



## **TRANSPORT AND CUSTOMS CLEARANCE INFORMATION AND INSTRUCTIONS FOR EU 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](mailto:egu@iml-vienna.at)

### **Consigning instructions and delivery adress for partial loads, shipments by groupage truck and courier service:**

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

**Deadline for arrival in Vienna:** April 16<sup>th</sup>, 2012

### **Consigning instructions and delivery adress for Full Truck Loads to Show-Site for direct handling to the booth:**

Exhibitors name and Booth No.  
EGU 2012  
C/o IML – Messe Logistik GmbH  
Bruno-Kreisky-Platz 1  
Austria Center Vienna  
A-1220 Wien

**DELIVERY ONLY POSSIBLE DURING THE OFFICIAL MOVE-IN PERIODE.**

### **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 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.

## **COURIER SHIPMENTS**

Shipping by courier (i.e. UPS, TNT, FEDEX, DHL, etc.) is very common. But, we faced problems with courier shipments in the past. In order to avoid problems in handling and customs clearance, the above given instructions are also valid for courier shipments. Please find below the most important information.

- The Waybill must show the Exhibitors name and Booth No.
- The Packing List must accompany the shipment.

## **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 EU SHIPMENTS

### Incoming

#### Handling charges

1 cbm = 333,- kgs

from free arrival advance warehouse facility:

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

MINIMUM	per shipment	EUR	125,00
301 - 500 kgs	per 100 kgs	EUR	41,00
501 - 1.000 kgs	per 100 kgs	EUR	36,00
1.001 - 1.500 kgs	per 100 kgs	EUR	33,00
1.501 - 2.500 kgs	per 100 kgs	EUR	31,00
over 2.500 kgs	upon request		

Handling of courier shipments only

Up to 20 kgs	per shipment	EUR	35,00
Up to 50 kgs	per shipment	EUR	55,00
Intervention with courier company		EUR	15,00
(Export only and only for exhibitors ordering a pick up through a courier company)			

from free arrival Austria Center Vienna:

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 periode only

Half Trailer Load	EUR	750,00
Full Trailer Load	EUR	1.095,00
50% Surcharge for loose cargo		

#### 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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**Fork Lift charges** (includes only the offloading and placing outside of the exhibiton hall)

Forklift up to 4 to incl. driver	per hour Min. 1 hour	EUR	90,00
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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

SVS (Mandatory forwarders insurance)		
Documentation per Invoice/order	EUR	20,00

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.