



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

Anterior Segment • Glaucoma • Retina

MARCH 31 - APRIL 3, 2016 • WARSAW, POLAND

Logistics services for inserts

"Hermes" had been nominated as the sole logistic agent for the COPHy Congress.

For handling services to your participants' bags inserts, you are kindly requested to follow the following shipping instructions:

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) to Mr. Motty Wizman: mottyw@hermes-exhibitions.com.
- c) Please mark on the package "Insert for COPHy participants' bags."
- d) Number parcels, e.g: 1/1, 1/2, 1/4
- e) Note: Do not mix insert material with other material, such as display or exhibition, please mark clearly "Insert for Participants' Bags".

Advance warehouse delivery address (customs cleared, courier shipments)

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 insert "

Deadline

All inserts must be delivered to the advance warehouse March 25

You may choose to send directly to the hotel, however please note that neither Hermes or Comtec will be held responsible for goods sending directly to the hotel.

Important Note: The above date if for custom cleared goods only

**Inserts that do not arrive by the deadline will not be included in the participants' bags.
Shipments that arrive without pre alert and payment confirmation will not be accepted.**

Shipment steps from free arrival advance warehouse

Shipment arriving to warehouse will be handled as follows:

- Received at the warehouse
- Storage
- Pickup from storage
- Unloading and delivery to the Hilton Warsaw Hotel

HERMES

EXHIBITIONS & PROJECTS LTD.

Handling tariff Per Exhibitor / per shipment Normal working hours only (each CBM=300 KG)

Minimum charge	€ 218.00
101-300 Kg	€275.00
300-500 Kg	€325.00
From 501 Kg Per each additional 100 Kg	€ 58.00

For enquiries and further information

Please contact Mr. Motty Wizman

Email: mottyw@hermes-exhibitions.com

Tel: +972 8 914 6421

Companies that require door-to-door service for their inserts are requested to contact Herms no later than March 15 , 2016

You may choose any address to send your goods, however please note that neither Hermes or Comtec will be held responsible for goods sent directly to the hotel

**Best Regards,
Hermes**