR 250.000,00	per document	EUR 280,00
Transit document for higher value or higher risk goods	per agreement	
Custom bond deposit	4 % CIF value of goods, min	EUR 250,00
Customs inspection	each clearance and way	EUR 125,00

Working hours

Normal working hours:	Monday – Friday	8am – 4pm	
Overtime surcharge:	Monday – Friday	4pm – 8pm	50 %
		8pm - midnight	100 %
	Saturday		100 %
	Sunday / Public holiday		100 %

Surcharges

Late arrival fees for shipments which arrive after our deadlines	on request
Floor Surcharge for heavier or larger packages	on request
SVS (Mandatory forwarders insurance)	as per list
Documentation per Shipment/Order/each way	EUR 95,00
Coordination fee per Shipment and way	EUR 75,00
Financing fee on total invoice amount	5 %
VAT if applicable	

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 A Ö S P, 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. [SEP]
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 [SEP] during move-in period. We will remove empties on a regular basis. [SEP]
8. It is the exhibitors responsibility to repack and label all outbound packages. [SEP]
9. It is also the exhibitors responsibility to give clear instructions on how to return your packages. All [SEP] necessary forms will be distributed during the event. [SEP]
10. Please take special note of the instructions for documentation.
11. Returning of empties takes time. A certain delivery time cannot be guaranteed. [SEP]
12. Return transport arrangements may take same 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. [SEP]
13. The handling tariff is valid for all services at DSCOOP 2026
14. Basis of calculation is 1 cbm = 333 kgs [SEP]
15. The exhibition forwarders liability ends with the delivery of the exhibition goods or empties to the [SEP] exhibition booth, even if the exhibitor or his representative is not present. Liability for retransport 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. [SEP]

Terms of Payment:

1. Invoices will be sent by e-mail only.
2. The invoicing is per shipment. [SEP]
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