



# **Shipping Information & Handling Rates**

**ICRA 2026**

01.– 05. June 2026

Vienna AUSTRIA

**IML Messe Logistik GmbH**

[office@iml-vienna.at](mailto:office@iml-vienna.at)



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## 1 Shipping Details

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### Groupage shipments and courier shipments

Pls. consign all shipments as follow:

Consignee:	IML Messe Logistik GmbH. Bruno Kreisky Platz 1 A – 1220 Vienna Attn: Karma Knoll	Nofiy:	ICRA 2026 c/o Exhibitor: _____ Booth no.: _____
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### Airfreight shipments

Shipments must be send on DIRECT AWB and FREIGHT PREPAID:

Airport of Destination:	Vienna / Austria		
Consignee:	IML - Messe Logistik GmbH. Bruno Kreisky Platz 1 A – 1220 Vienna Attn: Karma Knoll	Nofiy:	ICRA 2026 c/o Exhibitor: _____ Booth no.: _____

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### Direct to show site

Pls. consign your shipments as follow:

Consignee:	IML - Messe Logistik GmbH. c/o DHL Global Forwarding Austria GmbH Trabrennstr. 5 AT – 1020 Vienna Attn: Karma KNOLL	Nofiy:	ICRA 2026 c/o Exhibitor: _____ Booth 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 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.**

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## 2 Deadlines

**Groupage or courier shipments warehouse Vienna AT: latest MAY 26<sup>th</sup>**  
**Airfreight shipments to airport Vienna AT: latest MAY 21<sup>st</sup>**

Please send your pre-advice to **IML – Messe Logistik GmbH** latest 5 working days prior arrival date including a copy of the invoice. 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 20% commission will be levied on freight collect shipments arriving at our warehouse. All packages shall be marked as per Notify instructions

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### 3 Case Marking & Packing

All packages must be clearly marked as follow:

Shipper: \_\_\_\_\_

Exhibitor: \_\_\_\_\_

Exhibition Name: ICRC 2026 Vienna

Booth No: \_\_\_\_\_

Package No. \_\_\_\_\_ (1 of...total / 2 of...total /etc.).

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.

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### 4 Customs Regulations

Cargo arriving from a non-European Union country need to be customs cleared on a temporary / definitive importation and released from customs before delivery to booth.

Attention no customs clearance possible at show side. Only possible for shipments which will arrive our warehouse Vienna or airport Vienna.

Temporary & permanent material must be packed separately in different boxes.

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### 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

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### 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 dutis and taxes after the show.**

- Copy of Waybill / CMR or AWB
- Proforma Invoice & Packing List, attached you find our form.

Attention don't pack temporary & permanent goods together. Pls. pack this separately

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.



## 5. 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.

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## 6. 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.



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## 7 Handling Rates

Basic 1 cbm = 333 kg chargeable weight

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### Handling via warehouse VIENNA

From free arrival warehouse IML Messe Logistik GmbH, Vienna AT 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	EURO	110,00
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m/m = 3 cbm /// loading meter m/m = 4 cbm

handling of courier shipments up to 25 kgs	each shipment	EURO	115,00
handling of courier shipments up to 50 kgs	each shipment	EURO	200,00

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### Handling via airport VIENNA

From free arrival airport Vienna (excluding payment of Airport related charges) up to free delivered booth  
normal working time

m/m = 250 kgs	each beginning kg	EURO	2,00
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airport related charges EURO 1,15 per chargeable weight (minimum EURO 115,00)

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### Handling direct shipments Fairground Vienna

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

1 truck loading meter max. 2.000,00 kg	EURO	500,00
half trailer load ( 6 loading meter )	EURO	900,00
full truck load ( 13,6 loading meter )	EURO.	1.400,00

surcharge for loose cargo on request

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### Empty Storage & Full goods storage

Pick up from booth, storage during the show and re-delivery to booth after show

Empty storage incl. overtime surcharges m/m = 3 cbm	each beginning pcs & cbm	EURO	95,00
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Full goods storage incl. overtime surcharges m/m = 3 cbm	each beginning pcs & cbm	EURO	115,00
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## Customs formalities

Attention customs formalities only possible for shipment via warehouse Vienna or airport Vienna

Temporary or Permanent import clearance incl. 1 tariff item	up to 500 kg over 501 kg	EURO 145,00 EURO 190,00
Carnet ATA clearance	each Carnet ATA	EURO 300,00
Carnet ATA management holding security	each Carnet ATA	EURO 85,00
T-Document Registration to customs	each document	EURO 60,00
temporary import bond fee m/m = EURO 95,00	of CIF Value	3 %
duties & taxes (permanent import) m/m = EURO 60,00	as per outlay	+ 10 % outlay fee
Issuing of T-Dокумент	each document	EURO 60,00
T-Document security (Export only) m/m = EURO 50,00	of CIF Value	1 %
Re-Export clearance or export clearance incl. 1 tariff item	up to 500 kg over 501 kg	EURO 145,00 EURO 190,00
add. Tariff item (temporary or permanent)	each add. Tariff item	EURO 8,00
Customs attendance for examining cargo each way and clearance		EURO 60,00

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## Working hours

Normal working hours:	Monday – Friday	8am – 5pm
Overtime surcharge:	Monday - Friday Saturday Monday – Saturday Sunday / Public holiday	6am – 8 am & 5pm – 10pm 50 % 50 % 10pm to 6am 100 % 100 %

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## 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 Invoice/Order & Way	EURO 85,00
Onsite coordination each Invoice/Order & Way	EURO 55,00
Financing fee on total invoice amount	5 %

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## 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 forwarder'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.
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.
10. 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 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.
13. The handling tariff is valid for all services at ICRA 2026 Vienna AUSTRIA
14. Basis of calculation is 1 cbm = 333 kgs
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 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:

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