



# The 18<sup>th</sup> World Congress on **CONTROVERSIES IN NEUROLOGY** March 21-23, 2024 | London, UK

## **Delivery & Logistic Services**

*Merkur Expo Logistics GmbH* has been appointed the official forwarding agent and clearance agent for all Comtec congresses. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for un-loading/loading during set-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.

## **Contact Details:**

Merkur Expo Logistics

Irit Sofer

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E-Mail: [irit.sofer@merkur-expo.com](mailto:irit.sofer@merkur-expo.com)

## **Please note these important dates:**

|                     |                   |
|---------------------|-------------------|
| Set-up              | March 20, 2023    |
| Exhibition dates    | March 23-25, 2023 |
| Breakdown of booths | March 25 at 17:30 |

| <b>SERVICE</b>  | <b>DEADLINE</b>   |
|---|---|
| Door to door shipments                                | Please contact <i>Merkur</i>  |
| Airfreight shipments                                  | Please contact <i>Merkur</i>  |
| Exhibition goods - Direct deliveries to Meeting venue | Goods are accepted from March 20  |
| Post congress   | We can offer to keep your goods until March 27 <b>This can be arranged with Merkur only prior to the congress</b> |

The UK has left the EU customs union, single market, and VAT area. The Trade and Cooperation Agreement (TCA) sets out the terms of UK trade with the EU from 1 January 2021. Goods out of the UK are subject to customs clearance, vat and duties.

**Do not send any goods without pre-advice and Merkur confirmation.**



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## 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 meeting. 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 lists, etc.

### **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.

### 3. Direct Deliveries to Meeting Venue

Domestic Cargo / full load trucks

#### **Hotel Novotel London West**

Hammersmith International Centre 1  
Shortlands, London, W6 8DR, Tel: +44 20 7660 0680

For delivery direct to the venue, please make sure to send time slot request **no later than 3 working days** prior to delivery.

### 4. Courier Shipments

**COURIER DIRECT TO STAND, NOT A GOOD IDEA:**

The exhibition hall is not a permanent warehouse and therefore courier deliveries will be refused, unless the shipment is delivered during the tenancy period,

We can only allow Fedex, UPS, DHL Express and TNT clearance on our name. Courier shipments (except envelopes) cannot be cleared automatically by the courier companies but do require a local importer of record. Please be sure to send us a pre-advise with the full details of the shipment: copy of the invoice courier company, number of pieces and tracking number in advance minimum 4 working days prior to delivery

**All courier shipments must be sent DDP (Delivery duties paid).**

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

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

### 5. 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.



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## 6. Insurance

It is the shipper / exhibitor's 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.

## 7. 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.

## 8. 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 (VISA or 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 €.**

## 9. Terms and conditions

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



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## HANDLING RATES CONY LONDON 2024

### **Inbound / out bound**

#### **1. Air Freight**

**1 CBM = 333kg**

**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

|                                  |          |
|----------------------------------|----------|
| Minimum per shipment             | € 395.00 |
| 51-100 Kg                        | € 495.00 |
| 101-200 kg                       | € 625.00 |
| 201-300 kg                       | € 725.00 |
| 301-400 kg                       | € 895.00 |
| Above 400 please approach Merkur |          |

Airport taxes, storage, fees etc. will be calculated as per outlay € 175.00  
Min

Outlay fees + **15% for prepayment**

#### **2. Handling via Warehouse**

**From free arrival warehouse up to free delivered booth, including intermediate storage**

**1 cbm= 333 kg**

|   |          |
|---|----------|
| Shipment up to 100 kg                                   | € 195.00 |
| Shipments over 100 kg / Min +per each additional 100 kg | € 75.00  |

#### **3. Courier Shipments direct to venue**

|             |          |
|-------------|----------|
| Up to 25 kg | € 125.00 |
| Up to 50 kg | € 195,00 |

#### **4. Direct Delivery to Venue –**

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

FULL- & PART-TRAILER-LOADS Unloading/reloading trucks and direct delivery to/pick up from stand

|                         |          |
|-------------------------|----------|
| 1 cbm = 333kg           |          |
| Min up tp 3 CBM         | € 450    |
| Per each additional CBM | € 75.00  |
| 6 CBM                   | € 675    |
| Truck 7.5t              | € 975.00 |

Truck 13.6 M  
€ 1.550.00



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## 6. Customs Formalities

### With Carnet ATA

Temporary importation under ATA Carnet € 225,00

### With commercial invoice

Temporary importation and/or re-exportation € 295.00

Each additional tariff numbers € 15.00

Customs bond fee 3% CIF Value Min € 115.00

Cancellation of temporary Importation (export only) € 65.00

T-Document registration custom € 75.00

Issuing of T-document € 75,00

T-document security (Export only),  
0,2 % of CIF value, minimum € 35,00

### Permanent Importation

Per shipment / per document / per exhibitor € 295,00

Each additional tariff numbers € 15.00

Duties & Taxes as per outlay.

Fees for an advanced payment of duty & tax

+ 17% for pre-payment

Minimum € 75,00

Use of customs broker import tax registration / EORI € 115.00

Customs inspection **As per outlay + 15% for pre-payment**  
Min € 75.00

### Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

## 5. Other Charges

- Handling of empties € 85.00 /  
CBM (Min 3 CBM)
- Full goods storage € 95.00 /  
CBM (Min 3 CBM)
- Forwarding commission - per order / shipment € 75.00
- On-site representative for service / support € 55.00
- Late arrival surcharge- 20% on top of handling charges

### Outbound Handling Charges

The same rates will apply for outbound services.

### Insurance

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## **Please Note:**

Pallet-truck, normal – counts as 2 cbm per unit

Pallet-truck, long – counts as 3 cbm per unit

Ladder – counts as 2 cbm per unit

Genie – counts as 3 cbm per unit

- ❖ **1 CBM= 333 KG**
- ❖ **1 LDM =4 CBM**
- ❖ **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 100% on total move in/out charges.**
- ❖ **Saturday Sunday & Holidays – additional 100 % on total move in/out charges**