



Shipping Information & Handling Rates

CIRSE 2026

Bella Center Copenhagen

5 - 9 September





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

21/08/2026



Airfreight

To Airport VIENNA/ Only direct
MAWB (No HAWB)

19/08/2026



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.

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 CIRSE 2026 / Exhibitor Name / Hall & Stand No.
Bruno Kreisky Platz 1
A – 1220 Vienna



Warehouse Opening hours

Monday - Thursday..... 8am – 3:30pm
Friday..... 8am – 1:30pm

*Closed on weekend and public holidays

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.

1.4 Airfreight Shipments

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

CONSIGNEE

IML – Messe Logistik GmbH
Bruno Kreisky Platz 1
A – 1220 Vienna
cirse@iml-vienna.at

NOTIFY

Exhibitor Name / Hall & Stand No.
CIRSE 2026
Austria Center Vienna
A – 1220 Vienna

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/2026/01/CIRSE-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.

1.6 Direct to showsite

CONSIGNEE

CIRSE 2026
Bella Center / Center Boulevard 5
DK- 2300 Copenhagen

NOTIFY

Exhibitor Name / Hall & Stand No.
CIRSE 2026
BELLA CENTER COPENHAGEN

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 cirse@iml-vienna.at

1.7 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.

2. Handling Rates

*Basic 1 cbm = 250 kg chargeable weight

2.1 From free arrival advance warehouse facility (via warehouse IML Vienna)

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

Handling at warehouse	per started cbm / minimum 3 cbm	€ 25,00
Handling of courier shipment up to 50 kg	per shipment	€ 200,00
Per exhibitor / Per shipment	per started cbm / minimum 3 cbm	€ 115,00
Intervention with courier company (expert only)	upon request	€ 25,00

2.2 From free arrival Vienna Airport

Handling (excluding payment of Airport related charges), transport to IML warehouse, offloading and handling to booth including intermediate storage, providing of forklift, pallet truck and labourer

Minimum	200 kg	
1 - 200 kg	per kg	€ 3,50
201 - 500 kg	per kg	€ 2,50
501 - 2.500 kg	per kg	€ 1,50
Over 2.500 kg	upon request	
Airport related charges	per chargeable weight (minimum €100.00)	€ 1,00

2.3 From free arrival Bella Center(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 3 loadingmeter	€ 475,00
Half Trailer Load / 20' Standard Container	€ 795,00
Full Trailer Load / 40' Standard Container	€ 1.550,00

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

Temporary or Permanent import clearance incl 1 Tariff	per clearance / per way		€ 375,00
Carnet-ATA clearance	each way	per Carnet-ATA	€ 375,00
Carnet ATA management holding security	per clearance		€ 90,00
T-Document registration to customs	per Document		€ 60,00
+ Additional customs tariff item	each tariff item		€ 35,00
+ Temporary import bond fee	4,0 % from CIF value	minimum	€ 250,00
Cancellation of temporary import bond (export only)	per document		€ 60,00
Duties & Taxes (permanent import)	15% outlay fee	minimum	€ 60,00
T-Document Courier to IML	per document		€ 60,00
Transit document security (Export only)	1% from CIF Value	minimum	€ 50,00
T-Document registration to customs	per clearance		€ 65,00
Customs inspection	per clearance / per way		€ 60,00
T-Document security (export only)	2,0 % from CIF value		€ 50,00

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	€ 95,00
Full good Storage	each beginning cbm & piece m/m 3 cbm	€ 115,00

2.6 Working hours

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

2.7 Surcharges

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

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 Speditöbedingungen 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 CIRSE 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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A-1220 Vienna
cirse@iml-vienna.at