



IML – Messe Logistik GmbH

TRANSPORT AND CUSTOMS CLEARANCE INFORMATION AND INSTRUCTIONS FOR AIRFREIGHT SHIPMENTS

In order to offer you the best means of transport and to arrange for delivery in time please contact:

IML – Messe Logistik GmbH
Bruno-Kreisky-Platz 1
Austria Center Vienna
A-1220 Wien
Phone: +43/1/26069 - 2205
Fax: +43/1/26069 - 2204
e-mail: egu@iml-vienna.at

Consigning instructions for shipments by air:

IML – Messe Logistik GmbH
Bruno-Kreisky-Platz 1
Austria Center Vienna
A-1220 Wien
Exhibitors name:
Booth No.:

ALL AIRFREIGHT SHIPMENTS MUST ARRIVE AT AND BE ROUTED TO VIENNA AIRPORT ONLY.

Deadline for arrival in Vienna: April 16th, 2012

Shipping Pre-Advice:

Copy of Airwaybill, B/L, Waybill or CMR aswell as of Invoice, Packing List or Carnet-ATA, must be faxed or e-mailed latest 2 working days prior to arrival of your shipment.

DOCUMENTATION/PACKING

For all Non-EU shipments, we require 5 originals of a Proforma Invoice/Packing List either on your letterhead or the attached form can also be used.

It is imperative to pack and invoice separated by Customs Status (temporary imports, give aways). Austrian Customs must be able to easily sort out which item is packed in which package. Any charges as unpacking, repacking, etc. will be passed on to yourself. Each Proforma Invoice/Packing List must be signed and stamped. Hand written Invoices are not acceptable. Items with 0,- value are not acceptable.



Alternatively, a Carnet-ATA for Exhibition Goods and Standbuilding material, being completely re-exported, can be used.

For all EU shipments, we require 5 originals of a Packing List either on your letterhead or the attached form can also be used.

CASE MARKING

Please use the attached Label.

TERMS OF PAYMENT

All inbound handling charges are payable prior to delivery to the booth.

All outbound handling charges are payable immediately after receipt of invoice.

Invoices will be sent by e-mail. If originals are required, please inform us accordingly.

Payment can be made by Credit Card (VISA and MASTERCARD), cheque and wire transfer.



TARIFF FOR AIRFREIGHT SHIPMENTS

Incoming

Handling charges

1 cbm = 333,- kgs

from free arrival Vienna Airport:

Handling (but excluding payment of Airport related charges), transport to Austria Center Vienna, offloading and handling to the booth incl. intermediate storage, providing of forklift, pallet truck and labourer

MINIMUM	per shipment	EUR	180,00
301 - 500 kgs	per 100 kgs	EUR	55,00
501 - 1.000 kgs	per 100 kgs	EUR	50,00
1.001 - 1.500 kgs	per 100 kgs	EUR	47,00
1.501 - 2.500 kgs	per 100 kgs	EUR	45,00
over 2.500 kgs	upon request		

Airport related charges EUR 0,5 per kg chargeable weight, Min. EUR 50,-

Customs clearance charges (Temporary, permanent, Carnet-ATA)

Up to 500 kg	per clearance	EUR	105,00
501 - 2.500 kg	per clearance	EUR	190,00
over 2.500 kg	per clearance	EUR	230,00
+ Temporary import bond 0,75% of CIF value, Minimum		EUR	45,00
+ per additional customs tariff No., past 1		EUR	7,00
T-Document Registration to customs		EUR	60,00
Issuing of T-Document		EUR	60,00
T-Document Security (Export only) 0,2% of CIF value, Minimum		EUR	25,00
Cancellation of Temporary import bond (Export only)		EUR	55,00

Handling of empty packaging materials

Pick up, storage and return	per cbm	EUR	50,00
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Handling of full goods

Pick up, storage and return	per cbm	EUR	55,00
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Working hours

Normal working hours:	Monday - Friday	7.00 am - 7.00 pm
Overtime:	Monday - Friday 7.00 pm – 7.00 am	+ 50%
	Saturday	+ 50%
	Sunday, public holidays	+ 100%

Miscellaneous fees

Duties and taxes for final importation as per official receipt + 10% advance payment fee

50% Late arrival surcharge for all shipments arriving 3 working days or less prior to requested delivery date

SVS (Mandatory forwarders insurance)

Documentation per Invoice/order	EUR	20,00
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Financing fees in the amount of 4% from our invoice amount



Outgoing

Same services, same rates

Terms of payment

Full payment of the incoming handling charges must be received prior to delivery to the booth.

The outgoing handling charges are payable immediately after receipt of our invoice.

Prices are net +20% VAT, no VAT for exhibitors from outside the EU or EU exhibitors providing their VAT Registration No.

1,5% interest per month will be charged on overdue payments.