



Shipping Informations & Handling Rates

IB Global Conference 2018

04.10. – 06.10.2018

Austria Center Vienna

IML - Messe Logistik GmbH

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1 Consigning Instructions

Groupage / airfreight & courier shipments via warehouse IML Messe Logistik GmbH

Pls. consign all shipments as follow:

Consignee: IML - Messe Logistik GmbH.
Bruno Kreisky Platz 1
A – 1220 Vienna
Att.: Wolfgang Unzeitig
Tel.: +43 (0) 660 2647582

Notify: Exhibitor: _____
c/o Exhibition: IB Global Conf. 2018
Table no.: _____
Austria Center Vienna
A – 1220 Vienna

Airfreight shipments: - Airport of destination VIE / Vienna
- Shipments must be send on DIRECT AWB / MAWB and FREIGHT PREPAID

2 Deadlines & Pre-advice

Groupage or courier shipments: latest 28.09.2018

Airfreight shipments: latest 27.09.2018

Attention for all shipments we need a full pre-advice in advance otherwise we will not have the equipment onsite or you will have a delay / add. charges.

Please send your full pre-advice incl. all shipment details and handling instructions to **office@iml-vienna.at** latest 3 working days before the shipment will arrive.

Following documents are needed:

- Proforma Invoice / Packing list on your letterhead or you use our templete
- AWB copy / transport informations (carrier / tracking no. etc.)

Shipments with insufficient information's or missing pre-advice cannot be accepted and will be returned to carrier's depot. All cargo has to be consigned FREIGHT PREPAID. A 15% commission will be charged on freight collect shipments arriving at our warehouse. All packages shall be marked as per Notify instructions.



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3 Case Marking & Packing

Please use our attached shipping label or mark the shipment with following information:

Shipper: _____
Exhibitor: IB Global Conference 2018
Exhibition: _____
Table No: _____
Package No. _____ (1 of...total / 2 of...total /etc.).

Please be advised that exhibits will be placed outdoors many times. It is recommended that the packing material used in cases/crates be strong enough to protect the exhibit from rain, handling, and other potential hazards. Common packing materials often used in cartons are not recommended as they are not suitable for repeated handling and repacking. IML Messe Logistik GmbH will not take any responsibilities on goods that are not properly packed or transported in unsuitable conditions.

4 Customs Regulations

Cargo arriving from a non-European Union country need to be customs cleared on a temporary / definitive importation and released from customs before delivery to booth.
Temporary & permanent material must be packed separately in different boxes.

CARNET ATA

Goods which cleared with an CARNET ATA cannot be sold during the show and any sale operation must be reported to Customs Authorities, otherwise heavy penalties might incur. Please contact IML – Messe Logistik GmbH in case you may sell any imported goods. For clearance we need a Power of Attorney.

Temporary Importation or Permanent Importation– Proforma Invoice

Pls. use our attached Proforma Invoice and mark which products are for temporary or permanent importation
Temporary & permanent material must be packed separately in different boxes.

If we arrange a temporary import clearance we must also arrange the re-export clearance or final clearance with duties and taxes after the show.

Attention don't pack temporary & permanent goods together. Customs must be able to easily sort out which item I packed in which package. Any charges for unpacking, repacking, etc. will be passed to you.
Each Proforma Invoice must be stamped & signed. Hand written Invoices are not acceptable.
Items with value 0,00 are not acceptable.
HTS No. (customs tariff no. / customs heading) must be mentioned for each item.

Before you will ship your cargo pls. send your invoice for checking.
Attention for the following products we need special document or the importation is not possible: foodstuff, beverage, medicines, cosmetics, textiles, life animals or plants, pharmaceutical products, protected species.

5 Return Transportation

Since the dismantling schedule is very tight, return instructions must reach us **at least 24 hours before** show closing. Further alterations or changes in mode of transportation can be accepted in written form only – depending on our and/or carrier's confirmation. The same basics/instructions as in the import apply also for the export.



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6 Handling Rates

Basic 1 cbm = 333 kg chargeable weight

From free arrival advance warehouse facility

Offloading and handling to the booth incl. intermediate storage, providing of forklift, pallet truck and laborer

| | | | |
|------------------|--------------|------|--------|
| Minimum | per shipment | EURO | 125,00 |
| 301 – 500 kg | per 100 kgs | EURO | 41,00 |
| 501 – 1.000 kg | per 100 kgs | EURO | 36,00 |
| 1.001 – 1.500 kg | per 100 kgs | EURO | 33,00 |
| 1.501 – 2.500 kg | per 100 kgs | EURO | 31,00 |
| over 2.500 kg | upon request | | |

Handling of courier shipments only

| | | | |
|---|--------------|------|-------|
| Up to 20 kgs | per shipment | EURO | 35,00 |
| Up to 50 kgs | per shipment | EURO | 55,00 |
| Intervention with courier company (export only) | | EURO | 25,00 |

From free arrival Vienna Airport

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

| | | | |
|------------------|--------------|------|--------|
| Minimum | per shipment | EURO | 190,00 |
| 301 – 1.000 kg | per 100 kgs | EURO | 58,30 |
| 501 – 1.000 kg | per 100 kgs | EURO | 53,00 |
| 1.001 – 1.500 kg | per 100 kgs | EURO | 50,00 |
| 1.501 – 2.500 kg | per 100 kgs | EURO | 47,70 |
| over 2.500 kg | upon request | | |

airport related charges EURO 0,55 per chargeable weight (minimum EURO 60,00)

from free arrival direct at show site

Offloading and direct handling to the booth incl. providing of forklift, pallet truck and labourer valid for standbuilding material crated or palletized arriving during official move in period only

| | | |
|-------------------------------|------|--------|
| Half Trailer load | EURO | 675,00 |
| Full Trailer load | EURO | 985,00 |
| 50% surcharge for loose cargo | | |

Customs clearance charges (temporary, permanent, Carnet ATA)

| | | | |
|--|---------------|------|--------|
| up to 500 kg | per clearance | EURO | 115,00 |
| 501 – 2.500 kg | per clearance | EURO | 190,00 |
| over 2.500 kg | per clearance | EURO | 230,00 |
| + per additional customs tariff no., past 1 | | EURO | 8,00 |
| + Temporary import bond fee 1 % of CIF value | minimum | EURO | 50,00 |
| T-Document Registration to customs | | EURO | 60,00 |
| Issuing of T-Document | | EURO | 60,00 |
| T-Document Security (Export only) 0,2 % of CIF value | minimum | EURO | 25,00 |
| Cancellation of Temporary import bond (Export only) | | EURO | 55,00 |



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Handling of empty packing materials

| | | | |
|--|-------------------|------|-------|
| Pick up, storage and return (incl. all overtime surcharges) | per beginning cbm | EURO | 80,00 |
|--|-------------------|------|-------|

Working hours

| | | | |
|-----------------------|------------------------|-----------------|--------|
| Normal working hours: | Monday – Friday | 8:00am – 6:00pm | |
| Overtime: | Monday – Friday | 6:00pm – 8:00am | + 50% |
| | Saturday | | + 50% |
| | Sunday, public holiday | | + 100% |

Surcharges

| | | |
|---|------|-------|
| Duties & Taxes for permanent importation as per outlay +10% advance payment fee | | |
| Late arrival surcharge for shipment arriving after our deadline | 50% | |
| SVS (Mandatory forwarders insurance) as per list | | |
| Documentation per shipment and way | EURO | 20,00 |
| Bank charges (for all non-EU payments by wire transfer on total invoice amount) | | 0,5% |
| Financing fees on total invoice amount | | 4,0% |

Outgoing

Same services, same rates

Miscellaneous

1. All services must be booked in advance.
2. All cargos have to be consigned "**FREIGHT PREPAID**".
3. 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.
4. Responsibility for losses, damages, etc., will be accepted only within the framework of the AÖSP, which are resting in our office
5. 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.
6. SVS prohibition customers must announce this in writing before/while placing the order.
7. 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.
8. It is the exhibitors responsibility to repack and label all outbound packages.
9. 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.
10. 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 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.
13. The handling tariff is valid for all services at Austria Center Vienna
14. Basis of calculation is 1 cbm = 333 kgs
15. All cargo has to be consigned FREIGHT PREPAID. A 15% 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 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

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