



## **IML – MESSE LOGISTIK GMBH**

We are proud to inform that the Congress Secretariat, the Exhibition Management and the Convention Center have again appointed IML – Messe Logistik GmbH as their international freight forwarder, customs broker and on-site handling agent for EGU2012.

We are able to offer our full transport service to you as exhibitor, your stand contractor, printer or other supplier.

The following is an overview of our services:

- pick up at your premises
- transport arrangements by road, air or sea
- customs clearance on temporary or permanent basis or under Carnet-ATA
- storage until booth setup
- inbound delivery directly to your booth during the official move-in hours
- handling of empties
- storing of exhibits during conference (delivery to booth is negotiable)
- repacking of your exhibits
- transport arrangements for return shipments

As official freight forwarder we are obliged to provide first class service. By using our service, you can be sure that we will follow up with your needs and that the material handling will be coordinated with yourself, the exhibition manager, the stand contractor and the show-site responsible. Also a representative of IML will be available on-site during move-in, exhibition hours and move-out to be your one-stop contact.

Due to the restricted access to the Show-Site, we kindly ask you for a regular update of your shipments.

For additional information please donot hesitate to contact

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We are looking forward to being of service and wish you all success at this event.

## IMPORTANT INFORMATION

- 1.) IML – Messe Logistik GmbH has been appointed official international forwarder, customs broker and on-site handling agent.
- 2.) Please read our Shipping Instructions carefully.
- 3.) Within the Austria Center Vienna, the material must be handled by the appointed on-site handling agent (IML – Messe Logistik GmbH). You are free to use your own crew or your stand contractors to offload/reload and handle your material.
- 4.) All truck drivers must check in at the IML On-Site office on Level U3 upon arrival. They will be directed to the unloading/reloading position as soon as a spot is free. All truck drivers must stay at their trucks. **NO PARKING OF TRUCKS AT THE UNLOADING/RELOADING POSITION.** If you offload/reload and handle the material on your own, please make sure not to block others. Security staff will be on duty to secure a smooth offloading/reloading process.
- 5.) The use of forklifts inside the exhibition Halls is not allowed.
- 6.) The providing of forklift only includes the lift from the truck to be placed outside the halls. If a delivery to stand is required, we offer a special all-in rate.
- 7.) Do not consign your material to “Austria Center Vienna” directly. Your shipment will not be accepted.
- 8.) It is the law in Austria that noise reduced trucks with a total weight over 7.5 tons are not allowed to drive in the time from Saturday 15 hrs to Sunday 22 hrs. On assigned holidays, trucks are not allowed to drive from 0 hrs to 22 hrs.
- 9.) It is the exhibitor’s responsibility to label all empty boxes properly. Empty labels will be distributed during move-in period. We will remove empty boxes on a regular basis.
- 10.) It is the exhibitor’s responsibility to repack and label all outbound packages.
- 11.) It is also the exhibitor’s responsibility to give clear instructions on how to return your packages. All necessary forms will be distributed during the event.
- 12.) Please take special note of the instructions for documentation.
- 13.) Returning of empties takes time. A certain delivery time can not be guaranteed.
- 14.) Return transport arrangements may take some days. Additionally, the transit time for transport must be considered. 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 be applied.