



Introduction

Kindly note that Hermes is the sole official on-site agent nominated by **KENES** to handle all in/out shipments arriving to this congress.

All cargo/ shipment will be moved in / moved out from the building only via the official nominated agent.

We are pleased to inform you of the arrangements for shipping, international freight forwarding, customs clearance and on-site services for 2017 congresses.

Please note that you may use any transport company up to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

Range of services

- Transport, national or international
- Temporary or permanent customs clearances
- 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
- On-site assistance and supervision

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

General Information

Contact Details:

Hermes Exhibitions & Projects Ltd.

Contact: Ms. Zehavit Akerman

Tel: +49 6173 966 95 28

Mobile: +972 52 511 4982

E-mail: zehavitak@hermes-exhibitions.com

Please note these important dates:

SERVICE	DEADLINE
Door to door shipments	Please contact Hermes – Merkur
Airfreight shipments Arrival to recommended airport	Thursday, June 29
Shipment via Germany warehouse	No later than Monday, July 3
Exhibition Goods - Direct deliveries to Congress venue	Saturday, July 8, between 10:00-20:00
Dismantling / Breakdown	Thursday, July 13

Shipment Categories

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

Categories:

- (1) Insert-for participant bags
- (2) Marketing/promotion material-for unmanned display
- (3) Exhibition goods-for exhibition stand only

The handling of your shipment will be charged as per [official handling tariff](#). All shipments must be pre-advised by using the attached [order form sheet](#). Please use only attached [labels](#).

**Direct delivery to the congress venue
Domestic Shipments / Full load trucks**

Venue

Feria Valencia – Convention & Exhibition Centre
Avinguda de les Fires, 1
46035 València, Spain

- Shipments must be pre-advised.
- Due to the limited space and the tight time-schedule, all unloading operations are strictly operated by Hermes Merkur only.
- For delivery, direct to the venue, please make sure to send time slot request form,
- Trucks arriving without confirmed time slot must face waiting time until the next free time-slot is available. In general waiting time, may occur for which Hermes-Merkur cannot be held responsible.
- Trucks must leave the unloading area immediately after unloading is finished.
- It is highly recommended not to use a courier service for shipping your goods to the congress venue.

Airfreight Shipments

IMPORTANT!!!

Please get in contact with us for shipments related to customs clearance. We will send you all necessary documentations (invoices, packing lists etc). Consignee and airport of arrival
Please do not send shipments without confirmation from our side.

Documents:

Original AWB & Proforma invoice must be received 2 working days prior to goods arrival.

Please do not send any restricted products, please get in contact with us to proof if any of your goods are subject to further documentation.

Shipment via German Warehouse

Merkur Expo Logistics GmbH
c/o Schmidt Peterslahr
Auf dem H hchen 2
D-56587 Oberhonnefeld, Germany
c/o FEMS 2017
Exhibitor name
Stand Number

Courier Shipments

It is not recommended to use a courier service for shipping your goods to the congress venue. 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 shipment must be send DDP terms. (Delivery duties paid)

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

Shipments that arrive without pre-alert and payment confirmation Won't be accepted.

Insurance

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo are not liable for any losses, left or pilferage.



Basic Conditions of Contract

All services will be billed per the official Handling Tariff.

All work undertaken is subject to the local & German Forwarders terms and conditions, CMR, newest edition, ADSp trading terms and conditions latest edition and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation. The liability of Hermes Merkur with delivery and commences with collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of material until collected from the stand by Merkur Expo.

Terms of payment

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 on-site during the event and before return shipping of their exhibits.

We wish you a successful experience!
Hermes – Merkur

**Order Form Direct Delivery to Venue
Time slot request**

This is a compulsory form for all exhibitor or suppliers

Please return by e-mail to Hermes Merkur: zehavitak@hermes-exhibitions.com

Name of Exhibitor	
Hall / Stand #	
Contact on-site	
Phone #	
Payment will be covered by	

Cargo information	
13.6 Truck	
7.5 Truck	
Partial shipment (weight Volume)	

Preferred time slot		
Service	Date	Time
Move in / delivery		
Move out / pickup		

Requested by	
Full name	
E-mail	
Tel	

Upon confirmation of your time slot

Please send truck details to arrange the registration

Logistics services for inserts and display

Hermes-Merkur is the official handling agent for KENES congresses. We are a full door to door service company. As such, we are pleased to update you regarding arrangements for shipping, international freight forwarding, customs clearance and onsite services.

Contact Details:

Hermes

Ms. Zehavit Akerman

Tel: +49 6173 966 95 28

Mobile: +972 52 511 4982

E-mail: zehavitak@hermes-exhibitions.com

Please note these important dates:

SERVICE	DEADLINE
Airfreight Shipments Arrival to Frankfurt Airport	Thursday, June 29
Shipment via Germany Warehouse	No later than Monday, July 3
Direct to venue	Saturday, July 8 at 08:00

Packing and Shipping instructions

- a) Place a sample of your insert on the package itself.
- b) Please send shipment details (tracking number, number of packages, etc)
- c) Label: Insert for participant bags**
- d) Label: display**
- e) Number parcels, e.g.: 1/1, 1/2, 1/3
- f) Note: Do not mix **insert / display** material with other material, such as exhibition, goods

1. Airfreight Shipments

Please send all airfreight shipments to **Frankfurt** airport only. Airway bill (AWB) must be sent prepaid and consigned to:

Consignee:

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

Auf dem H"ohchen 2

56587 Oberhonnefeld

Tel.: +49 6173 966 95 11

Att: Mr. Bernd Blum

Notify:

Name of Exhibitor: _____

Stand Number: _____

For: FEMS 2017

IMPORTANT!!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.



Documents:

AWB, & Proforma invoice must be received 2 working days prior to goods arrival.

2. Shipment via Frankfurt Warehouse

Warehouse address:

Merkur Expo Logistics GmbH
Schmitt Peterslahr
AUF DEM HOHCHEM2
56587 Oberhonnefeld
Germany
Att: Mr. Dirk Dewald
Tel: +49 2634 95 44 50
For: FEMS 2017

We highly recommend not sending courier shipment directly to the venue unless it is arranged and confirmed with Hermes Merkur.

In all ways of shipping, including **courier shipment**, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number.

All courier shipments must be sent on DDP terms (Delivery duties paid).
Courier charges for handover of import shipping documents € 85.00/ document.
Shipments that arrive without pre alert and payment confirmation will not be accepted.

Payment terms

To ensure delivery of your inserts, please complete and sign the attached material handling form/payment confirmation and return it to our attention.

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

We wish you a successful experience!

Hermes – Merkur

Pre-advise, Material handling information and payment confirmation

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form duly filled in to Hermes Merkur:

zehavitak@hermes-exhibitions.com

Congress name	
Exhibitor name if applicable	
Stand # if applicable	

	Insert	Marketing	Exhibition goods
Frankfurt Advance Warehouse			
Direct to Venue			
Door to Door			

Company details responsible for shipping

Publisher	
Stand Builder	
PR Company	

Contact person	
Tel	
E Mail address	

Shipping information

Purchase order #	
Truck size	
Courier tracking #	
Airway bill number (AWB #)	
Number of pieces	
Weight in Kg	
CBM	



Payment confirmation

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

Company name _____

VAT No.: _____

Street _____ City _____

Zip _____ State _____

Contact details _____ TEL _____ [E-M@IL](#) _____

P. Order # _____

Credit card holder _____

CVC (The last 3 numbers on back of credit card) _____

Credit card number _____ VISA / DINERS / MASTER CARD

Validity: month _____ year _____ Security code _____

Payments by credit card additional 3.00 % service fee will be added for AMEX 3.5%.

Important!

Please enclose a copy of both front and backside of your credit card

We cannot guarantee services for any cargo arrival without a pre-advice and payment confirmation!