

Shipping Instructions

SB / Merkur Expo Logistics have been appointed as the sole official forwarder, customs clearance agent and lifting contractor for EuroCineExpo 2022, Germany. For safety and time reasons no other contractor will be permitted to operate the lifting into the venue. The range of services provided by SB / Merkur Expo Logistics include

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting,
- Storage of empty boxes and crate during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and super-vision

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to EuroCineExpo 2022. Please follow the instructions closely.

General Informations

- The handling of your shipment will be charged as per **official handling tariff**.
- All shipments must be preadvised by using the attached **order form sheet**.
- All deliveries need to request a time slot for unloading by using the attached **order form sheet**.
- Please use only attached shipping **label**.

Full truck loads can be sent to the venue directly. Please follow the “Domestic shipment” procedure. Deliveries without Time Slot Confirmation will face waiting times.

Please note: No acceptance of shipments before first day of build up!

International shipments must be sent via our warehouse in Germany. Please follow the “International shipment” procedure. International Shipments send to the venue directly will face waiting times, delays or even loss.

The Handling procedure “International shipments” is also applicable for shipments of **printed matters and Bag Inserts**.

Important Dates at a glance

Build Up:	28. – 30.06.2022
Show Time:	01. – 02. July 2022
Break Down:	02.07. 16:00 Uhr – 03.07., 11:00 Uhr
Time Slot Request:	20.06.2022
Arrival warehouse:	20.06.2022
Arrival shipments by Air:	17.06.2022
Airport of Arrival:	Frankfurt / Main (FRA)
Arrival shipment by Sea:	10.06.2022
Port of Arrival:	Hamburg (HAM)

Shipments which are left behind at the stands after the official break down period will be removed at the exhibitor’s expense. Our responsibility terminates upon delivery of the exhibitors’ shipment at the stand during the build-up-period regardless if the exhibitor is present or not.



Full Truck Loads / Part Loads

Due to the limited space and the tight time-schedule all unloading/loading operations are strictly operated by SB / Merkur Expo only. Please apply for your preferred unloading-time-slot using our Order Form Sheet.

Please note: No acceptance of shipments at the venue before first day of build up!

Delivery address for direct shipments:

SB / Merkur Expo Logistics GmbH
Zenith-Halle
Lilienthalallee 29,
80939 München

Trucks arriving after the unloading time may face waiting time until the next free time-slot is available. In general waiting time may occur for which Merkur cannot be held responsible.

Trucks have to leave the unloading area immediately after unloading is finished. All vehicles must arrive at a pre-appointed time for unloading. *Please request your preferred unloading time slots by sending the attached order form sheet to Merkur Expo until 20.06.2022.*

Less Than Full Loads

All LTL-shipments must make use of our advanced receiving warehouse.

Your shipment must arrive to our warehouse latest 20.06.2022 and must be pre-advised and labeled with attached shipping label.

Delivery address for LTL-shipments:

*Merkur Expo Logistics GmbH
c/o Gebr. Thomaidis GmbH
Josef-Bautz-Straße 19*

63457 Hanau

*c/o EuroCineExpo2022
Name of Exhibitor
Stand Number*

Airfreight

Airport of destination: FRA

Please consign AWB to *Merkur Expo Logistics GmbH
Rheinstr. 2*

65760 Eschborn

Arrival shipments by Air: 17.06.2022



Customs

All shipments from outside the EU are subject to customs clearance. Temporary and permanent imports must be packed separately.

Permanent Entries

Permanent entries can be done for goods which are to be consumed during the show, such as consumables, office material, giveaways, catalogues, etc. Any permanent entry is subject to payment of import duties and taxes, which will be calculated from the CIF value of the goods (CIF value = declared value + freight costs).

Temporary Entries / Carnet ATA

Goods returning to origin after the show must be processed through a temporary import entry at customs, in order to avoid the payment of duties and taxes. All exhibits/materials entered under temporary importation are subject to control and examination by customs.

Goods under temporary entry cannot be sold during the show and any sale operation MUST BE reported to the customs authorities, otherwise heavy penalties might be incurred. Please contact us should you wish to sell any temporary import goods. For any temporary importations we recommend the use of a Carnet ATA;

Proforma Invoice:

The combined invoice/packing list must show the following information: number of units per each item/values/full description of items in English, (including serial number for electronic devices), model numbers and customs code number (Brussels nomenclature), total number of boxes/pallets, weight and sizes. All items must have a declared value, which must be approved by customs.

Storage and Empties

Empties will be returned after the exhibition as soon as possible with priority. Trucks and lorries will only get access to the loading bay after the empties will have been delivered.

Empty boxes and packing material will be collected and safely stored during the show. All boxes should be strong enough to unpacking and re-use them after closure of the congress. The empties will be stored outside the congress-center and are not accessible after collection. Merkur Expo Logistics cannot be held responsible for any material damaged or lost inside the empties.

If you require accessible storage of promotion material please let us know seven days prior to the opening of the congress. Small quantities of storage material can be handed over to our on-site staff.



Lorry Parking

Lorries can be parked at the designated parking area close to the venue. Charges will be

Truck below 10 m length:	€ 52,00 per day
Trucks above 12 m length	€ 58,00 per day
Maximum to be charged per vehicle will be	€ 175.00 Total

Access from the lorry-park to the exhibition-hall will only be granted after the empties will have been delivered. If you are interested please let us have the truck's registration number and the length of the truck.-

Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. It is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo is not liable for any losses, theft or pilferage.

Basic Conditions of Contract

All services will be billed according to the official EuroCineExpo2022 Forwarding & Handling Tariff. All work undertaken is subject to the German Forwarders terms and conditions, CMR, newest edition, ADSp trading terms and conditions (ADSp 2016) and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation. For further Information visit also our website under www.merkur-expo.com. The liability of Merkur Expo ceases with delivery and commences with collection of freight at the exhibition stand. It is the exhibitors responsibility to ensure the security of material until collected from the stand by Merkur Expo.

No unauthorized Credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.

Contact Details

Address: SB / Merkur Expo Logistics GmbH | Rheinstraße 2 | 65760 Eschborn
Phone: +49 6173 966 95 0
Fax: +49 6173 966 95 29
Email: astrid.weitmann@merkur-expo.com
Web: www.merkur-expo.com



Order Form Sheet

This is a compulsory form for all exhibitor or suppliers

Deadline for receipt 20.06.2022
Please return by e-mail or fax astrid.weitmann@merkur-expo.com | +49 6173 966 95 29

Please indicate:

- Domestic Shipment (Subject to confirmed time slot)
 International Shipment via advanced warehouse

Preferred time slot (Only subject to national shipments and direct deliveries)	
Volume of shipment (Indicate number of pieces, weight and volume)	
Type of shipment (Indicate Exhibition goods, standfitting material, printed matters)	

Name of Exhibitor	
Hall / Stand #	
Contact on-site	
Phone #	

Invoice Details	
Company Name	
Contact Person	
Mail	
Street	
ZIP Code	
City	
Country	
VAT #	

- ⇒ Merkur Expo Logistics is sole official forwarder for EuroCineExpo2022.
- ⇒ Please see official handling tariff on the following page
- ⇒ All shipments must be preadvised by using this form sheet
- ⇒ Please take care of logistical handling instructions
- ⇒ Do not use courier service for your exhibition goods
- ⇒ All shipments must be labelled with the official congress labels provided with the shipping instructions

All services will be billed according to the official [EuroCineExpo2022 Forwarding & Handling Tariff](#). All work undertaken is subject to the German Forwarders terms and conditions, CMR, newest edition, ADSp trading terms and conditions latest edition and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation. For further information visit also our website under www.merkur-expo.com. The liability of Merkur Expo ceases with delivery and commences with collection of freight at the exhibition stand. It is the exhibitors responsibility to ensure the security of material until collected from the stand by Merkur Expo.



HANDLING RATES

Inbound / out bound

1. Air Freight

From free arrival airport up to free delivered booth including:

- Transfer from airport to the warehouse
- Transfer from warehouse to the show site
- Delivery to the booth

Minimum per shipment	€ 395.00
Up to 250 kg	€ 2.85/ per kg
Up to 400 kg	€ 2.00/ per kg
Up to 600 kg	€ 1.85/per kg
Up to 800 kg	€ 1.75/ per kg
Above 800 kg	Pls ask for rate

D.O, Airport taxes, storage, fees etc. will be calculated as per outlay € 175.00
Min

Outlay fees + 10% for prepayment

2. Handling via advance warehouse

From free arrival warehouse up to free delivered booth including:

Intermediate storage

Above 100 Kg, Per each 100 Kg or part of	€ 36,50
Minimum	€ 265,00

3. Direct Delivery to Venue –

Courier Shipments (Customs cleared only) DHL/ Fedex/UPS/TNT only

Truck upto 7 ldm	€ 850.00
Truck above 7 ldm	€ 1,550.00

4. Truck Registration & Time Slot Management Fees

Truck 7.5t	€ 185.00
Truck 13.6 M	€ 250,00

5. Customs Formalities

Carnet ATA

Temporary importation under ATA Carnet	€ 210.00
--	----------

Temporary Importation

Temporary importation and/or re-exportation	
With commercial invoice up to value of €10,00	€ 250.00
Each additional heading number	€ 25.00
Customs bond fee 1.75% CIF Value	Min € 180.00
Transit document	€ 105.00



Permanent Importation

Per shipment / per document / per exhibitor	€ 265.00
Each additional heading number	€ 25.00
Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax + 10% for pre payment	

Use of customs broker import tax registration €145.00

Customs inspection

As per outlay +10% per payment Min € 175.00

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

6. Other Charges

1. Handling of empties (Min 2 CBM) € 80.00 / CBM
2. Accessible storage (Min 2 CBM) € 105.00 / CBM
3. Forwarding commission € 75.00
4. On-site representative for service / support € 85.00
5. Diesel surcharge (on points 1 – 3., 6.1, 6.2) 8 %

Outbound Handling Charges

The same rates will apply for outbound services.

Insurance

All goods must be fully insured with all risk coverage. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless of if the exhibitor is present or not.

Please Note:

- ❖ **1 CBM= 333 KG**
- ❖ **The above rates do not include local VAT that will be charged where applicable.**
- ❖ **The above rates are for services provided from Mon – Fri, 08:00 – 17:00**
- ❖ **Overtime surcharge (17:00 – 22:00) – additional 50% on total move in/out charges.**
- ❖ **Overtime surcharge (22:00 – 08:00) – additional 75% on total move in/out charges.**
- ❖ **Saturday surcharge additional 50% on total move in/out charges.**
- ❖ **Sunday & Holidays – additional 75% on total move in/out charges**
- ❖ **Late booking surcharge of 25% applicable to booking received after 16th June**
- ❖ **Emergency clearance of goods left in the hall after 11am Sunday 03rd June charged at 100% of Tariff, and customer will be charged transport back to our Frankfurt warehouse, storage of the goods charged at €5,00per day per cbm**



EURO CINE EXPO 2022



Shipping Label

Shipper Name:	
Shipper Address:	
Exhibitor	
Standnumber	
Number of pieces:	
Weight:	

To be delivered to:

Merkur Expo Logistics GmbH
c/o Merkur Expo Logistics GmbH
Josef-Bautz-Straße 17 – 23
63457 Hanau
c/o EuroCineExpo2022

