



Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for all Kenes congresses. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Merkur Expo Logistics is the sole official agent to handle cargo inside the venue. Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that Merkur the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside

the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with Merkur.

Covid 19 - Health and Safety for your experience

Exceptional times call for exceptional safety measures. That is why we have been working with instructions to create a multi-layered safety approach. We are adapting as necessary whilst leading the move in/ out

Please inform Merkur, who will be your main contact person.
This person will be responsible for your stand onsite

**Please make sure to get final Instructions and regulations close to congress date.
Involve Merkur in your planning your timetable and needs.**

Contact Details:

Merkur Expo Logistics
Contact: Mrs Irit Sofer
Mobile: +972-52-8890129
E-mail: irit.sofer@merkur-expo.com

Merkur Espid Project Manger

Merkur project manager
Patricia Zintel
Cell: + 49 (0) 170 2229525
E-Mail: patricia.zintel@merkur-expo.com

Please note these important dates:

Due to Covid make sure to get update instruction closer to the congress

Buildup	Sunday, May 8 10:00-22:00 Monday, May 9 08:00-20:00
Congress dates	May 10-13
Breakdown	Friday, May 13 19:15-24:00
SERVICE	DEADLINE
Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur for Shipping instruction Arrival Germany April 22
Shipment via Advance warehouse in Germany	April 29
Exhibition goods - Direct deliveries to Congress venue	Subject to time slot

Services, Delivery Address & Shipping Instructions

1. Door to Door Shipment

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

2. Airfreight Shipments

Please contact Merkur for instructions

IMPORTANT !!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

3. Shipment via Germany Advance Warehouse

Merkur Expo Logistics GmbH
c/o Gebr. Thomaidis GmbH
Joseph-Bautz-Straße 19
63457 Hanau
Germany

Notify:

Congress name _____

Name of Exhibitor _____

Stand no. _____

Attention for all shipments we need a full pre-advise in advance Please send your full pre-advise to Merkur

Shipments with insufficient information's or missing pre-advise might be delayed

4. Direct Deliveries to Congress Venue

Domestic Cargo / full load trucks

Delivery Address:

Megaron Athens International Conference Centre
Vas. Sofias Ave. & Kokkali Str.
11521 Athens Greece

For delivery direct to the venue, please make sure to send time slot request No later than May 4nd Please contact Merkur for final Covid regulations

5. Courier Shipments

please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number. Please be aware, that we highly recommend routing the shipment via our warehouse in Vienna which will occurs extra charges

All courier shipment must be send DDP (Delivery duties paid) terms .

Courier charges for handover of import shipping documents € 85.00/ document.

Shipments that arrive without pre alert and payment confirmation will not be accepted.

6. Shipment Categories – labels

All shipments must be packed, labeled, and sent according to the appropriate category (see below). Please do not mix different types of shipments in one box.

Labels for the below will be send upon request

Insert-for participant bags

Display

Exhibition goods

7. Dangerous Cargo

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

8. Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return. We will not accept any responsibility for loss or damage of the exhibitor's equipment.

9. Heavy & Oversized Shipments

Heavy and oversized shipments apply to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery. A detailed layout should also be provided to better assist our onsite operations.

10. Payment terms

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, by credit card (AMEX, VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.
- 6 .vat will be added
7. 1,5% interest per month will be charged on overdue payments

please complete and sign the attached material handling form/payment confirmation and return it to our attention.

Please note that your signature will be used as payment guarantee based on the general tariff. Any services not outlined in the attached tariff will be quoted on an individual basis.

Please notify " Merkur" immediately about any requirements relating to invoices.

Please note that all payments are in €.

11. Terms and conditions

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

We wish you a successful experience!
MERKUR EXPO LOGISTICS

**The Athens Concert Hall “Megarn” located on Vasilissis Sofias Avenue in Athens, Greece.
Was opened on March 20, 1991; Architect by Emmanouil Vourekas, Kyriakos Kyriakidis,
Kostas Sgoutas**

The venue demand to cover all corridors from the ramp till the last point of exhibition area. will be supplied by Merkur (Please see cost below) In additional Each exhibitor stand must be constructed on top of carpet or other fully protective flooring laid

The Megaron is located next to the American Embassy due to security reasons it is important that all trucks follow a time schedule as you cannot stay in Kokkali Street (the street between Megaron & the Embassy) for a long period of time.

All deliveries, trucks must be registered in advance, **Merkur** must receive full details of each of the delivery by mail

Merkur will prepares document which will include all trucks details that will come for the set-up and the dismantling of the congress

The Megaron Athens International Conference Centre will not accept delivery of any goods on behalf of exhibitors, nor will there be any responsibility taken for the safety of any such items delivered to the site in the absence of the exhibitor

A suitable access time must be arranged, as loading dock access is limited. A representative from the receiving company **Merkur Expo Logistics** will be present to receive the delivery

Exhibitors, senders & shippers are responsible to provide Merkur expo logistics detailed data for trucks/vehicles entering the garage for unloading/loading purposes.

Please note that large trucks will need to enter Kokkali street from Vass Sofias Avenue only. Please advise Merkur is this case and separate instructions will be provided. To assist in the smooth delivery of goods to an event or stand,

We highly recommend sending goods to the advance warehouse

All direct deliveries must be addressed as follows:

Megaron Athens International Conference Centre Vass. Sofias Ave & Kokkali St 1 115 21 Athens c/o Merkur expo logistics

Event Name, Date of Event , Company Name ,Stand Number Stand Contact Name Stand Contact Mobile Number Description of Items Number of Item / Total Number of Items.

Names of persons entering and circulating within the Centre for the purposes of organizing any aspect of an Event must be provided to the Centre. The Centre will provide individually named access passes, which must be in the possession of such persons whilst they are in the Centre.

Access to the Centre will not be permitted without these passes for security reasons. It is a condition of entry to all persons who require access to the loading docks that vehicles, equipment, and personal belongings,

all drivers of vehicles who require access to the loading docks must present their drivers licence to Centre Security staff to verify their identity. Vehicles requiring access to the loading dock must have prior agreement from **Merkur expo logistics** and must have provided accurate vehicle registration plate number.

There is no parking available to contractors or exhibitors on the loading dock during the move-in, operation and move-out of an exhibition Access into the exhibition halls and Convention Centre for build-up and / or breakdown will be via the loading dock only,

The Centre requires for move-in and move-out of constructions to lay temporary access runs of corrugated cardboard, carpet or similar material to protect the marble and/or wooden floors., trolleys and other items which are not hand carried, the Organiser to

The Centre does not provide trolleys, forklifts, and other equipment for the transportation of the stand and stand materials. It is the **Merkur** responsibility to provide any such moving in/out equipment.

Exhibitors

Each exhibitor stand must be constructed on top of carpet or other fully protective flooring laid onto the Centre's wooden or marble floors. Wherever it is necessary to secure any carpet or protective flooring to the Centre's own floors (i.e. with double sided tape, gaffer etc.) it should be done in such a way as to avoid leaving any adhesive residue on the Centre's flooring (i.e. by using paper masking tape underneath the adhesive tapes indicated as above).

Move out

The dismantling of exhibitions cannot begin until the conference finishes as this would cause security problems.

Neither can any trucks enter before the end of the conference unless special permission is granted exceptionally.

To ensure that all exhibitors experience a speedy departure, Merkur requests that all goods and exhibition materials are packed ready to be loaded before vehicles are brought to the loading docks

You are welcome to contact for more details:

Best regards

Irit Sofer

irit.sofer@merkur-expo.com

Mobil: ++972-52-8890129

HANDLING RATES
Greece -2022

Inbound / out bound

1. Air Freight

From free arrival airport up to free delivered booth including:

- Transfer from airport to the warehouse
- Transfer from warehouse to the show site
- Delivery to the booth
- Air freight 1CBM = 333 KG

Minimum per shipment	€ 395.00
100 Up to 300 kg	€ 2.85/ per kg
301 Up to 500 kg	€ 2.00/ per kg
501 Up to 1000 kg	€ 1.85/per kg

D.O, Airport taxes, storage, fees etc. will be calculated as per outlay € 175.00 Min
Outlay fees + **10% for prepayment**

2. Handling via advance warehouse

Each CBM = 333 Kg

From free arrival warehouse up to free delivered booth including:

Intermediate storage

Shipment up to 50 kg	€ 175.00
Up to 100 Kg	€ 255.00
Above 100 Kg, € 255+ Per each 100 Kg or part off	€ 36,50

3. Direct Delivery to Venue –

Courier Shipments (Customs cleared only) DHL/ Fedex/UPS/TNT only

From free arrival venue up to free delivered stand, first time spotted:

1 CBM= 333 KG , 1 LDM =4 CBM

Shipment up to 50 kg	€ 175.00
Up to 100 Kg	€ 255.00
Above 100 Kg, € 255+ Per each 100 Kg or part off	€ 36,50

Truck 7.5t	€ 880.00
Truck 13.6 M	€ 1,750.00

4. Truck Registration & Time Slot Management Fees

Truck 7.5t	€ 185.00
Truck 13.6 M	€ 250,00

5. Customs Formalities

Carnet ATA

Temporary importation under ATA Carnet	€ 225.00
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Temporary Importation

Temporary importation and/or re-exportation With commercial invoice up to value of €10,00	€ 250.00
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Each additional heading number	€ 25.00
Customs bond fee 1.75% CIF Value	Min € 180.00
Transit document	€ 105.00

Permanent Importation

Per shipment / per document / per exhibitor	€ 225.00
Each additional heading number	€ 25.00
Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax + 15% for pre-payment	

Use of customs broker import tax registration	€115.00
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Customs inspection

As per outlay +10% per payment	Min € 175.00
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Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

6. Other Charges

- Ware house storage per kilo per day € 0.03 / KG Min € 40.00
- Ware house handling In/ Out € 12.00/ CBM Min € 35.00
- Handling of empties € 80.00 / CBM (Min 2 CBM)
- Full goods storage € 90.00 / CBM (Min 2 CBM)
- Handling for storage of tools cases, ladder,
pallet jack and equipment per piece € 65.00
- Forwarding commission – per invoice € 75.00
- On-site representative for service / support € 85.00

Outbound Handling Charges

The same rates will apply for outbound services.

Insurance

All goods must be fully insured with all risk coverage. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless of if the exhibitor is present or not.

Please Note:

- ❖ **1 CBM= 333 KG , 1 LDM =4 CBM**
- ❖ **Air freight 1CBM = 333 KG**
- ❖ **The above rates do not include local VAT that will be charged where applicable.**
- ❖ **The above rates are for services provided from Mon – Fri, 08:00 – 17:00**
- ❖ **Overtime surcharge (17:00 – 22:00) – additional 50% on total move in/out charges.**
- ❖ **Overtime surcharge (22:00 – 08:00) – additional 75% on total move in/out charges.**
- ❖ **Saturday surcharge additional 75% on total move in/out charges.**
- ❖ **Sunday & Holidays – additional 100 % on total move in/out charges**

DATE: _____

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to Merkur
E-mail: irit.sofer@merkur-expo.com

Pre advise - Material handling form

Congress name	
Exhibitor name	
Stand #	

Shipment information

Service requested		
Door to Door	Germany Advance Warehouse	Direct to Venue

Shipper's name	
E mail address	
Tel #	
Purchase order #	
Truck size	
Courier tracking #	
Airway bill number (AWB #)	
Number of pieces	
Weight in Kg	
CBM	
7.5-ton truck	
Full load 13.6 truck	

Payment details

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Payments by credit card additional 3.00 % service fee will be added for AMEX 3.5%.

We cannot guarantee services for any cargo arrival without a pre-advise and payment confirmation!

**Best regards
Merkur**

INSERTS

Via Germany Warehouse

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No.

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH
c/o Gebr. Thomaidis GmbH
Joseph-Bautz-Straße 19
63457 Hanau - GERMANY

ESPID 2022

Box No. _____ of _____

INSERTS

For the Exhibitor's Stand Only

DIRECT TO VENUE

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Megaron Athens International Conference Centre
Vas. Sofias Ave. & Kokkali Str.
11521 Athens Greece
C/O Merkur expo logistics

Congress:

ESPID

Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

DIRECT TO VENUE

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Megaron Athens International Conference Centre
Vas. Sofias Ave. & Kokkali Str.
11521 Athens Greece

Congress: ESPID GREECE

Box No. _____ of _____

EXHIBITION GOODS

Via Germany Warehouse

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No.

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

c/o Gebr. Thomaidis GmbH

Joseph-Bautz-Straße 19

63457 Hanau - GERMANY

ESPID 2022

Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

Air Freight Shipments

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn – Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

Congress:

ESPID GREECE

Box No. _____ of _____

IMPORTANT INFORMATION

Packing / Maximum Weight and Dimensions

The maximum of each pallet can be

Maximum length: 250 cm

Maximum width: 100 cm

Maximum height: 200 cm

Maximum weight: 1000 kg

All goods must be delivered on pallets. Merkur will unload all vehicles by forklift, and will deliver to stands by pallet-jacks. It is essential therefore that all goods are safely packed and comply with the sizes detailed above.

In case of problems with this dimension please go in touch with us before shipping to find an individual solution!