



Introduction

Merkur Expo Logistics have been appointed as the official forwarder, customs clearance agent and drayage contractor for ECASIA 2015. For safety and time reasons no other contractor will be permitted to operate the lifting into the venue. The range of services provided by 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 Granada. 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**.
Please use only attached **labels**.

Domestic shipments (coming from Spain) can be sent direct to venue. Pls. follow the "Domestic shipment" procedure. Deliveries without Time Slot Confirmation will face waiting times.

International shipments must be sent via our warehouse in Frankfurt. Please follow the "International shipment" procedure. Shipments sent direct to venue will face waiting times or loss.

The Handling procedure is also applicable for shipments of **printed matters**.

Important Dates

Build up:	27th September, 2015 / 09:00-13:00 hrs 16:30-18:00
Break down:	1st October, 2015 08:00-12:00 hrs.
Time Slot Request:	18th September, 2015
Arrival warehouse:	18th September, 2015 (Only International Shipments)
Arrival shipments by Air:	10th September, 2015
Airport of Arrival:	Frankfurt / Main (FRA)
Arrival shipment by Sea:	03rd September, 2015
Port of Arrival:	Hamburg (HAM)



Packaging / Maximum weight and dimensions

All goods, except small shipments (like few cartons), must be delivered on pallets and should not exceed the dimensions and weights below as there is only a limited elevator available. Merkur will unload all vehicles by forklift, and will deliver to stands. It is essential therefore that all goods are safely packed and labeled with the official congress labels. Merkur will not overtake any reliability for insufficient packaging.

Max. size of pallet / crate 400x200x200 cm

Max. weight of pallet / crate 2.000,00 kgs

Domestic Shipments coming from Spain

The congress-center does not have a loading-bay and the unloading area can just host one truck. The venue itself just has one freight-elevator to move cargo into the exhibition floor. Due to the limited space and the tight time-schedule *all unloading operations are strictly operated by Merkur Expo only.*

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 18th September. 2015.*

Delivery address for national shipments:

Merkur Expo Logistics GmbH
c/o ECASIA 2015
Palacio de Congresos de Granada
Paseo de Violón s/n
E – 18006 Granada, Spain
c/o Name of Exhibitor
Stand Number

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

International Shipments

All International shipments must make use of our advanced receiving warehouse.
Please do not sent courier shipments direct to venue unless confirmed from our side.

Your shipment must arrive to our warehouse latest 18th September. 2015 and must be pre-advised and labeled with attached shipping label.

Delivery address for International shipments:

Merkur Expo Logistics GmbH
c/o Schmidt Peterslahr
Auf dem H hchen 2
D-56587 Oberhonnefeld , Germany
c/o ECASIA 2015
Name of Exhibitor
Stand Number

Please get in contact with us for shipments related to customs clearance. We will send you all necessary documentations (invoices, packing lists etc.) for the inbound of your shipment. Please do not send shipments without confirmation from our side.



Shipments which will arrive without preadvise will be charged with 75,00 Euro + expenses as per outlay in addition to the handling tariff.

Shipments which will arrive direct to the venue without confirmation from us and registered time slot will be charged with 75,00 Euro and have to face waiting times until the next free time slot.

Please do not send any restricted products respectively get in contact with us to proof if any of your goods are subject to further documentation.

Storage and Empties

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 assessable 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.

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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. Please note that 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 ECASIA 2015 Forwarding & Handling Tariff. All work undertaken is subject to the Spanish 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. 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: Merkur Expo Logistics GmbH | Rheinstrasse 2 | 65760 Eschborn
Phone: +49 6173 966 95 0
Fax: +49 6173 966 95 29
Email: info@merkur-expo.com
Web: www.merkur-expo.com



Order Form Sheet

This is a compulsory form for all exhibitor or suppliers

Deadline for receipt 18th September. 2015
 Please return by e-mail or fax info@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 (number of pieces, weight and volume)	
Type of shipment (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 #	
Master card #	
Holder	
Expiry date	
Security code	

- ⇒ Merkur Expo Logistics is sole official forwarder for ECASIA 2015.
- ⇒ 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 shipments
- ⇒ All shipments must be labelled with the official congress labels provided with the shipping instructions



OFFICIAL HANDLING TARIFF

Air Freight / Sea Freight	
From free arrival assigned port up to free delivered booth (Minimum per shipment 333,00 kgs)	1,20 Euro / kgs
Outlay fee Airport charges, storage fees etc. will be charged as per outlay	10 %
International shipments via advanced warehouse	
Exhibition Goods From free arrival warehouse up to free delivered booth (Minimum per shipment 3 cbm)	95,00 Euro / cbm
Printed Matters / Small Shipments up to 25 kgs (No Minimum)	75,00 Euro / cbm
Domestic shipments / Direct deliveries to venue	
From free arrival showsite up to free delivered booth, unloading included (Minimum per shipment 3 cbm)	90,00 Euro / cbm
Printed Matters / Small Shipments up to 25 kgs (No Minimum)	95,00 Euro / cbm
Additional services	
Handling of empties including pick up, storage and return (Minimum per shipment 2 cbm)	55,00 Euro / cbm
Forwarding Commission * applicable for every shipment	75,00 Euro
Renting of machineries	On request
Labeling (if shipment arrives unlabeled) (Minimum 25,00 Euro)	7,50 Euro / Piece
Customs Formalities	
Temporary Importation on Carnet ATA, per shipment / document	150,00 Euro
Temporary Importation on Commercial Invoice, per shipment / document	150,00 Euro
Customs Bond Fee (Minimum 75,00 Euro)	1.5 % of CIF Value
Permanent Importation, per shipment / document	150,00 Euro
Fee for outlay of Duties & Taxes	10 %
Customs Inspection, per shipment / document	55,00 Euro
Special Clearance (food, beverages, pharmaceuticals, restricted products etc.)	On request
SAME RATES APPLY FOR OUTBOUND SERVICES	

Exclusives:

- ❖ Above rates do not include VAT and insurance premiums
- ❖ Overtime Surcharges (17:00 – 20:00) additional 25 %
- ❖ Overtime Surcharges (20:00 – 08:00) additional 50 %
- ❖ Saturday Surcharges additional 25 %
- ❖ Sunday Surcharges additional 50 %
- ❖ Holiday Surcharges additional 100 %
- ❖ Late Arrival Surcharge 25 % (Deadlines as per Shipping Instructions)
- ❖ 1 cbm equivalent to 333 kg
- ❖ Subject to Spain Terms and Conditions, available on request
- ❖ Fee for not pre-advised shipments 75,00 Euro / shipment

If you have any questions please don't hesitate to contact us at any time!



LABEL DOMESTIC SHIPMENT

Shipper Name:	
Shipper Address:	
Type of shipment (Printed Matters / Exhibition Goods)	
Number of pieces:	
Weight:	

To be delivered to:

**Merkur Expo Logistics GmbH
c/o ECASIA 2015
Palacio de Congresos de Granada
Paseo de Violón s/n
E – 18006 Granada, Spain
c/o Name of Exhibitor
Stand Number
Piece No. ____ / of ____**



LABEL INTERNATIONAL SHIPMENT

Shipper Name:	
Shipper Address:	
Type of shipment (Printed Matters / Exhibition Goods)	
Number of pieces:	
Weight:	

To be delivered to:

**Merkur Expo Logistics GmbH
c/o Schmidt Peterslahr
Auf dem H"ohchen 2
D-56587 Oberhonnefeld, Germany
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Name of Exhibitor
Stand Number
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