

Shipping Information & Handling Rates

IROS 2026 15.01.2025 – 17.01.2026 SALZBURG

IML - Messe Logistik GmbH Bruno Kreisky Platz 1

Mail: cirse@iml-vienna.at

A - 1220 Vienna



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

09.01.2026

Airfreight Shipments: to Airport Vienna / only direct MAWB (no HAWB) 09.01.2026

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</u> <u>working days</u> 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.

Delivery Adress

All shipments are to be consigned and addressed as follow:

VIA WAREHOUSE IML

IML – Messe Logistik GmbH c/o IROS 2026 / Exhibitor / 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

Direct to show site

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 in advance and not later than 3 weeks before the show starts 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.
- Drivers contact name and cell phone no.

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 IROS 2026

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 ma | rked with following information: |
| Congress Name: | |
| Exhibitor Name: | |
| Hall / Booth No.: | |
| Package No.: | (1 oftotal / 2 of total / etc.) |
| IML will not take any responsibilit | ies on goods that are not properly packed or transported in unsuitable conditions. All woode |

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 = 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 inc | l. intermediate storage, pr | oviding of forklift, pallet | truck and | labourer | | |
| Handling at warehoue per way | per started cbm m/m 3 cb | om | EURO | 15,00 | | |
| Handling of courier shipment only - up to 50 kgs | per shipment | | EURO | 95,00 | | |
| | Per started cbm Minimum 3 cbm | | EURO | 100,00 | | |
| Intervention with courier company (export only) | Per shipment | | EURO | 25,00 | | |
| 2. From free arrival Vienna Air Handling (but excluding payment of Airp incl. intermediate storage, providing of fo | ort related charges), trans | | offloading | and handling to booth | | |
| Minimum | per shipment | | EURO | 290,00 | | |
| 501 – 1.000 kg | per 100 kgs | | EURO | 61,00 | | |
| 1.001 – 1.500 kg | per 100 kgs | | EURO | 58,00 | | |
| 1.501 – 2.500 kg | per 100 kgs | | EURO | 55,00 | | |
| over 2.501 kg | upon request | | | | | |
| airport related charges EURO 1,00 per o | hargeable weight (minimu | m EURO 100,00) | | | | |
| 3. From free arrival Salzburg (| direct shipment wh | itout storage) | | | | |
| Offloading and direct handling to the boo crated or palletized arriving during official | | , pallet truck and labou | rer valid foi | standbuilding material | | |
| Half Trailer Load / 20' Standard Containe | | | EURO | 700,00 | | |
| Full Trailer Load / 40' Standard Containe 50% Surcharge for loose cargo | r | | EURO | 1.000,00 | | |
| 0 0 | | | | | | |
| 4. Customs clearance (tempo Temporary or permanent customs cleara | | carnet ATA / hold | iing Cari | net AIA) | | |
| ' ' ' | | | FUDO | 445.00 | | |
| up to 50 kg | per clearance | | EURO | 115,00 | | |
| up to 500 kg 501 – 2.500 kg | per clearance per clearance | | EURO EURO | 145,00 210,00 | | |
| over 2.500 kg | per clearance | | EURO | 250,00 | | |
| | • | | | • | | |
| + additional customs tariff item + Temporary import bond fee | each tariff item 3,0 % from CIF value | minimum | EURO EURO | 8,00 95,00 | | |
| Carnet ATA Clearance | per clearance | | EURO | 300,00 | | |
| Carnet ATA management holding securi | ty per clearance | | EURO | 80,00 | | |
| Transit Document from Courier warehouse to IML | 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) | 1,5 % from CIF value | minimum | EURO | 50,00 | | |
| Cancellation of Temporary import bond (export only | per document | | EURO | 60,00 | | |
| 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 & piece minimum 3 cbm | | EURO | 90,00 | | |
| 6. Surcharges | | | | | | |
| Duties & Taxes for permanent importation as per outlay +15 % advance payment fee Late arrival surharge for shipment arriving after our deadline 25 % | | | | | | |
| SVS fee (Mandatory forwarding insurance) as per list | | | | 05.00 | | |
| Documentation per shipment and way Onsite coordination | | | EURO EURO | 85,00 55,00 | | |
| Financing fee on total invoice amount | | | EURU | 55,00 5 % | | |
| Subsequent changes of the invoice | each invoice | | EURO | 25,00 | | |
| All prices are net + 20% VAT | 5.5.1 11170100 | | _20 | _0,50 | | |
| 7. Working hours | | | | | | |
| _ | nday – Friday | 8am – 5pm | | | | |
| | nday – Friday | 5pm – 10pm & 6am – | 8am | 50 % | | |
| | nday – Filday turday | 6am – 10pm | Jani | 50 % 50 % | | |
| Nig | , | 10pm – 6am | | 100 % | | |
| | nday, Public Holiday | -1 | | 100 % | | |
| 8. Outgoing | | | | | | |
| | | | | | | |
| Same services, same rates | | | | | | |



Miscellaneous

- 1. All services must be booked in advance.
- 2. All cargos must 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.
- 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.
- 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 the IROS 2026
- 13. Basis of calculation is 1 cbm = 250 kgs
- 14. All cargo must be consigned FREIGHT PREPAID. A 25% 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.
- 16. 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

- 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