



Shipping Information & Handling Rates

[15th European Epilepsy Congress](#)

7 - 11 September 2024

Rome, Italy

IML Messe Logistik GmbH
iec@iml-vienna.at



1 Shipping Details

We will consolidate all shipment in our warehouse Vienna / Austria for control and coordination.
Direct deliveries to showsite only during official building or dismantling days.
We will only accept shipments which you will clearly send to us.
For shipments which not consigned to IML MESSE LOGISTIK GMBH but direct to your booth no liability is accepted. Pls. send all courier shipment to our warehouse as per instructions.

Groupage shipments and courier shipments

Pls. consign all shipments as follow:

Consignee:	IML Messe Logistik GmbH. Bruno Kreisky Platz 1 A – 1220 Vienna	Nofiy:	EEC 2024 c/o Exhibitor: _____ Booth no.: _____
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Airfreight shipments

Shipments must be send on DIRECT AWB and FREIGHT PREPAID:

Airport of Destination:		Vienna / Austria
Consignee:	IML Messe Logistik GmbH. Bruno Kreisky Platz 1 A – 1220 Vienna	Nofiy: EEC 2024 c/o Exhibitor: _____ Booth no.: _____

Direct to show site

Pls. consign your shipments as follow:

Consignee:	IML Messe Logistik GmbH. LA NUVOLA Viale Asia 40/44 00144 Rome Italy	Nofiy:	EEC 2024 c/o Exhibitor: _____ Booth no.: _____
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2 Deadlines

Groupage or courier shipments: latest 23.08.2024

Airfreight shipments: latest 19.08.2024

Please send your pre-advice to **IML – Messe Logistik GmbH** latest 5 working days prior arrival date including a copy of the invoice. If you will send airfreight shipments we need also a copy from AWB. 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 levied on freight collect shipments arriving at our warehouse. All packages must be marked with IML Label.

3 Case Marking & Packing

All packages must be clearly marked as follow:

Exhibitor:	_____
Exhibition Name:	<u>EEC 2024 ROME</u>
Booth 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.

Attention no customs clearance possible at show side. Only possible for shipments which will arrive our warehouse Vienna or airport Vienna.

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.

- ▶ Copy of Waybill / CMR or AWB
- ▶ ATA CARNET
- ▶ Power of Attorney, attached you find our form

Temporary Importation or Permanent Importation– Proforma Invoice

Pls. use our attached Proforma invoice and mark which products a for temporary importation with CIF value **If we arrange a temporary import clearance we must also arrange the re-export clearance or final clearance with dutis and taxes after the show.**

- Copy of Waybill / CMR or AWB
- Proforma Invoice & Packing List, attached you find our form

Attention don't pack temporary & permanent goods together. Pls. pack this separately 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.

4 Empty Storage

We can store your empty packing material during the event. Please inform us in time about your requirements. Please note that we cannot accept any liability for items – intentionally or unintentionally - left in packing. We will measure the packages during the fair and fill in the cbm. Please ask for a copy by returning and check the cbm immediately. We will not accept any posterior reclamation. Please contact our on-site contact for special arrangements for storage of exhibits. Re-delivery of the empties will be automatically after exhibition ends. We cannot guarantee any deadline for re-delivery.

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.



6 Handling Rates

Basic 1 cbm = 333 kg chargeable weight

maximum packing 320 x 160 x 180 cm / 1.000,00 kg

VIA ADVANCED WAREHOUSE

Receipt of shipment at warehouse, registration, handling & short term storage
each beginning cbm m/m 3 cbm EURO 35,00

From free arrival warehouse, Vienna AT up to free delivered booth
manipulation of your cargo must be possible with forklift and pallet jack (no loose cargo)

	minimum	EURO 390,00/consignment
	above	EURO 45,00/100 KG
Minimum 300 KG per consignment		

Courier Shipments up to 50 kg EURO 175,00/ per shipment

AIRFREIGHT

Receipt of shipment at warehouse, registration, handling & short term storage
each beginning cbm m/m 3 cbm EURO 35,00

From free arrival airport Vienna (excluding payment of Airport related charges)
up to free delivered booth normal working time (warehousing max 5 days)

Handling of documents	EURO 195,00/shipment/AWB
Up to 100 Kgs	EURO 580,00
Up to 1000 Kgs	EURO 580,00 + EURO 100,00 per100 Kgs
	Min. charge EURO 580,00/AWB;

Over 1000 Kgs quotation upon request
NOT INCLUDED:

- ✓ Airport taxes and storage
- ✓ Third party's charges
- ✓ For consolidated shipments, a documentation charge of EURO 100,00 / consignment

Handling direct shipments LA NUVOLA

From free arrival LA NUVOLA up to free delivered booth (material crated or palletized / no loose cargo)
during official move in period

Minimum up to 3 loading meter	EURO	550,00
half trailer load 6 loading meter	EURO	1.250,00
full truck load 13,6 loading meter	EURO	1.550,00

surcharge for loose cargo on request

Storage

Empty storage and re-delivery	Per piece beginning cbm	EURO	95,00
Full good storage and re-delivery m/m = 3 cbm	Per piece beginning cbm	EURO	105,00



Customs formalities

To be applied upon import & re-export or transit according to the invoiced value:

INVOICED CIF VALUE	TRANSIT	PERMANENT ENTRY AND/ OR TEMPORARY ENTRY (Carnet)	RE-EXPORT
UP TO EUR 10.000	EUR 290,00	EUR 290,00	EUR 290,00
OVER EUR 10.001	UPON REQUEST	UPON REQUEST	UPON REQUEST

- **Additional HS code of declaration after 1 code included, EUR 15,00/HS code**
- **TEMPORARY ENTRY APPLICATION:** EUR 195,00/Entry
- **CHANGING STATUS FROM TEMPORARY TO PERMANENT:** EUR 290,00/operation
- **DOCUMENTARY CONTROL:** EUR 200,00 / inspection
- **GOODS INSPECTION:** EUR 280,00 each inspection
- **T-Document Registration to customs each document EURO 60,00**

GUARANTEE ON TEMPORARY IMPORTATION

Bond fee → 3,5% upon CIF value / min. charge EUR 350,00

All these exhibition goods must be re-exported within 1 months from date of arrival or permanently imported. Otherwise Customs duty / VAT and related Customs fine will be charged. VAT and duties will also be charged in case the re-export form (Transit Document) will not duly discharged at the Customs point of destination or at the EU border/transit point.

DUTIES/VAT

Will be applied on all consumable / not re-exported items: on permanent entries to be billed as per **customs receipt + 3 % (Min. charge EUR 85,00).**

ASSIGNATION OF EORI NUMBER: EUR 350,00 / EORI number

Working hours

Normal working hours:	Monday – Friday	8am – 5pm	
Overtime surcharge:	Monday – Friday	5pm – 8pm	50 %
	Saturday		50 %
	Sunday / Public holiday		100 %

Surcharges

Late arrival fees for shipments which arrive after our deadlines Floor	25%	
Surcharge for heavier or larger packages		
SVS (Mandatory forwarders insurance)	On request as per list	
Documentation per Invoice/Order/each way	EURO	95,00
Onsite Coordination per Invoice/Order/each way	EURO	55,00
Financing fee on total invoice amount	5 %	

Outgoing same rates



Basic conditions of contract

All work undertaken is subject to the Dutch Forwarders conditions, latest version, in conjunction with the conditions and rates for trade fair transportation. A copy will be sent on request.

The responsibility and liability of IML as Fairs & Exhibitions forwarder, ends once the goods have been delivered to the stand, irrespective of exhibitor's or his representative's presence on the stand

When written instructions fail, goods may be delivered to the stand commencing on the first day of the official build up period.

The responsibility and liability for return freight at the close of the exhibition starts only with the collection from the stand during the official dismantling period. The surrendering of documents by the exhibitor at the IML office and the acceptance of same does not constitute any admission of responsibility or liability for freight which has not yet been collected from the stand. If the exhibition booth has been left, without the shipment being collected by us, shipment remains on the booth at exhibitors risk.

Externally recognizable damages must be stated on the work order / delivery order on delivery of the goods. Any claim can only be treated when made in writing and presented at our on-site office. Verbal claims only will not 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 invoice(s) before the event starts or on-site during the event or before return shipping of their exhibits.

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 +21% 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