



# Shipping Information & Handling Rates

**ECIO 2026 CONGRESS CENTER BASEL**

**26 - 30 APRIL**





# 1. Shipping Instructions

## 1.1 Dates and Deadlines

To avoid delays and ensure timely delivery, please ensure your shipments arrive by the dates below. Shipments arriving after these dates will incur a 25% late arrival surcharge.



### Road Freight or courier

All shipments via warehouse  
IML Vienna  
16/04/2026



### Airfreight

To Airport BASEL/ Only direct  
MAWB (No HAWB)  
16/04/2026



### Sea-Freight

on request

## 1.2 Pre-Advice and Documents

For ALL shipments, please submit a complete pre-advice/order form with handling, shipment, and payment details **at least 3 working days before arrival**. Please send all documents to [cirse@iml-vienna.at](mailto:cirse@iml-vienna.at).

Cargo from non-EU countries must be customs cleared for temporary or definitive importation before delivery. Temporary and permanent materials should be packed separately. Handwritten invoices and items valued at 0.00 are not accepted. Before shipping, send your invoice for review. Special documents are required for the following products: food, beverages, medicines, cosmetics, textiles, live animals or plants, pharmaceutical products, and protected species.

## 1.3 Delivery Address

Address all shipments as follows:

### Road Freight or courier

IML – Messe Logistik GmbH  
c/o Sempex AG  
Bleicherstrasse 7  
CH – 4058 Basel

### Notify

Exhibitor Name / Hall & Stand No.  
ECIO 2026  
CONGRESS CENTER BASEL

## 1.4 Airfreight Shipments

All airfreight cargo should be sent to Basel Airport with a direct Air Waybill. Please consign your MAWB as follows:

### CONSIGNEE

IML – Messe Logistik GmbH  
c/o Sempex AG  
Bleicherstrasse 7  
CH – 4058 Basel

### NOTIFY

Exhibitor Name / Hall & Stand No.  
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All shipments to be sent FREIGHT PREPAID. A 15% commission will be charged freight collect shipments arriving at Vienna airport.

## 1.5 Case Marking & packing details

All packages must be clearly marked with the following information: \*It is mandatory to use the IML shipment label.

<https://www.iml-vienna.at/wp-content/uploads/2025/10/ECIO-2026-SHIPMENT-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 means only wood, free of bark, correctly treated and showing the IPC stamp will be accepted into the EU.

## 1.4 Direct to showsite

### CONSIGNEE

IML – Messe Logistik GmbH  
c/o ECIO 2026  
Clarahofweg  
CH – 4058 Basel

### NOTIFY

Exhibitor Name / Hall & Stand No.  
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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 latest **13.04.2026** with following information:

**Timeslot needed for all arriving trucks. Less space for unloading and reloading Please contact us early for a timeslot.**

## 1.6 Return Transportation

Return instructions should be submitted at least 24 hours before the show closes. Any changes to transportation must be confirmed in writing, subject to our or the carrier's approval. The same guidelines for imports apply to exports.

## 1.5 Customs regulations

**For any customs clearances, please provide the following documentation along with your booking:**

- Copy of Transit document (T1 or T2)
- When used: Copy of the valid Carnet ATA Commercial or proforma invoice
- Bill of Lading|AWB |CMR |Courier waybill
- If applicable: certificates (EUR 1, Form A, CITES, Fumigation certificate, DGR certificate)

Attention: Please note that customs clearances for the Congress Center in Basel can be done only by the local customs office. It might be necessary to arrange a national transit document at the borders to reach the Congress Center.

Carnet ATAs need transit pages included.

- Name of the exhibition, hall and booth number
- Addresses of the shipper and the consignee Detailed description of each product
- Customs codes (Harmonized customs codes)
- Value per item and total value of the shipment
- Number of pieces, dimensions and weight
- Place, date, signature and stamp

Please keep consumable items and exhibits always separated also as packing units.

For goods which are supposed to stay in Switzerland, a final customs clearance procedure must be released and Duties and VAT have to be paid.

The final import clearance and payment of Duties and VAT must be confirmed and effected prior to pick up from exhibition booth. Disregard of this procedure may incur high penalties!



## 2. Handling Rates

\*Basic 1 cbm = 333 kg chargeable weight

### 2.1 From free arrival advance warehouse facility (via warehouse BASEL)

Handling of courier shipment up to 50 kg	each shipment	EUR 210,00
Receipt of shipment at warehouse, registration, handling & short term storage	each beginning cbm m/m 3 cbm	EUR 20,00
From free arrival warehouse advanced warehouse Basel up to free delivered booth normal working time manipulation of your cargo must be possible with forklift and pallet jack ( no loose cargo )	each beginning cbm m/m 3 cbm loading meter m/m 4 cbm	EUR 195,00

### 2.2 From free arrival Vienna Airport

Upon request

### 2.3 From free arrival Congress Center Basel (direct shipment without storage)

Offloading and direct handling to the booth incl. providing of forklift, pallet truck and labourer valid for stand building material crated or palletised arriving during official move-in period only.

minimum	EUR 475,00
Half Trailer Load / 20' Standard Container	EUR 850,00
Full Trailer Load / 40' Standard Container	EUR 1.550,00

50% Surcharge for loose cargo

## 2.4 Customs clearance (Temporary, permanent or Carnet ATA / holding Carnet ATA)

Temporary or Permanent import clearance	per clearance / per way		<b>EUR 275,00</b>
Incl. 1 Tariff item			
Carnet-ATA clearance	each way	per Carnet-ATA	<b>EUR 275,00</b>
T-Document registration to customs		per Document	<b>EUR 60,00</b>
+ Additional customs tariff item		each tariff item	<b>EUR 20,00</b>
+ Temporary import bond fee	4,0 % from CIF value	minimum	<b>EUR 95,00</b>
Duties & Taxes (permanent import)	15% outlay fee	minimum	<b>EUR 60,00</b>
Carnet ATA management holding security		per clearance	<b>EUR 90,00</b>
Transit document security (Export only)	1% from CIF Value	minimum	<b>EUR 50,00</b>
T-Document registration to customs		per clearance	<b>EUR 65,00</b>
Customs inspection		per clearance / per way	<b>EUR 60,00</b>
T-Document security (export only)	2,0 % from CIF value		<b>EUR 50,00</b>

## 2.5 Empty Storage / Full goods storage

Pick up from booth, storage during the show and re-deliver to booth after show including all overtime surcharges. Pick up and re-delivery only to official set up and dismantling time

Empty Storage	each beginning cbm & piece m/m 3 cbm	<b>EUR 95,00</b>
Full good Storage	each beginning cbm & piece m/m 3 cbm	<b>EUR 105,00</b>

## 2.6 Working hours

Normal working hours	Monday - Friday	8am - 5pm	
Overtime surcharge	Monday - Friday	5pm - 10pm & 6am - 8am	<b>50 %</b>
	Saturday	6am - 10pm	<b>50 %</b>
	Night	10pm - 6am	<b>100 %</b>
	Sunday, Public Holiday	10pm - 6am	<b>100 %</b>

## 2.7 Surcharges

Duties & Taxes for permanent importation as per outlay +15% advance payment fee

Late arrival surcharge for shipment arriving after deadline	<b>20%</b>
SVS fee (Mandatory forwarding insurance) as per list	<b>as per list</b>
Documentation per shipment and way	<b>EUR 85,00</b>
Onsite coordination each invoice / per way / per order	<b>EUR 65,00</b>
Financing fee on total amount	<b>5%</b>

All prices are net +20% VAT

## 2.8 Outgoing

Same services, same rates.

## 2.9 Miscellaneous

- All services must be booked in advance.
- All cargos have to be consigned "FREIGHT PREPAID".
- 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.
- Responsibility for losses, damages, etc., will be accepted only within the framework of the A Ö S P, which are resting in our office  
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
- SVS prohibition customers must announce this in writing before/while placing the order.
- 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.
- It is the exhibitors responsibility to repack and label all outbound packages.
- 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.
- Returning of empties takes time. A certain delivery time cannot be guaranteed.
- 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.
- The handling tariff is valid for all services at ECIO 2026
- Basis of calculation is 1 cbm = 333 kgs
- 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 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.

### Terms of Payment:

Invoices will be sent by e-mail only.

The invoicing is per shipment.

Full payment of the incoming handling charges must be received prior the delivery to the booth.

The outgoing handling charges are payable immediately after receipt of our invoice.

Payment can be made in cash, by credit card ( AMEX, VISA and MASTERCARD ) or by wire transfer. Personal or foreign cheques are not acceptable.

Prices are net +20% VAT, no VAT for exhibitors from outside the EU or EU exhibitors providing their VAT registration no.

1,5% interest per month will be charged on overdue payments



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