



## **Shipping Information & Handling Rates**

**CIRSE 2026**  
**05.09. – 09.09.2026**  
**BELLA CENTER**  
**COPENHAGEN**

**IML - Messe Logistik GmbH**  
Bruno Kreisky Platz 1  
A - 1220 Vienna  
e-mail: [CIRSE@iml-vienna.at](mailto:CIRSE@iml-vienna.at)



## 1. Shipping Instructions

### 1.1.1 Delivery address advanced warehouse

Our deadline for arrival at our warehouse **latest 21.08.2026**  
If the shipment arrives after the deadline, we cannot guarantee on-time delivery to the booth.

All shipments are to be consigned and addressed as follow:

**IML – Messe Logistik GmbH**  
c/o CIRSE 2026 / Exhibitor / Hall & Stand No.  
Bruno Kreisky Platz 1  
A – 1220 Vienna

All shipments must be send FREIGHT PREPAID.  
A 15% commission will be charged on freight collect shipments which arrive at our warehouse.

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 deadline 30% late arrival surcharge.

### 1.1.2 Direct delivery address for full & part load

Full & part load should arrive to BELLA CENTER during the official build-up date and pre-booked unloading slot. For booking unloading we need in advance 2 weeks before the order form Time Slot booking direct.

IML – Messe Logistik GmbH c/o DSV  
Bella Center Center Boulevard 5 DK – 2300 Copenhagen NOTIFY: CIRSE 2026  
EXHIBITOR NAME / HALL/BOOTH

### 1.1.3 Airfreight Shipments

Our deadline for arrival at Airport Vienna **latest 19.08.2026**  
If the shipment arrives after the deadline, we cannot guarantee on-time delivery to the booth.

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

#### CONSIGNEE

**IML – Messe Logistik GmbH**  
Bruno Kreisky Platz 1  
A – 1220 Vienna

#### NOTIFY:

**Exhibitor Name / Hall & Stand No.**  
**CIRSE 2026**

All shipments must be send FREIGHT PREPAID.  
15% commission will be charged on freight collect shipments which arrive at Vienna airport.

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 deadline 30% late arrival surcharge.

### 1.1.4 Case Marking & Packing details

IML will provide you labels which must be marked on the shipment.

All packages must be clearly marked with following information:

**Exhibition Name:** CIRSE 2026

**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-1 Short this means only wood, free of bark, correctly treated and showing the IPC stamp will be accepted into the EU.

### 1.1.5 Return Transportation

During the exhibition we will visit you at your booth and discuss with you the outbound. We will provide you the return labels



1 cbm = 300 kg chargeable weight

## 2. Handling Rates

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

Offloading and handling to the booth incl. intermediate storage, providing of forklift, pallet truck and labourer

Handling at warehouse	per started cbm minimum 3 cbm	EURO	25,00
Handling of courier shipment only - up to 50 kgs	per shipment	EURO	200,00
Per exhibitor / Per shipment	per started cbm / minimum 3 cbm	EURO.	115,00
Intervention with courier company ( export only )		EURO	25,00

### 2.2 From free arrival airport Vienna

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	200 kg		
1 – 200 kg	per kg	EURO	3,50
201 – 500 kg	per kg	EURO	2,50
501 – 2.500 kg	per kg	EURO	1,50
over 2.501 kg	upon request		

airport related charges EURO 1,00 per chargeable weight (minimum EURO 100,00)

### 2.3. From free arrival BELLA CENTER ( 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

minimum 3 loadingmeter	each way	EURO	475,00
Half Trailer Load / 20' Standard Container	each way	EURO	795,00
Full Trailer Load / 40' Standard Container	each way	EURO	1.550,00

50% Surcharge for loose cargo or upper Level

### 2.4. Customs clearance ( temporary, permanent )

	per clearance	EURO	375,00
+ additional customs tariff item	each tariff item	EURO	35,00
+ Temporary import bond fee	4,0 % from CIF value	minimum EURO	250,00
Carnet ATA Clearance	per clearance	EURO	375,00
Carnet ATA management holding security	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)	2,0 % from CIF value	minimum EURO	75,00
Cancellation of Temporary import bond (export only)	per document	EURO	60,00

### 2.5. Handling of empty packing material / Full goods

Pick up from booth, storage during the show and re-deliver to booth after show incl. all overtime surcharges

each beginning cbm / piece	minimum 3 cbm	EURO	95,00
Full goods. each beginning cbm / piece	minimum 3 cbm	EURO	115,00

### 2.6. Surcharges

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

Late arrival surcharge for shipment arriving after our deadline			30 %
SVS fee ( Mandatory forwarding insurance ) as per list			
General handling & management fee (each way)	per order	EURO	95,00
Onsite Coordination (each way)	per shipment	EURO	65,00
Financing fee on total invoice amount			5 %
Subsequent changes of the invoice	each invoice	EURO	15,00

All prices are net + 20% VAT

### 2.7. Working hours

Normal working hours:	Monday – Friday	8:00 – 17:00	
Overtime Surcharge	Monday – Friday	17:00 – 8:00	50 %
	Saturday	6am – 10pm	50 %
	Sunday, Public Holiday		100 %

### 2.8. Outgoing

Same services, same rates



### 3.0. Terms & Conditions

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 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.
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. 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 CIRSE 2026
13. Basis of calculation is 1 cbm = 300 kgs
14. All cargo has to be consigned FREIGHT PREPAID. A 15% 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  
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

### 3.1. 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