



# ICS 2019 GOTHENBURG

3 - 6 September 2019

Leading Continence  
Research and Education

## SHIPPING INSTRUCTIONS

International  
Continence Society  
49<sup>th</sup> Annual Meeting

[www.ics.org/2019](http://www.ics.org/2019)





**Date: March 31, 2019**



## Sep 3-6, 2019 Gothenburg, Sweden

Dear Exhibitor/Stand Builder,

MERKUR Expo Logistics GmbH is the official on-site agent nominated by KENES to handle all in\out shipment arriving to ICS 2019.

We are a full door to door service company.

As such, we are pleased to offer you arrangements for shipping, international freight forwarding, customs clearance and onsite services.

### **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](mailto:akerman@merkur-expo.com)

### **Brexit**

Due to the current unclear situation about the UK's EU-membership, we cannot give any advice about customs clearance and check points. We recommend contacting MERKUR about one month prior to the congress.



**Please note these important dates:**

Service	Deadline
Door to door	For this service please approach MERKUR.
Airfreight Shipments	For this service please contact MERKUR 12 working days prior move in
Shipment via Germany advance Warehouse	<b>No later than Aug 23, 2019</b>
Exhibition goods - Direct Deliveries to Congress Venue	Sunday, Sep 1, 2019 from 08:00.
Move out	Friday, Sep 6, 2019 up to 23:00.

## **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) **Insert-for participant bags**
- (2) **Marketing and display**
- (3) **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**

Please contact MERKUR for shipping instructions and labels.

Documents must be sent to MERKUR 5 working days before dispatching the goods, Cargo arriving beyond deadlines an additional 30% handling surcharge will be added.



### 3. Germany Advance warehouse

Shipment via Germany advance warehouse should be consigned as follows:

MERKUR Expo Logistics GmbH

C/O Schmitt Peterslahr

Auf dem Hoehchen 2 ,

D- 56587 Oberhonnefeld – Germany.

Dirk Dewald: +49 2634 / 95 44 50

C/o ICS 2019 – Gothenburg, SWEDEN

Exhibitor: \_\_\_\_\_

### 4. Direct Deliveries to Congress Venue

The Swedish Exhibition & Congress Centre

Mässans Gata/Korsvägen, 412 94 Göteborg, Sweden

### 5. Domestic Cargo / Courier Shipments

Exhibitors are kindly requested to approach MERKUR Expo Logistics for booking time slot for their trucks.

### 6. Courier Shipments – Customs cleared only

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 customs and can cause delays.**

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

**All Courier Shipments must be sent under 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, 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**

## **Handling rates for ICS 2019**

### **Inbound / out bound**

#### **1. Air Freight**

**From free arrival airport up to free delivered booth**

**1 CBM = 300 kg**

Minimum per shipment	€ 325.00
Up to 250 kg	€ 2.05 / Kg
Up to 500 kg	€ 1.55 / Kg
Up to 1000 kg	€ 1.40 / kg
Above 1000 kg each additional kg	€ 1.35 / Kg

Airport taxes, storage, fees etc. will be calculated as per outlay € 125.00 Min

Outlay fees + **10% for pre payment**

#### **2. Handling via Germany Warehouse**

**From free arrival airport up to free delivered booth**

**1 CBM = 330 kg**

Shipment up to 25 kg	€ 125.00
Shipment up to 50 kg	€ 175.00
Shipment over 50 kg	€ 85.00 / CBM / <b>Min 3 CBM</b>

#### **3. Direct Delivery to Venue –**

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

**1CBM = 330 kg**

Shipment up to 50 kg	€ 175.00
Shipment over 50 Kg	€ 75.00 / CBM/Min 3 CBM
Truck 7.5t	€ 850.00
Truck 13.6 M	€ 1,550.00

#### **4. Customs Formalities**

##### **Carnet ATA**

Temporary importation under ATA Carnet	€ 190.00
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##### **Temporary Importation**

Temporary importation and/or re-exportation	€ 190.00
Customs bond fee 3.5% CIF Value	€ 150.00 Min

##### **Permanent Importation**

Per shipment / per document / per exhibitor	€ 190.00
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Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax

+ **10% for pre payment**

<b>Customs inspection</b>	€ 55.00
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### **Special Clearances**

Food, beverages, pharmaceuticals etc. Available upon request

### **5. Other Charges**

Handling of empties (including storage)	€ 75.00 / CBM/Min
Forwarding commission - per order / shipment	€ 75.00
On-site representative for service / support	€ 55.00
Self-unloading /loading fee	
Entry to the loading area, each truck from 7.5 ton will be charges	€ 200.0

### **Outbound Handling Charges**

The same rates will apply for outbound services.

#### **Please Note:**

**1 CBM = 300 KG**

**1 LDM = 4 CBM**

**The above rates do not include local VAT that will be charged where applicable.**

**The above rates are for services provided from Mon – Fri, 08:00 – 17:00**

**Overtime surcharge (17:00 – 22:00) – additional 35% on total move in/out charges.**

**Overtime surcharge (20:00 – 08:00) – additional 50% on total move in/out charges.**

**Saturday Sunday & Holidays – additional 100 % on total move in/out charges**

DATE: \_\_\_\_\_

Dear Exhibitor / Stand Builder / PR Company,

Please return the below form fully filled in to MERKUR Expo logistics

E-mail: [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)

### **Pre advise - Material handling form**

<b>Congress name</b>	
<b>Exhibitor name</b>	
<b>Stand #</b>	

### **Shipment information**

<b>Service requested</b>		
<b>Door to Door</b>	<b>Germany Advance Warehouse</b>	<b>Direct to Venue</b>

<b>Shipper's name</b>	
<b>E mail address</b>	
<b>Tel #</b>	
<b>Purchase order #</b>	
<b>Truck size</b>	
<b>Courier tracking #</b>	
<b>Airway bill number (AWB #)</b>	
<b>Number of pieces</b>	
<b>Weight in Kg</b>	
<b>CBM</b>	



### **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

**For : ICS 2019 - Gothenburg, Sweden.**

Box No. \_\_\_\_\_ of \_\_\_\_\_

# EXHIBITION GOODS

For the Exhibitor's Stand Only

Direct to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

The Swedish Exhibition & Congress Centre  
Mässans Gata/Korsvägen, 412 94 Gothenburg, Sweden  
For : ICS 2019 - Gothenburg, Sweden.

Box No. \_\_\_\_\_ of \_\_\_\_\_

# **INSERTS**

## **VIA GERMANY WAREHOUSE**

**Domestic Cargo / Courier Shipments**

Exhibitor or Company Name

Stand/Booth No. (if relevant)

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  
For : ICS 2019 - Gothenburg Sweden.  
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 HÖHCHEM 2

56587 Oberhonnefeld – Germany

For : ICS 2019 - Gothenburg, Sweden.

Box No. \_\_\_\_\_ of \_\_\_\_\_