



88TH | EAS
CONGRESS



GENEVA
SWITZERLAND

May 31 - June 03, 2020

www.eas2020.com



Dear Exhibitor/Stand Builder,

MERKUR EXPO LOGISTICS is the official logistic agent for KENES congresses in 2020. We are a full door to door service company, and sole onsite logistics contractor. As such, we are pleased to update you regarding the services and guidance as how we dispatch shipments to the event.

Onsite Handling Due to security, insurance and organizer policy, MERKUR EXPO LOGISTICS is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

Contact Details:

Merkur Expo Logistics GmbH
 Contact: Ms. Zehavit Akerman
 Mobile: +972 52 511 4982
 E-mail: akerman@merkur-expo.com

Please note these important dates:

Service	Deadline
Door to door	No later than Friday, May 22, 2020
Airfreight Shipments to Geneva airport	No later than Wednesday, May 27, 2020
Shipment via Germany advance Warehouse	No later than May 26, 2020 We highly recommend using this option, storage is free of charge.
Exhibition goods - Direct Deliveries to Congress Venue	Saturday, May 30, 2020 from 10:00
Move out	Wednesday, June 3, 2020.

Shipment Categories

Shipment Categories

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

Categories:

- (1) Marketing and display
- (2) Exhibition goods-for exhibition stand only

Services, Delivery Address and 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. Air freight shipment

Direct Master AWB consignee as follows:

ExpoLog Geneva
CH-1218 Grand-Saconnex
Geneva / Switzerland
Att: David Strippoli(01 13 798 22 41+)

Notify:

EAS Congress 2020.
Exhibitor name: / booth number:

Cargo arriving beyond deadlines an additional 30% handling surcharge will be added.
All consignments must be sent on freight prepaid terms.

3. Shipment via Germany advance warehouse

Warehouse Address:

Merkur Expo Logistics GmbH
C/O Schmitt Peterslahr
A U F DE M HÖHCHEN 2
56587 Oberhonnefeld – Germany
Dirk Dewald: +49 2634 / 95 44 50
C/O Conges:
Exhibitor: _____

4. Direct Deliveries to Congress Venue / Domestic Cargo

ExpoLog Geneva
Palexpo
Route François-Peyrot 30
CH-1218 Grand-Saconnex – Geneva / Switzerland
Att: David Strippoli(01 13 798 22 41+)

Notify:

EAS Congress 2020

Exhibitor name: / booth number:

5. Customs

It is the sole responsibility of the Exhibitor to ensure the products and materials they will be exhibiting are lawfully brought into Switzerland to be used and displayed only in accordance with the terms and conditions governing the entry and use of the products and materials into Switzerland.

Booth fitting material and exhibits can be imported duty-free on a temporary basis against either a ATA carnet or a Customs Bond which we can supply against payment of a bond fee.

Printed material such as catalogues for free distribution at the stand can be imported duty-free. This also refers to CD-ROM catalogues.

However, giveaways such as pens, lighters, T-shirts, etc. are subject to the payment of duties and VAT. So does any kind of foodstuff or alcoholic beverage.

Therefore, it is advisable to contact MERKUR before shipping such goods in order to obtain precise details about the charges you will have to pay.

Customs office: GENEVA PALEXPO (NCTS code: CH006521)

6. Courier Shipments – Customs cleared only

Delivery to Geneva, May 28th, 2020

It is **highly** recommended **not** to use international courier service.

All courier shipments are totally beyond our control so we cannot be responsible for any delay / problem if they cannot be released from the France customs and / or are delay in delivery.

In case of sending a courier shipment, please be sure to send us a pre-advice with the full details of the shipment: courier company, number of pieces and tracking number.

All Courier Shipments must be send on DDP terms (delivery duty paid).

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.

Insurance

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

Heavy & Oversized Shipments

A heavy and oversized shipment applies 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.

Payment Terms

In order to ensure move in/out of your shipment/s, 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.

Please notify "Merkur" immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents **in advance** of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Any services not outlined in the attached tariff will be quoted on an individual basis.

Terms and conditions

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

Merkur wishes you a successful experience

TARIFF 2020

1. Airfreight Shipments, Courier, Road Groupage & Isolated Shipments

Transit Formalities in /out

Via Geneva airport or Road Terminal

Up to 500 Kg	45 / 100 Kg	Min CHF 135 / per Shipment
501-1000 Kg	29 / 100 Kg	Min CHF 230 / per Shipment

*Excluding Airport tax , Terminal charges As per outlay +10% pre payment

Trucking under Bond

From F .O.T Geneva airport or road terminal to Palexpo/ From Palexpo up to Geneva airport/ road terminal

1 CBM =200 Kg

Up to 500 Kg	CHF 78 / 100 Kg	Min CHF 165 / per Shipment
501-1000 Kg	CHF 60 / 100 Kg	Min CHF 390 / per Shipment

Unloading & Delivery to Stand / Loading & pickup from stand

1 CBM =200 Kg

Up to 50 Kg		CHF 110
Up to 100 Kg		CHF 145
101 to 500 Kg	CHF 72 / 100 Kg	Min CHF 165 / per Shipment
501-1000 Kg	CHF 60 / 100 Kg	Min CHF 390 / per Shipment

2. From Frankfurt advance warehouse

Transit Formalities in /out

Up to 500 Kg	CHF 45 / 100 Kg	Min CHF 135 / per Shipment
501-1000 Kg	CHF 29 / 100 Kg	Min CHF 230 / per Shipment

Excluding Airport tax , Terminal charges As per outlay +10% pre payment

Trucking & position at stand

From Advance ware house up to stand Palexpo/ from Stand Palexpo up to Germany ware house storage is free of chare

1 CBM =300 Kg

Min	Up to 50 Kg	Min CHF 165 / per Shipment
Above 50 Kg	CHF 135/ 100 Kg	Min CHF 230 / per Shipmet

3. Direct Delivery to Venue

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

Min	CHF 40/ 100 Kg	Min CHF 225 / per Shipment
Truck 7.5t		CHF 850
Truck 13.6 M		CHF 1,485

4. Customs clearance

Formalities for shipments under T form

Import

	Permanent import	Temporary import
50 Kg	CHF 108	CHF 150
51-100 Kg	CHF 126	CHF 175
101-300 Kg	CHF 150	CHF 210
301-500 Kg	CHF 185	CHF 235
501-1000 Kg	CHF 205	CHF 275

Temporary import bond fee

EU origin 0.5 % of value CIF Palexpo Minimum CHF 36

Others 0.75% of value CIF Palexpo Minimum CHF 50

Permanent Import:

For shipments with more than one HTS code CHF 18

Taxes and Duties: cost + 10% Minimum CHF 20

Export

	Temporary import
50 Kg	CHF 150
51-100 Kg	CHF 175
101-300 Kg	CHF 210
301-500 Kg	CHF 235
5001-1000 Kg	CHF 275

ATA carnet IMPORT / EXPORT CHF 120

T form IMPORT / EXPORT CHF 215

5. Courier Shipment

Inbound

Reception storage and delivery to stand for shipments not exceeding 20 kgs

For shipments exceeding 20 kgs , please refer Page 2 Point 3

Shipment DDU/ Per shipment CHF 125

Shipment DDP / per shipment CHF 75

Outbound

Docs provided by exhibitor CHF 75

Delivery to Stand / pickup from stand

1 CBM =200 Kg

Up to 50 Kg		CHF 110
Up to 100 Kg		CHF 145
101 to 500 Kg	CHF 72 / 100 Kg	Min CHF 165 / per Shipment
501-1000 Kg	CHF 60 / 100 Kg	Min CHF 390 / per Shipmet

6. Additional services

Empties per CBM or part off CHF 102 Min 2 CBM

Full goods per CBM or part off CHF 145 Min 2 CBM

7. Over time surcharge

Mon – Fri 18:00-20:00 additional 50%.

Mon – Fri After 20:00 additional 100%.

Saturday, Sunday, holidays 100 % .

DATE: _____

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to *MERKUR*

E-mail: akerman@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	

Billing details

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

Company details _____ VAT No. _____

Email _____ Phone _____

Address _____

For payment by credit card please approach MERKUR.

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 Schmitt Peterslahr

A U F D E M HÖHCHEN 2

56587 Oberhonnefeld, Germany

Dirk Dewald: +49 2634 / 95 44 50

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Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

Air Freight Shipments

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

ExpoLog Geneva

CH-1218 Grand-Saconnex

Geneva / Switzerland

Att: David Strippoli (+41 22 798 13 01)

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Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

ExpoLog Geneva

CH-1218 Grand-Saconnex

Geneva / Switzerland

Att: David Strippoli (+41 22 798 13 01)

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Box No. _____ of _____

Marketing/Promotional Material

For Congress Unmanned Display

Air Freight Shipments

Exhibitor's Name

Contact Person

Mobile Phone

ExpoLog Geneva

CH-1218 Grand-Saconnex

Geneva / Switzerland

Att: David Strippoli (+41 22 798 13 01)

For : EAS 2020 - GENEVA - SWITZERLAND

Box No. _____ of _____

Marketing/Promotional Material

For Congress Unmanned Display

Direct to Venue

Exhibitor's Name

Contact Person

Mobile Phone

ExpoLog GENEVA

Palexpo Route François-Peyrot 30

CH-1218 Grand-Saconnex – Geneva- Switzerland

Att: David Strippoli (+41 22 798 13 01)

For : EAS 2020 - GENEVA - SWITZERLAND

Box No. _____ of _____

Marketing/Promotional Material

For Congress Unmanned Display

Via Germany Warehouse

Exhibitor's Name

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

A U F D E M HÖHCHE N 2

56587 Oberhonnefeld, Germany

Dirk Dewald: +49 2634 / 95 44 50

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