



Introduction

Merkur Expo Logistics have been appointed as the sole official forwarder, customs clearance agent and drayage contractor for SLAN 2015 in Punta Cana, Dominican Republic. For safety and time reasons no other contractor will be permitted to operate the lifting into the venue. The range of service 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 Punta Cana, Dominican Republic. 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 follow the Shipping Instructions closely to avoid customs issues.
- Please use only attached **labels**.
- The importation of food and restricted or dangerous goods shipments is subject to confirmation.

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

Important Dates

Build up	
Design stands:	November 6th, 2015 from 14.00h to 22.00h November 7th, 2015 from 07.00h to 22.00h
Modular stands:	November 7th, 2015 from 14.00h to 22.00h
Break down:	November 12 nd , 2015 18:00-22:00 November 13th: 07.00h - 22.00h
Arrival shipments by Air:	10 working days prior to delivery
Airport of Arrival:	Santo Domingo (SDQ)
Arrival shipment by Sea:	12 working days prior to delivery
Port of Arrival:	Santo Domingo
Documentation Analysis:	12 work days before shipment departure Obligatory for Air / Sea and Temporary / Permanent Shipments



XVII CONGRESO LATINOAMERICANO DE NUTRICIÓN (SLAN)

NUTRICIÓN PARA EL DESARROLLO SOSTENIBLE

8-12 noviembre 2015 / Punta Cana, República Dominicana
www.slan2015.com



Do not sent any shipment without confirmation from our side !

For restricted shipments please get in contact with us 45 days prior to delivery as they may need special documentation.

The above dates are obligatory for every shipment. Merkur Expo Logistics is not liable for any additional costs / delays occurring out of late arrival of documents or shipment.

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.



Domestic Shipments coming from Dominican Republic

Only domestic shipments from Dominican Republic can be sent directly to the venue.

All deliveries must get confirmed by Merkur Expo Logistics otherwise they will not be able to enter the security zone.

To request the access confirmation please sent us 14 days prior to delivery:

- Truck Drivers ID
- Plate number of delivering truck
- Order Form Sheet with all requested information

After your request we will sent you the address and consigning information as well as time slot for your delivery.

Due to the limited space, secured area and the tight time-schedule all unloading operations are strictly operated by Merkur Expo Logistics only.

All vehicles must arrive at a pre-appointed time for unloading and leave the unloading area immediately after unloading is finished.

International Shipments (Permanent and Temporary Importation)

Please do not send any shipments direct to venue unless confirmed from our side.

The dates and deadlines mentioned under "Important Dates" are obligatory for every shipment.

Documents (AWB + Invoices) to be consigned to:

Intercargo EIRL
c/o Merkur Expo Logistics
SLAN 2015
Av. Sarasota # 36; Suite 304
Codigo Postal 10111
Bella Vista / Santo Domingo – Republica Dominicana
Att.: Virginia / Tel.: 809 686 8025

Please sent Temporary / Permanent Shipments under separate AWB.

Invoice Instructions

The commercial invoice must be separated for **Temporary** or **Permanent Shipments**.

The commercial invoice must be in **Spanish language** and indicate the **HS Code #** for each product as well as proper descriptions of each content.

Please send all documents (Invoices and Freight Documents) for previous check and confirmation 12 working days before departure to: alberto.rubino@merkur-expo.com .

Please make sure your shipment is sent **Prepaid**.

**Please do not send any shipments by courier services like FEDEX,
DHL, UPS etc. !**

You can get in contact with us for your specific delivery and we will assist with local agents.



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Important Notes

Please make sure all shipments are weighted and the weight declared on export documents match with actual weight

Permanent goods must be imported into Dominican Republic, separately from the temporary ones. Therefore, please make sure to issue separate AWB/BL and invoices, per exhibitor, accordingly

It is very important that realistic values are declared. Dominican Republic authorities have the right to question the value declared on the invoice

Customs authorities inspect every shipment according to each Invoice. In case of any discrepancies as description, harmonized code, quantity or weight, the complete shipment is potentially subjected to delays, fines and/or seizure

Packages / Markings:

You can use the attached label, if this is not possible please make sure that all boxes are labeled with following information:

- N° of the piece/total pieces /gross weight
- Exhibition Name
- Name of exhibitor
- Booth number

Payment Terms

Duties and taxes must be paid before cargo arrival

Courier Shipments

Please do not use a courier service for shipping your goods directly to the congress venue.

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 accessible storage of promotion material please let us know 30 days prior to the opening of the congress so that we can check the local possibilities. Small quantities of storage material can be handed over to our on-site staff.

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 Logistics is not liable for any losses, theft or pilferage.



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Basic Conditions of Contract

All services will be billed according to the official SLAN 2015, Punta Cana Forwarding & Handling Tariff. All work undertaken is subject to the ADSP trading terms and conditions latest edition and the Merkur Expo Logistics 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 Logistics.

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: alberto.rubino@merkur-expo.com
Web: www.merkur-expo.com



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Order Form Sheet

This is a compulsory form for all exhibitor or suppliers

Deadline for receipt

26th October, 2015

Please return by e-mail or fax

alberto.rubino@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 SLAN 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 Shipments	
From free arrival assigned airport up to free delivered booth (1 cbm = 167 kgs) Minimum per shipment	4,50 Euro / kgs 200 Euro / kgs
Outlay fee Airport charges, storage fees etc. will be charged as per outlay	10 % Min. 125,00 Euro
Customs Formalities	
Permanent Import Including Importer of Record Fee (Duties + Taxes as per outlay + 10 % Outlay Fee)	345,00 Euro
Temporary Import Including Importer of Record Fee Bond Fee (Minimum 200 Euro)	450,00 Euro 5 % of Value
Handling of empties including pick up, storage and return (Minimum per shipment 2 cbm)	75,00 Euro / cbm
Forwarding Commission * applicable for every shipment	55,00 Euro
On Site Representative for Service / Support * applicable for every shipment	75,00 Euro
Customs Inspection, per shipment / document	As per expense
Special clearance (food, beverages, pharmaceuticals, restricted products etc.)	As per expense
SAME RATES APPLY FOR OUTBOUND SERVICES	

Exclusives:

- ❖ Above rates do not include VAT and insurance premiums
- ❖ Overtime Surcharges (17:00 – 22:00) additional 35 %
- ❖ Overtime Surcharges (22:00 – 08:00) additional 50 %
- ❖ Saturday Surcharges additional 100 %
- ❖ Sunday Surcharges additional 100 %
- ❖ Holiday Surcharges additional 100 %
- ❖ Late Arrival Surcharge 25 % (Deadlines as per Shipping Instructions)
- ❖ Subject to ADSP Terms and Conditions, copy available on request
- ❖ Fee for not pre-advised shipments 75,00 Euro / shipment
- ❖ For invoices not paid until the official move-in date an outlay-fee of 5% will be applicable.

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



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LABEL INTERNATIONAL SHIPMENT

Shipper Name:		
Shipper Address:		
Type of shipment (Bag Inserts or Exhibition Goods, please indicate)	<u>Bag Inserts</u> (to be delivered to bag Insert line)	<u>Exhibition Goods</u> (to be delivered to stand)
Number of pieces:		
Weight:		

To be delivered to:

Intercargo EIRL

c/o Merkur Expo Logistics

SLAN 2015

Av. Sarasota # 36; Suite 304

Codigo Postal 10111

Bella Vista / Santo Domingo – Republica Dominicana

Att.: Virginia / Tel.: 809 686 8025

Exhibitor Name: _____ (Please insert Exhibitor / Consignee Name here)

Stand Number: _____ (Please insert Stand No. / Delivery Place at venue here)