



**THE WORLD CONGRESSES ON  
CONTROVERSIES IN NEUROLOGY**

**CONY** May 8 -11, 2014 • Berlin, Germany

**Logistics services for inserts**

"Hermes" had been nominated as the sole logistic agent for the CONY 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](mailto:mottyw@hermes-exhibitions.com).
- c) Please mark on the package "Insert for CONY participants' bags."  
C/O Schenker Number parcels, e.g: 1/1, 1/2, 1/4
- d) 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, currier shipments)**

Schenker Deutschland AG  
Servicegebäude Süd  
Jafféstr. 2  
14055 Berlin

Congress name  
Company's name

**Deadline:**

May 2, 2014

**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**

Shipment arriving to warehouse will be handled as follows:

- Received at the warehouse
- Storage
- Pickup from storage
- Unloading and delivery to the venue

**Remarks**

- Door to door services : Companies that require door-to-door service for their inserts are requested to contact Herms no later than 23 April, 2014
- Courier shipment: Goods sent via Currier Company must be send under DDP conditions



**Handling tariff**

Per Exhibitor / per shipment Normal working hours only (each CBM=333 KG)

Use of Schenker Import registration number	€85.00
Minimum charge	€190.00
50-100 KG	€ 218.00
101-300 Kg	€275.00
300-500 Kg	€325.00
From 501 Kg Per each additional 100 Kg	€ 58.00

**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.

For enquiries and further information

Please contact Mr. Motty Wizman

Email: [mottyw@hermes-exhibitions.com](mailto:mottyw@hermes-exhibitions.com)

Tel: +972 8 914 6421

**Best Regards,  
Hermes**