



TRANSPORT AND CUSTOMS CLEARANCE INFORMATION AND INSTRUCTIONS FOR NON 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

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 16th, 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 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.

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 Proforma Invoice/Packing List must accompany the shipment.
We are aware that booking a shipment via Internet gives you the possibility to print out an Invoice aswell. But, this invoice does not show all necessary information that customs requires.

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 NON-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/20' Standard Container	EUR	750,00
Full Trailer Load/40' Standard Container	EUR	1.095,00
50% Surcharge for loose cargo		

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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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

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
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.