

General information

Merkur Expo Logistics GmbH has been appointed by Kenes as the sole official freight forwarder, customs broker, and handling agent for **COPHy Seville – April 4-5 2025**

For safety- and time reasons, no other contractor is permitted to bring the lifting platform into the venue and operate it.

The services offered by **Merkur Expo Logistics GmbH** include:

- Transport, national and international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time and slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event
- On-site assistance and supervision

General Information

| Important Dates | |
|-----------------|----------------|
| Show Dates | April 4-5 2025 |
| Buildup | April 3, 2025 |
| Dismantling | April 5, 2025 |

Shipping instructions

Merkur Contact Details |

Office | Merkur Expo Logistics GmbH | Rheinstraße 2 | DE - 65760 Eschborn
(No acceptance of shipments to this address)

Warehouse | Merkur Expo Logistics GmbH | Im Steinigen Graben 7 | DE – 63571 Gelnhausen

Merkur Expo Logistics project manager

Irit Sofer

E-Mail: <irit.sofer@merkur-expo.com>

Mobile: + 972-52-8890129

Instructions shipments via warehouse

- **Merkur Expo Logistics GmbH's** responsibility ends with the delivery of the exhibitor's consignment to the stand during the set-up phase, regardless of whether the exhibitor is present or not. Items remaining on the stands after the official dismantling time will be removed at the exhibitor's expense.
- You can arrange your shipment to venue with any carrier or courier service or contact us to get a quote for door-to-door shipping. We recommend door-to-door service to avoid too many parties involved.
- **No acceptance of consignments without prior notice** / order form (Consignments without advance notice will be charged with additional costs or returned to the sender)
- All shipments coming from non-EU countries are subject to customs clearance and must be accompanied by a commercial invoice for customs purposes. For shipments with high values that need to be returned after the event, we recommend opening a carnet in the country of origin.
- All shipments must be sent on a prepaid basis, Incoterm DDP (Delivered, Duties Paid).
- Handling costs according to official tariff.



Delivery address : Hotel Meliá Sevilla

Dr. Pedro de Castro, 1
41004 Sevilla, Spain

| Services | Dates |
|--|---|
| Deadline for pre-advice of your shipment to the warehouse | March 27, 2025 |
| Deadline for the arrival of your shipment at the hotel | March 31, 2025 All goods and equipment are to be delivered and pickup through Clarion Congress Hotel loading docks area only, Accessible from Road. No goods and/or equipment whatsoever are to be carried through any other areas. Any materials and equipment delivered to the Hotel before the move-in day will be refused entry, unless communicated in writing.. No passenger lifts are to be used to carry any equipment or goods. 08: 00 hours to 18: 00 hours. |
| Airport of destination | Please ask for instructions |
| After congress | The post-event pick-up must be booked for Sunday, In case of storage requested after the congress booking must be arranged on March 10 |
| Labeling information | COPHY Seville – April 4-5 2025 Booth-No. Exhibitor’s name Dimensions Weight |
| Required documents | Oder form / Pre-Advise Labels Draft of a commercial invoice (Courier services may request additional documents) |

Courier shipments

- Please note that courier shipments cannot be cleared automatically by the courier companies but do require an importer of record. We will act as importers if required by providing our VAT registration number to customs. This service is chargeable, please check our tariff. **In case customs clearance is requested please contact Merkur no later than March 5th**
- courier company, number of pieces and tracking number.
- Courier charges for handover of import shipping documents € 85.00/ document.
- Shipments that arrive without pre-altered and payment confirmation will not be accepted.

Insurance

We strongly recommend that all exhibitors take out insurance to cover transportation to and from the exhibition, as well as during the exhibition and storage. Please note that **Merkur Expo Logistics GmbH** does not take out insurance unless requested to do so in writing. It is the exhibitor's responsibility to ensure that appropriate security measures are taken to guarantee the safety of any goods left on the stand. **Merkur Expo Logistics GmbH** is not liable for loss, theft, or misappropriation.

Basic contractual conditions

All services are invoiced according to the official Forwarding & Handling tariff and are based on advance payment, unless otherwise agreed. 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 for trade fair transportation. Further information can also be found on our website at www.merkur-expo.com. The liability of **Merkur Expo Logistics GmbH** ends with the delivery and begins with the collection of the freight at the exhibition stand. It is the exhibitor's responsibility to ensure the safety of the material until it is collected by **Merkur Expo Logistics GmbH**. Our invoices are due immediately after invoicing without further notice. Customers who are not known to us or with whom we have not agreed payment terms will be asked to pay our costs before the start of the event or on site during the event or before returning their exhibits.

Payment terms

- **Services will not be provided unless invoice is pre-paid**
- Invoices will be sent by e-mail only.
- The invoicing is per shipment.
- Full payment of the incoming handling charges must be received prior the delivery to the booth.
- Payment can be made by credit card (VISA and MASTERCARD) or by wire transfer. Personal or foreign cheques are not acceptable.
- VAT will be added.
- 1,5% interest per month will be charged on overdue payments.
- Please notify "Merkur" immediately about any requirements relating to invoices.
- Please note that all payments are in €.