



# Shipping Information & Handling Rates

**EANM 2026** Austria Center Vienna  
17 -21 OCTOBER 2026





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# 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

**Wednesday 07/10/2026**



### Airfreight

To Airport Vienna / Only direct  
MAWB (No HAWB)

**Monday 05/10/2026**



### Sea-Freight

To Port Hamburg

**Upon 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 [eanm@iml-vienna.at](mailto:eanm@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 EANM 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  
EANM@iml-vienna.at

### NOTIFY

Exhibitor Name / Hall & Stand No.  
EANM 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.

**FILLED TRANSPORT LABEL WILL BE SEND TO YOU WHEN YOU HAVE BOOKED SERVICES WITH US !!!!**

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 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 of courier shipment up to 20 kg	per shipment (max 0,08 cbm)	€ 50,00
Handling of courier shipment up to 50 kg	per shipment (max 0,20 cbm)	€ 75,00
Minimum	per shipment	€ 155,00
301 - 500 kg	per 100 kg	€ 50,00
501 - 1.000 kg	per 100 kg	€ 45,00
1.001 - 1.500 kg	per 100 kg	€ 41,00
1.501 - 2.500 kg	per 100 kg	€ 38,00
Over 2.500 kg	per shipment	
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	per shipment	€ 250,00
301 - 500 kg	per 100 kg	€ 70,00
501 - 1.000 kg	per 100 kg	€ 65,00
1.001 - 1.500 kg	per 100 kg	€ 60,00
1.501 - 2.500 kg	per 100 kg	€ 58,00
Over 2.500 kg	upon request	
Airport related charges	per chargeable weight (minimum €100.00)	€ 1,00

### 2.3 From free arrival Austria Center Vienna (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.

Half Trailer Load / 20' Standard Container	<b>€ 750,00</b>
Full Trailer Load / 40' Standard Container	<b>€ 1.100,00</b>

50% Surcharge for loose cargo

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

Temporary or permanent customs clearance including 1 tariff item

Up to 50 kg	per clearance	<b>€ 115,00</b>
Up to 500 kg	per clearance	<b>€ 155,00</b>
501 - 2.500 kg	per clearance	<b>€ 215,00</b>
Over 2.500 kg	per clearance	<b>€ 250,00</b>
+ Additional customs tariff item	each tariff item	<b>€ 10,00</b>
+ Temporary import bond fee	4,0 % from CIF value	(minimum) <b>€ 100,00</b>
Carnet ATA Clearance	per clearance	<b>€ 375,00</b>
Carnet ATA management holding security	per clearance	<b>€ 80,00</b>
Transit document from courier warehouse to IML	per clearance	<b>€ 60,00</b>
T-Document registration to customs	per clearance	<b>€ 60,00</b>
Issuing of T-Document	per clearance	<b>€ 115,00</b>
T-Document security (export only)	2,0 % from CIF value	<b>€ 75,00</b>
Cancellation of Temporary import bond (export only)	per document	<b>€ 60,00</b>

### 2.5 Handling of empty packing material

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

Minimum = 2 cbm	each beginning cbm & piece	<b>€ 115,00</b>
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### 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	25%
SVS fee (Mandatory forwarding insurance) as per list	
Documentation per shipment and way	€ 45,00
Financing fee on total invoice amount	5%
Subsequent changes of the invoice (per invoice)	€ 25,00

All prices are net +20% VAT

## 2.8 Outgoing

Same services, same rates.

## 2.9 Miscellaneous

1. All services must be booked in advance.
2. All charges per exhibitor and shipment.
3. All cargos must be consigned "FREIGHT PREPAID".
4. 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.
5. Responsibility for losses, damages, etc., will be accepted only within the framework of the AÖSp, which are resting in our office.
6. 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.
7. SVS prohibition customers must announce this in writing before/while placing the order.
8. 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.
9. It is the exhibitors responsibility to repack and label all outbound packages.
10. 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.
11. Returning of empties takes time. A certain delivery time cannot be guaranteed.
12. 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.
13. The handling tariff is valid for all services during EANM 2026
14. Basis of calculation is 1 cbm = 250 kgs
15. All cargo must be consigned FREIGHT PREPAID. A 25% commission will be charged on freight collect shipments arriving at our warehouse
16. 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.
17. 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%,

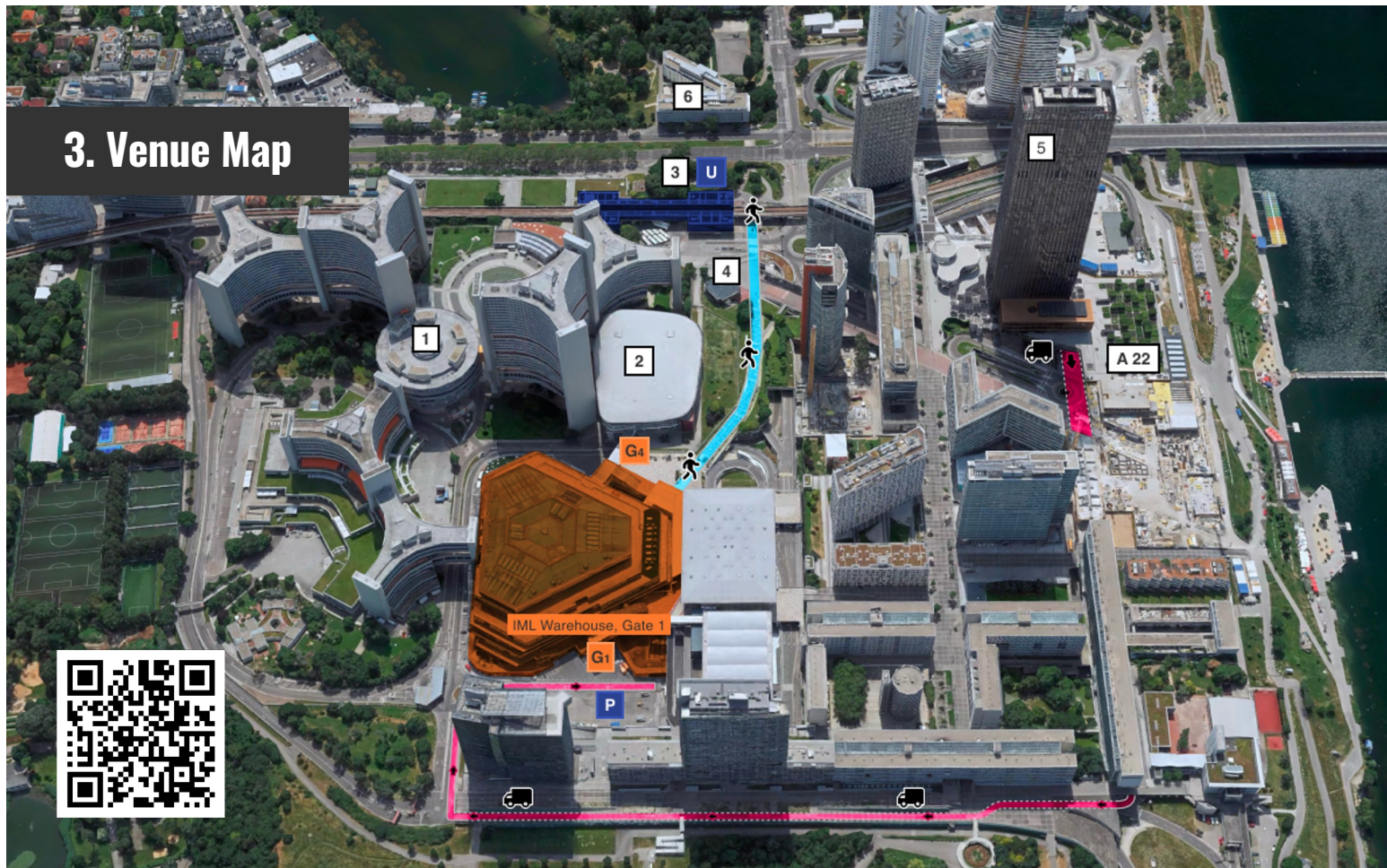
2 to 1 day (s) before the service date 40% and on the same day 100% default service were invoiced.

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

## 2.10 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

### 3. Venue Map



**G1** Anlieferung „Gate 1, IML“ - Deliveries

**G4** Anlieferung „Gate 4, ZLT“ - Deliveries

 Unterirdisch - Under ground

 Oberirdisch - Above ground

 Fußweg - Walkway

**1** Vienna International Centre: Headquarter United Nations

**2** Vienna International Centre: Conference Building M

**3** U1 Station Kaisermühlen, VIC

**4** Promenade - Walkway to the Austria Center Vienna

**5** DC Tower, Hotel Meliá Vienna

**6** Hotel ARCOTEL Kaiserwasser Wien



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