



ORDER FORM WAREHOUSE SHIPMENTS

This is a compulsory form for all exhibitor or supplier.

Deadline for receipt 10 March , 2025

Please return by e-mail [irit.sofer @ merkur-expo.com](mailto:irit.sofer@merkur-expo.com)

Exhibitor Name	
To be delivered to:	
Volume of shipment	
Indicate number of pieces, weight, and volume	
Type of shipment	
Indicate exhibition goods, stand fitting material, printed matters, bag inserts)	
Tracking / AWB Number	
In case of courier shipment	
Hall / Stand No.	
Contact name on-site	
Phone no.	
Invoice Details	
Company Name	
Contact Person	
Mail	
Street	
ZIP Code	
City	
Country	
VAT #	
PO Number if necessary	

- Merkur Expo Logistics GmbH is sole official forwarder for XXX CONGRESS NAME
- All shipments will be charged based on the official handling tariff.
- All shipments must be pre-advised by using this form sheet.
- Please note the information on logistical processing.
- All shipments must have the official congress labels attached to the shipping instructions.

Date

Customer signature

All services are invoiced according to the official <<<**CONGRESSNAME Forwarding & Handling Tariff**>>>. All work is subject to the German Forwarders' Terms and Conditions, CMR (latest version), ADSp Trading Conditions (latest version) and the Merkur Expo Logistics GmbH liability policy in conjunction with the conditions and tariffs rates for trade fair transportation. For further Information visit our website at www.merkur-expo.com. The liability of Merkur Expo Logistics GmbH ends with delivery and begins with the collection of the freight at the exhibition stand. It is the exhibitor's responsibility to ensure the safety of material until it is collected Merkur Expo Logistics GmbH.