



### **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 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*.

### **Contact Details:**

Merkur Expo Logistics

Irit Sofer

Cell: + 972 52 8890129

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

**Please note these important dates:**

Meeting dates	March 24-25, 2023
Move-in date and time	<b>March 23, 2023</b>
Exhibition Hall	<b>Floor -1, morus foyer</b>
<b>Exhibition breakdown</b> date and time	March 25, 2023, from 18:00, light dismantle may begin at 15:30

## Shipping instructions

The range of services provided by Merkur include:

- National or international transport
- Temporary or permanent customs clearance
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition stands, forklifting
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event
- Onsite assistance and supervision

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to Lisbon. Please follow the instructions closely.



;

## 1.2 Consigning of shipments and deadline dates

### **Road freight / full load trucks / part load trucks / scheduled unloading / re-loading**

Due to the limited space at the venue and tight time schedule all unloading operations are operated by Merkur only.

Trucks must leave the unloading area immediately after unloading is finished.

All vehicles must arrive at a pre-appointed time for unloading.

Please request your preferred unloading time slots to Merkur by 01 March 2023. You may also use this way to request freight services from Merkur.

Unloading time slots will be given by 16 March 2023. Please dispatch your trucks arriving according to the pre-arranged time of arrival.

Consigning address for CMR:

Exhibitionsmerkur LDA  
c/o CHOPY

Av. Eng. Duarte Pacheco 15, 1070-100 Lisboa, portogal

Exhibitor:

Hall/Stand Nr.

Trucks arriving after the loading time must wait for the next free time slot. Merkur cannot be held responsible for any waiting time.

### **Groupage / courier shipments**

All exhibit material / shipments excluding full, or part loads of stand material must make use of the advance-receiving warehouse.

International shipments will be accepted by the advance-receiving warehouse.

Deadline: 16 March 2023

Please consign your shipment to:

Merkur Logistics Experts  
Rua do Pinheiro, n1 a n1A  
2615-092 Alverca do Ribatejo  
c/o COPY 2023 Lisboa

Exhibitor: \_\_\_\_\_ Stand No. \_\_\_\_\_



;

**Airfreight**

Airfreight instructions depend on weight, volume, timing and value. Please inform us of the individual details of your shipment and we will provide detailed instructions.

**6.3 Customs clearance (applicable for non-EU-countries only)****Temporary entries (goods returning to origin after the congress):**

- ATA carnet for temporary importation
- Packing list

Please use the ATA carnet only. All exhibits / material entered under temporary importation are subject to control and examination by customs for inward and outward movements. Goods under temporary bond cannot be sold during the congress, any sale operation must be reported to the customs authorities; otherwise, heavy penalties may incur. Please contact us if you intend to sell any temporary goods.

**Permanent entries (goods to be distributed during the congress):**

We can clear on a definitive basis promotional material such as brochures, giveaways and other promotional material.

- 3 originals of proforma invoice / packing list in English, showing: no. of units / weights / sizes / total no. of boxes / values / full description of items in English, including serial number, model and customs code no. (Brussels Nomenclature)
- Please issue separate invoices and separate packing for temporary importation (exhibits) and permanent importation (consumables & advertising material).

**Proforma invoices must be addressed to (No delivery address):**

Merkur Logistics Experts  
NIF 513844287  
Rua Eng Ferreira Dias 161,  
4100-247 Porto - Portugal

- Certificate of Origin (Form A / EUR.1) if applicable

Temporary and permanent material must be packaged separately (in separate boxes).

**Restricted products:**

The following products are restricted and need special requirements and health certificates:

- pharmaceutical products
- medical products

**Labeling (bag inserts / stand material)**

All shipments to our advance-receiving warehouse must carry the appropriate label, which you can find attached to this manual. Please do not use any other label.

**Shipping advice**

All shipments to COPY need to be pre-advised. Please send us all relevant shipping details (carrier,



; AWB no) as soon as available.

#### **Empties**

Empty boxes and packaging material will be collected and safely stored during the event. All boxes should be strong enough for unpacking and to re-use after closure of the congress. The empties will be stored outside the congress center and are not accessible after collection. Merkur cannot be held responsible for any material damaged, or material lost inside the empties.

#### **Accessible storage**

If you require accessible storage of promotion materials, please let us know seven days prior to the opening of the congress.

#### **Insurance**

We strongly recommend that all exhibitors arrange insurance coverage for their exhibits to include transit to and from the exhibition, display and storage. Please note that Merkur do not automatically ensure the handling unless requested. Please note that it is the exhibitors' responsibility to ensure adequate security for goods left on the stands. Merkur is not liable for any damage or theft.

#### **Basic conditions of contract**

All services will be billed according to the official COPY forwarding & handling tariff.

The liability of Merkur ceases with delivery and commences with collection of freight at the exhibition stands. It is the exhibitor's responsibility to ensure the security of material until collected from the stand by Merkur.

No unauthorized credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or onsite during the event and before return shipping of their exhibits.



<b>1. Air freight</b>	
From free arrival Frankfurt Airport up to free delivered booth (Minimum per shipment 333,00 kgs)	
Minimum per shipment	325,00 EUR
Up to 250 kgs , per kgs	2,05 EUR
Up to 500 kgs , per kgs	1,55 EUR
Up to 1000 kgs , per kgs	1,40 EUR
Above 1000 kgs each additional kg	1,35 EUR
Airport taxes, storage, fees etc. will be calculated as per outlay Min. 125,00 EUR + 10 % for prepayment	
<b>2. Handling via advanced warehouse</b>	
From free arrival Alverca do Ribatejo - Portugal up to free delivered booth including intermediate storage (customs cleared goods)	
Shipment up to 25 kgs	125,00 EUR
Shipment up to 50 kgs	175,00 EUR
Shipment over 50 kgs / per cbm / Minimum 3 cbm	75,00 EUR
<b>3. Direct delivery to venue</b>	
From free arrival venue up to free delivered booth, first time spotted	
Shipment up to 25 kgs	125,00 EUR
Shipment up to 50 kgs	175,00 EUR
Shipment over 50 kgs / per cbm / Minimum 3 cbm	75,00 EUR
13.6 Full load truck	1350,00 EUR
7,5 to truck	750,00 EUR
<b>4. Other charges</b>	
Customs Inspection	175,00 EUR
<b>Courier charges</b>	
For handover of import shipping documents / per documents	90,00 EUR
Use of agent import tax registration number / per entry	90,00 EUR
<b>Storage</b>	
Handling of empties including pick up, storage and return / per cbm / Minimum 2 cbm	75,00 EUR
Flat charge for hand pallet trucks – per item	75,00 EUR
Flat charge for ladders – per item	150,00 EUR
Forwarding Commission * applicable for every shipment	55,00 EUR
On-site representative for service / support	75,00 EUR
<b>5. Customs formalities</b>	
Temporary importation on Carnet ATA, per shipment / document	190,00 EUR
<b>Temporary importation</b>	
Temporary importation on Commercial Invoice, per shipment / document	190,00 EUR
For each customs tariff code	12,50 EUR
Customs Bond Fee 1.5 % CIF Value or Minimum	150,00 EUR
Export document / t1	75,00 EUR
<b>Permanent importation</b>	
Per shipment / per document / per exhibitor	190,00 EUR
For each customs tariff code	12,50 EUR



Duties & Taxes as per outlay. Fees for advanced payment of duty & tax + 10 % for prepayment

Special clearance (food, beverages, pharmaceuticals, restricted products etc.) on request

**SAME RATES APPLY FOR OUTBOUND SERVICES**

**Exclusives:**

- ❖ Above rates do not include VAT and insurance premiums
- ❖ Overtime Surcharges (17:00 – 08:00) additional 50 %
- ❖ Saturday Surcharges additional 100 %
- ❖ Sunday Surcharges additional 100 %
- ❖ Holiday Surcharges additional 100 %
- ❖ 1 cbm equivalent to 333 kg

If you have any questions, please don't hesitate to contact us!

Merkur expo Logistics