

HERMES

EXHIBITIONS & PROJECTS LTD.



The 7th World Congress on
Controversies in Ophthalmology (COPHy)

Anterior Segment • Glaucoma • Retina

MARCH 31 - APRIL 3, 2016 • WARSAW, POLAND

Dear Exhibitor, Stand Builder & Sponsor

Kindly note that Hermes is the sole official on-site agent nominated by ComtecMed 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 COPHy congress.

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.

Contact Details:

Hermes

Mr. Motty Wizman

mottyw@hermes-exhibitions.com

T +972 8 9146421

M +972 52 6021958

Please mark these important dates:

SERVICE	DEADLINE
Door to door (Europe)	March 15, 2016
Shipment via warehouse	No later than March 28, ,2016
Setup	Thursday, March 31 07:00-18:00 No direct deliveries are recommended
Exhibition date	March 31- April 3, 2016
Move out	Saturday, April 2 17:30-24:00

Services

Hermes would be happy to help your company to arrange your shipment as per your needs. You are welcome to choose from the following ways of transportation for your shipment:

- Door to door
- Advance warehouse
- Direct delivery
- Airfreight
- Courier

1. Door to door

Hermes can arrange pick up from any address and deliver directly to your stand.

2. Shipment via warehouse

Shipment via warehouse should be delivered to the following address:

Delivery address

C.Hartwig Gdynia S.A.

Branch Warsaw

35 , Wirazowa street

02-158 Warszawa

Attn.: Margaret Lewandowska - mobile + 48 502 012 838 .

c/o "Cophy 2016 "

"Name of Exhibitor"

"Stand Number"

3. Direct deliveries to Congress venue

Venue :

Hilton Warsaw Hotel and Convention center

2.Grzybowska 63,Warsaw,00-844, Poland

4. Airfreight -

Please ask for separate instructions



You may choose any freight forwarder with which to send your goods, however please note that neither Hermes nor Comtec will be held responsible for goods clearance in the case they are held in customs.

Insurance

All goods must be fully insured with all risk coverage. Insurance can be provided upon request. We regret that we cannot take responsibility for goods after delivery to the exhibitors stand regardless whether the exhibitor is present or not.

Payment terms

In order to avoid any delay in delivery of your cargo, please make sure to fill out the attached material handling form and return it to our attention

All invoices must be settled by exhibitors / contractors and agents in advance. Shipments will be held in storage until the invoices are paid in full. Please notify Hermes immediately about any requirements relating to invoices.

Please note that all payments are in Euros.

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

Terms and conditions

All orders are accepted exclusively on the basis of the Polish forwarders terms and conditions

Best Regards,

Hermes exhibition and projects

Exhibitors' Tariffs

For stand construction, exhibit items, promotion material
The below rates are based on the following 1 CBM=330 KG

Via advance warehouse

Shipment arriving at the warehouse will be handled as follows:

Delivery to the warehouse

Storage

Pickup from storage and transfer to the venue

Unloading and delivery to the final point

Handling tariff

Min charge	€ 218.00
101-300 Kg	€ 275.00
301-500	€ 325.00
From 501 Kg per each additional 100 Kg	€ 58.00

Handling of empty cases

Min 2 CBM	Min 2 CBM	€75.00
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Forwarding commission and on-site supervision

Per shipment	€130.00
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Air freight shipment

Please contact Hermes for quotation

Remarks

The above rates are for Move in / Move out

Services that are not mentioned above are subject to a rate offer

Surcharge on total charges move in/out:

17:00- 24:00 additional 50%

24:00-08:00 additional 50%

Weekend & Holidays additional 100%

Each CBM will be charged as full

Shipment arriving with no pre alert are subject to 25% surcharge

Above rates are subject to VAT for permanent shipments & EEC customers

Best Regards,
Hermes exhibitions