



## **Transport Guidelines & Handling Rates**

**EANM 2024**

**October  
19 – 23, 2024  
HAMBURG, GERMANY**

**Contact details:**

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## Shipping Instructions

### Dates and Deadlines

To avoid delays and to ensure your shipment can be delivered on the required date please look that your shipments arrive no later than the dates below. All shipments which arrive after the dates below will incur a 25% late arrival surcharge.

**Roadfreight or courier shipments:** **04.10.2024**  
all shipments via IML warehouse Vienna

**Airfreight Shipments:** **30.09.2024**  
to Airport Vienna / only direct AWB / MAWB (no HAWB)

### Pre-Advice and Documents

For **ALL** shipments you must send a full pre-advice/order form incl. handling-, shipment & payment details **latest 3 working days** before the shipment will arrive. Please send all documents to the following address: [EANM@iml-vienna.at](mailto:EANM@iml-vienna.at)

Cargo arriving from a non European Union Country need to be customs cleared on temporary or definitive importation and released from Customs before delivery to booth. Temporary & permanent material must be packed separately and not together. Hand written invoices and Items with value 0,00 are not acceptable. Before you will ship the goods to us pls. send your invoice for checking. Attention for the following products we need special documents or the importation is not possible: Foodstuff, Beverage, Medicines, Cosmetics, Textiles, life Animals or Plants, Pharmaceutical Products, Protected species.

### Airfreight Shipments / Road Freight & Courier Shipments via **ADVANCED WAREHOUSE**

All shipments are to be consigned and addressed as follow. Airfreight cargo must be send to Airport Vienna.

**IML – Messe Logistik GmbH**  
c/o EANM 2022 / Exhibitor Name / Hall / Booth number  
**Bruno Kreisky Platz 1**  
**A – 1220 Vienna**  
**Tel.: +43 676 842 118 203**

All shipments must be send **FREIGHT PREPAID**.

A 15% commission will be charged on freight collect shipments which arrive at our Airport Vienna / warehouse.

### Direct trucks/shipment to **CCH**

**IML Messe Logistik GmbH**  
**CCH Congress Center Hamburg**  
**Congress Platz 1**  
**20355 Hamburg**  
**NOTIFY: EANM 2024 EXHIBITOR NAME / HALL / BOOTH**  
**EINFAHRT TERGARTENSTRASSE**

### Case Marking & Packing details

All packages must be clearly marked with following information:

**Congress Name:** \_\_\_\_\_

**Exhibitor Name:** \_\_\_\_\_

**Hall / Booth No.:** \_\_\_\_\_

**Package No.:** \_\_\_\_\_ ( 1 of ..total.. / 2 of .. total.. / etc. )

IML Messe Logistik 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.

### Return Transportation

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.





## 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. Please take special note of the instructions for documentation.
10. Returning of empties takes time. A certain delivery time cannot be guaranteed.
11. 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.
12. The handling tariff is valid for all services at EANM 2024
13. Basis of calculation is 1 cbm = 250 kgs
14. All cargo has to be consigned FREIGHT PREPAID. A 15% commission will be charged on freight collect shipments arriving at our warehouse
15. 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.
16. Early cancellation of orders / cancellation of events etc.  
General cargo / air freight / courier – shipments  
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

## 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